

On the basis of articles 104 of the Law on Citizens' Associations and Foundations 2010 ('Official Gazette of the Republic of Macedonia' no.52/2010) the assembly of the Association "Local Development Agency" Struga on the meeting held on 30.03.2013 adopted the following revised text of the

## **STATUTE of "LOCAL DEVELOPMENT AGENCY"**

### **1.General provisions**

#### **Article 1**

Citizens' Association "Local Development Agency"- Struga is a voluntary, non-profit, non-governmental, non-party association formed in free association of citizens in order to fulfill, protect and adjust its interests and beliefs in the improvement of civil society and local communities as well as to perform activities for local development, local democracy and civil activism and strengthen inter-ethnic relations and economic development in Macedonia and abroad, in accordance with the Constitution and the Law.

#### **Article 2**

Citizens join the Association in order to accomplish the following objectives:

- Support intercultural cooperation and interethnic dialogue
- Achievement the Millennium Development Goals through providing better and equal access for socially marginalized groups
- Regional development through networking with various stakeholders from the region and cross-border cooperation
- Decreasing of the difference in the development between urban and rural areas in our region
- Improvement of the quality of life for residents of the southwestern region of Macedonia
- Promotion of sustainable forms of tourism

#### **Article 3**

The Citizens' Association "Local Development Agency" - Struga operates in all regions of the Republic of Macedonia. The Association can expand its operations on international level and it can cooperate with organizations, associations, foundations and institutions and become a member of associations in this country and abroad in accordance with the Constitution and Laws of the Republic of Macedonia and this Statute.

#### **Article 4**

The Association as a Citizens' Association will realize its goals, duties and activities in accordance with the relations determined by the Constitution of the Republic of Macedonia, this Statute and Laws of the Republic of Macedonia.

#### **Article 5**

The citizens' association's name is:

**Citizens' Association "Local Development Agency"**

The Association's short name is:

**CSO "LDA" -Struga**

### **Article 6**

The Association's seat is in **Struga at n.n. Vlado Maleski St. , 6330 Struga** and it is organized and operates on the whole territory of the Republic of Macedonia and other countries.

### **Article 7**

The Association "Local Development Agency" - Struga is a legal entity with obligations and responsibilities that arise from this Statute and legal regulations.

The Association has a seal and a stamp.

The seal is round and contains the name of the Association in Macedonian in Cyrillic and the Association's logo in the middle with its short name in English.

The Association's stamp is rectangular with the following text: **Citizens' Association "Local Development Agency"** in Macedonian in Cyrillic, number, date, place.

## **2.Goals and duties of the Association**

### **Article 8**

Citizens are associated in the Association in order to realize a greater common interest. The mission of the Association is:

- To achieve a better quality of life for the citizens of urban and rural parts of the municipality of Struga, to promote social inclusion, to develop new forms of sustainable tourism and to contribute to regional development through cooperation with various actors from the southwestern region of Macedonia and Albania;

Main tasks of the Association are to:

- Support the intercultural cooperation and inter-ethnic dialogue
- Promote sustainable forms of tourism
- Achieve the millennium development goals through providing better and equal access for socially marginalized groups
- Foster regional development through networking with various stakeholders from the region and cross-border cooperation
- Reduce the difference in the development between urban and rural areas in our region
- Improve the quality of life for citizens of the southwestern region of Macedonia
- Promote the values and principles, implementation of priorities of the organization of the United Nations for education, science and culture (UNESCO), and, as a local club, work on the implementation of program activities in accordance with their recommendations and programs.

### **Article 9**

The Association can form, with a special act, a shareholding company with limited liability and other forms in accordance with the Law for trade companies of the Republic of Macedonia.

The Association operates on the basis of a working plan and program.

### **Article 10**

The Association realizes its goals and duties through a determined Work Program; that is, through following activities:

- organization of specific program activities,
- realization of joint projects
- fund raising for realization of the mission of the Association
- organizing campaigns for raising the awareness and promotion of the mission of the Association
- advocacy and lobbying

- initiation and supporting of citizen initiatives – implementation of partnership projects
- organization of conferences, seminars, trainings and other types of activities,
- encouragement of initiatives in authorities and institutions in order to achieve the Association's goals,
- performing other activities provided for in this Statute.

