



ROMA DEMOCRATIC DEVELOPMENT

ASSOCIATION

"SONCE"

TETOVO

STATUTE

of the

ROMA DEMOCRATIC DEVELOPMENT ASSOCIATION "SONCE"

Tetovo
08 October 2005

A: P. O. Box 159
1200 Tetovo, RM

T: + 389 (0) 44 35 23 90
F: + 389 (0) 44 35 23 91

E: sonce@sonce.org.mk
W: www.sonce.org.mk

On the basis of article 5, 20 and 76 of the Law on Associations of Citizens and Foundations (Official Gazette of RM No. 31 from 02/07/1998) and article 20, 21, 29 and 42 (of the Roma Democratic Development Association “Sonce” Statute), the General Assembly of the Roma Democratic Development Association “Sonce”, at its meeting held on 08/10/2005 brought this:

S T A T U T E

of the Roma Democratic Development Association “Sonce”

G E N E R A L P R O V I S I O N S

Article 1

Roma Democratic Development Association “Sonce” from Tetovo is an association of citizens as defined by the Law on Associations of Citizens and Foundations (Official Gazette of RM No. 31 from 02/07/1998). Roma Democratic Development Association “Sonce” acts on local, national and international level in order to contribute to the societal integration of, effective participation if and equal application of democratic rights and benefits for the Roma community, through direct support, capacity building and advocacy.

Article 2

Roma Democratic Development Association “Sonce” works towards achievement of its goal for the Roma to become equal citizens of a democratic society.

Article 3

Roma Democratic Development Association “Sonce” shall work on its vision, mission, strategic determinations and objectives, and shall organize its internal work in accordance with the regulations set up by the Constitution of Republic of Macedonia, this Statute and other positive legislation regulating the field of work of the association.

Article 4

The name of the association of citizens is: Roma Democratic Development Association “Sonce” (in Macedonian: Асоцијација за демократски развој на Ромите „Сонце“). The abbreviation is: RDDA Sonce (in Macedonian: АДРР Сонце). For international use the English translation of the name in Macedonian language shall be in use.

Article 5

Roma Democratic Development Association “Sonce” has headquarters at St. Piriđa No. 39/14, 1200 Tetovo, Republic of Macedonia. The association organizes itself and acts locally, nationally and internationally.

Article 6

Roma Democratic Development Association “Sonce” is legally registered. It has its own stamp and seal.

The stamp is round and contains the name of the association (Roma Democratic Development Association “Sonce” in Macedonian language) rounded around the logo of the association.

The logo of the association is a circle divided in two halves: up - blue and down – green; in the upper half at the left there is a sun (smaller partial yellow circle not to exceed the logo circle, with 6 sunbeams).

The stamp of the association is square with the following text (in Macedonian language):

Roma Democratic Development

Association “Sonce”

Number: _____

Date: _____

Place: _____

VISION, MISSION, STRATEGIC DETERMINATION AND OBJECTIVES AND METHODS OF THEIR ACHIEVEMENT

Article 7

Roma Democratic Development Association “Sonce” vision is:

Roma – equal citizens practicing democratic rights and benefits guaranteed with a democratic society.

Article 8

Roma Democratic Development Association “Sonce” mission is:

Roma Democratic Development Association “Sonce” is well established association of citizens on local, national and international level, actively contributing to the societal integration, effective participation and equal application of democratic rights and benefits of the Roma, through direct support, capacity building and advocacy.

Article 9

Strategic determinations for the work of Roma Democratic Development Association “Sonce” are the following:

1. To respect the civil rights of Roma, stipulated by international standards.
2. To build educational capacities of Roma with the purpose of their integration into the society.
3. Roma on local level to effectively participate in the decision making of the local community.

Article 10

The work of the Roma Democratic Development Association “Sonce” – its vision, mission, strategic determinations, aims and methods of their implementation are developed in details with a Roma Democratic Development Association “Sonce” Strategic Plan and other documents emerging from the Strategic Plan. The Strategic Plan and other documents emerging from the Strategic Plan shall be in accordance with the Statute and the positive legislation.