### **3.Membership**

#### **Article 11**

A member of the Association "Local Development Agency" can be any citizen of the Republic of Macedonia (foreigners can also be members if it is provided for in the Statute) who will voluntarily become member of the Association by giving a written statement (founders have to be of legal age whereas members do not).

Becoming a member of the Association is performed by signing a membership form, i.e. after signing a personal written statement a membership card is issued which is returned after the termination of membership or expulsion. Minors older than 14 years can join the Association by providing a signed statement of consent for membership by his legal representative, in accordance with the law.

The Association "Local Development Agency" keeps a record of its members which is updated once a year. The data from the registry are protected in accordance with the regulations for the protection of personal data and classified information.

#### **Article 12**

The membership has the right to elect and be elected in the bodies of the Association, to participate in the operating of the Association, to contribute to its development, promotion and popularity of the Association, to voluntarily denounce its membership, and to express his/her opinion on set issues.

#### **Article 13**

Members of the Association are obligated to:

- Respect the Statute,
- Attend meetings, submit data and reports on the operating of the Association in order to achieve the Association's goals,
- Become actively involved in the realization of the Activities Program of the Association,
- Realize activities provided for in the Work Program.

#### **Article 14**

Membership in the Association can be terminated:

- On a member's request,
- If the member does not respect the Statute and duties provided by the same,
- If he/she acts against the goals of the Association,
- If he/she does not pay the membership fee regularly.

Decision for the termination of membership in the Association is made by the Executive Board of the Association.

#### **4. Transparency**

##### **Article 15**

Operation of the Association "Local Development Agency" is transparent.

Transparency is provided by regularly informing (members, other associations and/or the public) about the operation and activities of the Association by insight into the realization of the program duties, and by submission of a report on the activities of the bodies and material and financial operations of the Association.

Press, radio, television as well as magazines and a notice board displayed in a clearly visible place in the Association's offices are used to inform the members and the public.

#### **5. Financing of the Association**

##### **Article 16**

The Association is financed through:

- Membership fees,
- Donations, charity,
- Budget of the Republic of Macedonia and local self-government,
- Providing services to other associations, organizations and institutions
- Commissions from different bodies, organizations,
- Communities and other institutions,
- Trading companies and other legal entities;
- Other services (property rights, etc.),
- Other sources provided for in the Law and the Statute

##### **Article 17**

Utilization and management of the Association's assets acquired through activities set forth in the previous article are performed in a way determined by this Statute and other legal norms, determined by the financial plan and on the basis of valid documents.

##### **Article 18**

Bodies of the Association decide on the utilization and management of the assets in accordance with jurisdictions determined by this Statute and they take actions for economically appropriate utilization of the assets and prevention and removal of any kind of impropriety.

##### **Article 19**

Citizens' Association "Local Development Agency" adopts an annual financial plan for income and expenditures of the Association.

The financial plan contains income made according to Article 16 of the Statute as well as expenditures for social activities, employees' salaries, materials, expenses for the operating of the Association and other expenditures connected to the operating of the Association.

## **6. Bodies of the Association**

### **Article 20**

The bodies of the Association "Local Development Agency" are:

1. Assembly
2. Executive board
3. Implementation team
4. Board of Directors

## **7. Assembly of the Association**

### **Article 21**

The Assembly is the highest governing body of the Association. The Assembly of the Association "Local Development Agency" consists of all members of the Association of legal age.

The Assembly elects President with a 4 -year mandate with the right to be reelected. The President advocates for and represents the Association.

The Assembly meets when needed, at least once a year.

### **Article 22**

Electoral Assembly is called every 4 years and the bodies of the Association must be established within 30 days before termination of the mandate of the members of the bodies. The written invitation with the agenda is delivered at least 7 days prior to the Assembly. (e-mail or letter)

### **Article 23**

The Assembly sessions are called by the Assembly Chairperson on his/her own initiative. The Assembly session is also called on the basis of the proposal of the Executive Board of the Association or 1/5 of the total number of members of the Assembly. If the Assembly Chairperson does not call the session within 14 days of the submitted proposal, the session is called by the Executive Board or the initiators. The Assembly session on the working of the Executive Board can be called on the basis of the proposal of the Supervisory Board.

The procedure of calling sessions of the Assembly, of the Association and presiding with meetings, is determined by the Operation regulations of the Assembly.

### **Article 24**

The Presiding person has the following rights, duties and responsibilities:

- Calls the meetings of the Assembly and Board
- Proposes the candidates of the Board
- Presides with the meetings of the Assembly and the Board
- Signs the decisions and the documents of the Board
- Performs other tasks designated by the Assembly or the Board or defined in the Operation regulations.

### **Article 25**

The Association "Local Development Agency" Struga Assembly elects members of the Managing Board from the membership, on regular or non - regular meetings.

#### **Article 26**

The Assembly performs the following:

- Adopts the Statute of the Association "Local Development Agency" and performs any changes or ` additions to it if necessary;
- Adopts an annual report, directions and working program;
- Adopts an annual balance sheet and financial plan;
- Decides upon changes in the goals of the Association;
- Decides upon partnerships or disjunctions with other associations and memberships in alliances and international organizations.
- Verifies the decision of the Managing Board for admittance of new members and membership cessation upon MB decision.
- Elects a Presiding person of the Assembly
- Adopts a strategic plan
- Elects and dismisses members of the Managing Board
- Inspects and adopts the working report of the MB between two sessions of the Board
- Discusses the development results of the Association and gives directions for further development of the Association
- Decides upon cessation of the Association with the method of two thirds of the voters
- Decides upon establishing trading companies
- Decides upon establishing extension branches of the Association;
- Adopts a working program for the Association
- Performs other tasks that arise from the Statute and the regulations

#### **Article 27**

The rights, duties and responsibilities of the assembly in urgent situations shall be performed by the Board of Directors of the Association which has the responsibility to provide a report on the activities undertaken at the next meeting.

### **8. Board of Directors**

#### **Article 28**

The Board of directors is an executive organ of the Association. It consists of 5 members with a mandate of 4 years.

The Presiding chairman of the Assembly is also a member of the Board with a right to vote.

The Executive director is also included in the Board of directors but with no right to vote.

The members of the Board must be reliable and highly regarded members of the society and in the NGO branch elected in the field that reflects program interests of LDA.

#### **Article 29**

Members of the Board are elected by the Assembly on a suggestion of the Chairman with simple majority of the voters present.

The Chairman is elected on the first founding meeting of the Board.

The Chairman of the Assembly may not be Chairman of the Board.

#### **Article 30**

Board meeting are called and presided by the Chairman of the Board.

The meeting are called also by suggestion of at least 1/3 of the members of the Board or Executive Director.

### **Article 31**

The Board may function validly and make decisions if more than half of the total members are present on the meeting

The Board makes its decisions with public voting by majority of the present members.

In urgent cases the Board may decide via e-mail.

The Board always takes minutes of Board's meetings and it is signed by the Chairman and the person taking the minutes.

### **Article 32**

The Board is competent to:

- Elects the Chairman from the Board membership with a 1/3 majority's suggestion;
- Elects the Executive director;
- Fulfills the statute tasks of the Association as well as the decisions and conclusions from the Assembly;
- Inspects and suggests to the Assembly program orientation and financial plan for the work of the Association;
- Inspects and submits to the Assembly reports from the program and financial work of the Association and also has a monitoring role of the work of Executive Director;
- Suggests changes and additions to the Statute;
- Raises funds for implementation of the program activities and operational working of the Executive Office.
- Promotes the assembly in public and potential donator
- Makes decisions for establishing constant and part-time committees and directs their work;
- Makes decisions for rewards, acknowledgements;
- Decides upon depreciation of old assets,
- Revises and processes the membership applications and decides upon admittance or exclusion;
- Decides upon the membership fee;
- Decides upon objections and complaints;
- Participates in making the program orientation and financial plan of the association;
- Determines the principles of inside organization of the implementation team;
- Suggests to the Assembly designation of honorable members of the Association;
- Performs other duties that arise from the Statute of the Association and from the Regulation.