MEMBERSHIP

Article 11

Any person (citizen or non-citizen of Republic of Macedonia) able to contribute to the work of the association can become a member of the Roma Democratic Development Association "Sonce".

Article 12

Entrance into membership can begin with:

1. A proposal from the Management Board (Assembly) or Executive Board
2. Application for membership by interested candidates for membership

Article 13

In case membership is proposed as in Article 12, point 1 of this Statute, the person becomes member of the association with their assent.

In case of application for membership as in Article 12, point 2 of this Statute, the application shall be reviewed at the next Management Board meeting and if membership is approved by the Management Board, the candidate becomes a member. The decision of the Management Board on membership is brought on the basis of criteria on ability of the candidates to contribute to the association's work and on the capacities and needs of the association.

Article 14

Membership application to the Roma Democratic Development Association "Sonce" is a document prepared by the Executive Board of the Roma Democratic Development Association "Sonce", provided to all interested candidates at their request at the headquarters of the Roma Democratic Development Association "Sonce" or through electronic communication. The membership application to the Roma Democratic Development Association "Sonce" is considered at the next meeting of the Management Board (Assembly) of the Roma Democratic Development Association "Sonce", after the receive of the entirely fulfilled application from the candidate. The candidate is informed on the decision no later than a week after the decision has been brought.

Article 15

Each member admitted into Roma Democratic Development Association "Sonce" receives a membership card. Practicing of the right to vote at the Management Board (Assembly) of the Roma Democratic Development Association "Sonce" is done on the basis of the membership card of the member. In case of withdrawal/expulsion from Roma Democratic Development Association "Sonce" membership, the membership card must be returned to the Roma Democratic Development Association "Sonce".

Article 16

Withdrawal/expulsion from Roma Democratic Development Association "Sonce" membership can occur in one or more of the following cases:

1. Voluntary withdrawal from membership, in which case the member informs the Executive Board of the Roma Democratic Development Association "Sonce", or
2. Decision for expulsion by the Management Board (Assembly) of the Roma Democratic Development Association "Sonce", in case the member is not active, is not conducting in accordance with the Statute of the Roma Democratic Development Association "Sonce", or in any way causes damage to the work and reputation of the Roma Democratic Development Association "Sonce". The decision is brought at a meeting of the Management Board (Assembly), for which relevant arguments must be put forward to support such a decision. The proposal for expulsion of a member of the Roma Democratic Development Association "Sonce" can be presented by a

member of the Management Board (Assembly) or a member of the Executive Board of the Roma Democratic Development Association “Sonce”.

Article 17

The rights and obligations of the Roma Democratic Development Association “Sonce” are defined in the part referring to the Management Board (Assembly) of the Roma Democratic Development Association “Sonce” of this Statute, given that all the members of Roma Democratic Development Association “Sonce” comprise the Management Board (Assembly) of the Roma Democratic Development Association “Sonce”.

Article 18

Roma Democratic Development Association “Sonce” keeps a Membership List of the members of Roma Democratic Development Association “Sonce”. The list is updated and amended continuously, with admission and withdrawal/expulsion of members of the Roma Democratic Development Association “Sonce”.

BODIES, MANAGEMENT, DECISION MAKING

Article 19

Bodies of the Roma Democratic Development Association “Sonce” are:

1. Management Board
2. Executive Board

Article 20

The Management Board, as the highest body of the Roma Democratic Development Association “Sonce”, is the body that makes the decisions of the Roma Democratic Development Association “Sonce”. The lower level decisions, meaning the ones emerging from the execution of the work of Roma Democratic Development Association “Sonce” are being brought by the Executive Board.

Article 21

The Management Board of the Roma Democratic Development Association “Sonce” considers and adopts basic documents on which the work of the Roma Democratic Development Association “Sonce” is based, and appoints and dismisses the Roma Democratic Development Association “Sonce” Executive Director. Besides this, depending on the needs of the Roma Democratic Development Association “Sonce”, its Management Board brings other decisions, such as decision on establishment of Limited Liability Company or Shares Company, decision on establishment of branches or filiations, decision on change of headquarters, decision of change of the name, decision on acquisition of basic means, etc. The Management Board is responsible to oversee the work of the Roma Democratic Development Association “Sonce”, meaning to follow and control the work of the Executive board and the execution of the decision and basic documents. Depending on the needs and possibilities, external persons can be appointed to review the programmatic and financial work of the Roma Democratic Development Association “Sonce”.

Article 22

The Management Board of the Roma Democratic Development Association “Sonce” represent the Assembly of the Roma Democratic Development Association “Sonce” in terms

of the Law on Associations of Citizens and Foundations. The Management Board is the highest body of the Roma Democratic Development Association “Sonce”.

The Management Board of the Roma Democratic Development Association “Sonce” is consisted of all the members of the Roma Democratic Development Association “Sonce”, thus the term of its members is unlimited, meaning that each member of the Roma Democratic Development Association “Sonce” is a member of the Management Board during their membership into the Roma Democratic Development Association “Sonce”.

The number of members of the Management Board can be from 5 to 11, depending on the needs and possibilities of the Roma Democratic Development Association “Sonce”. This number is determined by the Management Board, and must be even (5, 7, 9 or 11).

Article 23

The Management Board of the Roma Democratic Development Association “Sonce” meets quarterly (each three months), or if their is a need. Additional meetings are assembled by the Executive Board.

Management Board meetings are organized by the Executive Board of the Roma Democratic Development Association “Sonce”. Management Board meetings can be organized as standard meetings with attendance by the members at common meeting, or through electronic communication (conference). Management Board meetings can be attended by persons that are not members of the Management Board, depending on the needs. This is particularly relevant for the Executive Board members.

Roma Democratic Development Association “Sonce” has its Annual Assembly once a year. The Annual Assembly is attended by the Management Board members (the Assembly), Executive Board members and other persons as guests to the Annual Assembly.

Article 24

Management Board meetings are chaired by the Management Board Chairperson. Management Board Chairperson is one of the members of the Management Board. Management Board Chairperson is elected by the members of the Management Board at the Annual Assembly. Management Board Chairperson has a term of one year, with the possibility to be elected multiple times. In case of withdrawal/expulsion of the Management Board Chairperson from membership, a new Management Board Chairperson is elected at the next Management Board meeting.

Article 25

Right to vote at the Management Board of Roma Democratic Development Association “Sonce” is practiced with the membership card (a vote is counted if the member raises their membership cards). The Management Board fully legitimate decides if more than the half of all the members of the Management Board is present. Decisions by rule are brought with simple majority of the present members.

Article 26

Roma Democratic Development Association “Sonce” Executive Board is the executive body, meaning body that implements decisions of the Management Board and implements determinations stipulated with the basic documents of the Roma Democratic Development Association “Sonce”. Besides this, the Executive Board prepares basic documents for the work of Roma Democratic Development Association “Sonce” and provides other recommendations and proposals for consideration of the Management Board.

The Executive Board brings decisions related to the execution of the work. The Executive Board is responsible to the Management Board of the Roma Democratic Development Association “Sonce”.

Article 27

The Executive Board of the Roma Democratic Development Association “Sonce” has to have Executive Director. The Executive Director of the Roma Democratic Development Association “Sonce” is directly responsible to the Management Board regarding the work of the Roma Democratic Development Association “Sonce”. The Executive Director is appointed and dismissed by the Management Board. No member of the Management Board can be appointed as Executive Director. The Executive Director has no specific term, meaning he/she is appointed and dismissed according to the needs and by decision of the Management Board.

Besides the Executive Director, the Executive Board can have other members as well. For the composition of the Executive Board (number of members, functions, terms, mandates, etc) decides the Management Board on the basis of the needs for realization of the work of the Roma Democratic Development Association “Sonce”. Other members of the Executive Board are appointed and dismissed by the Executive Director through consultations with the Management Board. For any post at the Executive Board no member of the Management Board can be appointed.

The Executive Director manages the overall work of the Roma Democratic Development Association “Sonce” and delegates responsibilities to other members of the Executive Board. Other members of the Executive Board are directly responsible to the Executive Director, except in case the Executive Director delegates other members of the Executive Board for certain responsibilities. Other members of the Executive Board are responsible for the realization of the responsibilities and obligations delegated to them by the Executive Director.