### **Article 33**

The Board is responsible for it's work in front of the Assembly.

The meetings is presided by the Chairman of the Board and in the case of chairman's absence and authorization the duty is performed by the vice-chairman.

The way of calling a meeting and other issues regarding the work of the Board are regulated with the Program for work of the Board.

### **Article 34**

The function of a member of the Board ceases upon: a members request or by voting with simple majority of the Assembly.

Exclusion motion for a member can be submitted by:

- Majority of the Board members or
- 1/3 of the total number of assembly members.

### **Article 35**

In a case of resignation or other reasons of incapability of a member of the Board, the Assembly elects a new member of the Board.

## **9. Chairman of the Board of Directors**

### **Article 36**

The Chairman of the Board is elected by the members of the Board upon suggestion of the Board members of the Association by voting.

The rights, obligations and authorities of the chairman of the Board are:

- Calls and presides the meetings of the Board
- Monitoring of the operational work of the implementation team for which it reports on every next meeting.
- Takes part in fund raising for program and operational work of the association
- Carries out the association policy;
- Looks to implementation of decisions, conclusions and other acts of the Board;
- Signs the decisions and acts of the Board
- Performs other duties arising from this statute.

### **Article 37**

Function of the chairman of the Board ceases if:

- By own request
- Exclusion from the Board

### **Article 38**

The Board elects executive Director of LDA and signs a 5 year contract for the function.

The Executive director has the following rights and obligations:

- Establishes and leads the implementation team
- Prepares strategy proposal, annual program and financial work plan of the association and submits them to the Board.
- Implements the activities that arise from the strategy, annual program and financial plan of the Association.
- Implements the decisions of the Board of Directors
- Implements and coordinates the activities that arise from the everyday work of the Association,
- Makes assessment and organizes the resources and capacities of the Association to enable implementation of the activities.

## **10. Representation and advocacy of the Association**

### **Article 39**

The Association is represented and is accredited to represent it in financial transactions or in front of public, by the Executive Director or a person authorized by the Director.

## **11. Status changes and cessation of the Association**

### **Article 40**

Status changes are merging and joining with other organizations or division of the association in several other organizations.

Status changes are voted by the Assembly with 2/3-rd majority.

#### **Article 41**

The assembly ceases to work when:

- 2/3-rds of the members of the Assembly decide upon it;
- Number of members is decreased below the number designated by the Act for establishment of Citizen Associations;
- If it is determined that the Association has stopped working;
- In other cases determined in the law

Cessation decision is voted by the Assembly with a 2/3-rd majority.

#### **Article 42**

After cessation of the Association, the assets and other revenue left after making necessary payments of debts are divided upon:

A decision of the Board 14 days after the cessation, the Board shall make decision for dividing the assets left.

### **12. Closing regulations**

#### **Article 43**

The Association's assembly has right to interpret this Statute and between two sessions of the Assembly, the Board of the Association.

#### **Article 44**

Changes and additions of this statute are done by the same procedure used for establishing it.

#### **Article 45**

General acts and work programs will be coordinated with this Statute in a period of 3 months from the date of the enforcement.

#### **Article 46**

Issues that are not regulated with this Statute shall be regulated with acts of the organs of the Associations.

#### **Article 47**

The old Statute ceases to function with the announcement of the new one on the meeting of the Assembly held on 04.04.2013

#### **Article 48**

This Statute starts functioning on 30/03/2013 on the day of the proclaiming

Chairman of the Assembly of the Association  
"Local Development Agency" – Struga

30/03/2013



CREATING SUSTAINABLE SOLUTIONS