Article 28

The Executive Board of the Roma Democratic Development Association “Sonce” meets regularly once a month and additionally if needed. The meetings of the Executive Board are assembled, organized and chaired by the Executive Director. The Executive Director has to be present at the Executive Board meetings. Other members present at the Executive Board meetings depend on the needs and are invited by the Executive Director.

Article 29

Basic documents according to which the Roma Democratic Development Association “Sonce” works are prepared and executed by the Executive Board, under the governance of the Executive Director. These are considered and adopted by the Management Board, except if defined otherwise within this Statute or it has been decided by the Management Board. The basic documents are the following:

1. Statute of the Roma Democratic Development Association “Sonce” – amended and changed if needed with a Management Board decision.
2. Strategic Plan of the Roma Democratic Development Association “Sonce” – brought for a period of 3 to 5 years and the current is revised once a year.
3. Annual Programme of the Roma Democratic Development Association “Sonce” – brought each year and revised each three months.
4. Annual Budget of the Roma Democratic Development Association “Sonce” – brought each year and revised each three months.
5. Annual Report of the Roma Democratic Development Association “Sonce”.
6. Annual Final Account of the Roma Democratic Development Association “Sonce” – prepared by an accountant (Accountancy Company) appointed by the Executive Board for dealing with financial work of the Roma Democratic Development Association “Sonce”.
7. Annual Financial Report of the Roma Democratic Development Association “Sonce” – the Executive Board consults the accountant (Accountancy Company) for preparation.

8. Rules of Procedures (financial, acquisition, travel, daily allowances, salaries, for meetings, for archiving, and other documents needed for administrative-financial work) – not adopted, but considered by the Management Board, which discusses upon them and adopts them if needed.
9. Specific programmes for certain areas of work of the Roma Democratic Development Association “Sonce” (programmes under the strategic priorities, capacity building programmes, volunteers programme, etc) – the Management Board can delegate its consideration and adoption responsibility for the programmes to the Executive Director, or the Executive Board.
10. Project proposals, project agreements, project reports and other documents related to project work – these are on the level of execution of other documents.
11. Cooperation agreements and agreements with third parties – prepared in cooperation with the involved parties – these are on the level of execution of other documents.
12. Job announcements, job description, working agreements, notes, reports, certificates and other documents related to internal work, as well as other documents of the legal communication of Roma Democratic Development Association “Sonce”.

REPRESENTATION AND PRESENTATION

Article 30

Roma Democratic Development Association “Sonce” is represented and presented in the legal communication and before third persons by the Executive Director of the Roma Democratic Development Association “Sonce”. The Executive Director can appoint other people to present and represent the Roma Democratic Development Association “Sonce” according to the needs.

The Executive Director is signatory of the Roma Democratic Development Association “Sonce” account. If there is a need of more than one signatories of the Roma Democratic Development Association “Sonce” account, it is proposed to the Management Board, which is responsible for decision making on the signatories of the account.

The Executive Director is responsible for rightful application of legal and statutory provisions from the fields of work of the Roma Democratic Development Association “Sonce”.

The Executive Director is the plenipotentiary of Roma Democratic Development Association “Sonce” for agreements, shares, certificates, recognitions, and other documentation towards third parties.

PUBLICITY OF THE WORK

Article 31

The work of the Roma Democratic Development Association “Sonce” is public.

The publicity of the work is ensured by regular reporting to the Roma Democratic Development Association “Sonce” members through regular meetings and electronic communication.

The Roma Democratic Development Association “Sonce” also regularly informs its partners in a way defined with the documents for cooperation with them.

The Roma Democratic Development Association “Sonce” regularly informs its donors, sponsors and other providers of means, in a way defined through a mutual agreement.

The wider public is informed of the work of Roma Democratic Development Association “Sonce” through various means for public information (electronic and written), depending on the needs and possibilities.

The whole documentation of the work of Roma Democratic Development Association “Sonce” is accessible to the interested parties for review. Temporary or

permanent removal or alienation of the documents from the Roma Democratic Development Association “Sonce” archive is forbidden.

Article 32

Wider public, particularly Roma population and other specific target groups of the programmes and projects of Roma Democratic Development Association “Sonce” are also included in the direction of the work of Roma Democratic Development Association “Sonce”/ This is realized in a way that before the establishment of the determinations for the work of Roma Democratic Development Association “Sonce”, meaning during the preparation and adoption of various documents that direct the work of Roma Democratic Development Association “Sonce”, wider public is consulted. The mechanisms for consultation are various and include desk research of various sources, survey of public opinion, workshops and other events, individual or group inclusion of representatives of the wider public for preparation of the documents, etc. This is done depending on the needs and possibilities. It is particularly important for the preparation of the key documents, such as Strategic Plan, Annual Programmes, and project proposals of the Roma Democratic Development Association “Sonce”.

Article 33

Besides the ways of inclusion and information of the public with the work of Roma Democratic Development Association “Sonce” provided by Article 30 and 31 of this Statute, the Roma Democratic Development Association “Sonce” regularly prepares information on its work through other basic documents, such as Annual Report, Annual Final Account, Annual Financial Report, and other interim reporting documents. These documents, depending on the needs and possibilities, are published and distributed to the wider public.

FINANCING

Article 34

- Roma Democratic Development Association “Sonce” acquires means in form of:
- financial resources
 - material resources and property
 - services
 - consultations
 - rights

Means acquired by the Roma Democratic Development Association “Sonce” can be acquired from domestic and foreign legal and individual entities, company established by the Roma Democratic Development Association “Sonce”, sale of services and items related to the work of the Roma Democratic Development Association “Sonce” and from the state budget.

Article 35

Financial resources acquired by the Roma Democratic Development Association “Sonce” are disposed on a bank account established in a bank authorized for this type of activity. The Executive Director of the Roma Democratic Development Association “Sonce” is the signatory of the bank account, but in case of a need other signatories can also be appointed with a decision of the Management Board.

For the work with the financial resources, the Roma Democratic Development Association “Sonce” engages an accountant (or Accounting Company) responsible to deal with bank transfers, disposal and acquiring resources, work with financial documentation, preparation of annual final account and consultation for the preparation of the Annual Financial Report of the Roma Democratic Development Association “Sonce”.

According to the needs and possibilities of the Roma Democratic Development Association “Sonce”, external audit company can be engaged to review the financial work of the Roma Democratic Development Association “Sonce”.

Article 36

Material resources and property of Roma Democratic Development Association “Sonce” are listed in an inventory list and each item is labelled. Material resources and property are dealt with according rules of procedure for material resources, describing the ways of use, amortization, disposal, maintenance of documents, rent, borrowing, etc.

Article 37

For the work with financial and material resources of the Roma Democratic Development Association “Sonce”, Annual Budget is prepared.

Article 38

Means acquired by the Roma Democratic Development Association “Sonce” can be only used for the achievement of the vision, mission and strategic determination and all of the programme determinations and documents emanating from these, as well as for the needs of management and administration of the Roma Democratic Development Association “Sonce”.

Means acquired by the Roma Democratic Development Association “Sonce” particularly are forbidden for use as profit – divided among persons related to the Roma Democratic Development Association “Sonce” in any way, or for political parties and election campaign purposes.

TERMINATION OF THE ASSOCIATION

Article 39

- Roma Democratic Development Association “Sonce” will be terminated or closed if:
- it is so decided by the Management Board with majority of two thirds;
 - if the number of members gets below from the one needed for establishment;
 - if reasons defined by the Law on Association of Citizens and Foundations are present.

Article 40

With the termination of the work of the association, the property and other rights and profits remaining after the payment of the responsibilities, are transferred into ownership of another association of citizens similar according to the Statute and programmatic determinations, by a decision of the Management Board.

OTHER PROVISIONS

Article 41

Right to interpretation of the provisions of this Statute has the Management Board of the Roma Democratic Development Association “Sonce”. The Management Board can delegate this right to the Executive Board of the Roma Democratic Development Association “Sonce”.

Article 42

Changes and amendments of this Statute are done through the same procedure as for its establishment.

Article 43

This Statute enters into force on the day of its adoption by the Management Board of the Roma Democratic Development Association “Sonce”.

*Executive Director of the
Roma Democratic Development
Association “Sonce”*