

CiviKos Platform

STATUTE

Article 1

Constitution, Legal nature, Name and Seat

1.1. **CiviKos Platform** is an initiative of Kosovo civil society organizations established to create and promote an appropriate formal environment for cooperation between the civil society sector and Kosovo state institutions.

1.2. **CiviKos Platform** shall be a nonprofit voluntary and absolutely non-party organization. The official name of the organization shall be "**Platforma CiviKos**". The official acronym of CiviKos Platform shall be **CiviKos** (hereinafter: **CiviKos**).

1.3. **CiviKos** shall be a legal form of association, in compliance with the applicable legislation for the establishment and registration of Non-Governmental Organizations in Kosovo.

1.4. **CiviKos** shall have a legal entity status.

1.5. **CiviKos** shall have its identification sign.

1.6. **CiviKos** shall have its bank account. The financial arrangements and reporting will be defined in the internal regulation of **CiviKos** [hereinafter: "the Regulation"], in accordance with the applicable legislation.

1.7. The address of **CiviKos** is: Bedri Pejani St. 7/A, Prishtina, Kosova

1.8 The founders of CiviKos include:

- 1) Kosovo Civil Society Foundation - Venera Hajrullahu
- 2) Kosova Woman's Network - Igballe Rogova
- 3) Kosovo Centre for Gender Studies - Luljeta Vuniqi
- 4) Oaza NGO - Sahit Kandiç
- 5) Kosovo Youth Network - Alban Krasniqi
- 6) Forum for Democratic Initiative - Arbnor Pula
- 7) Community Development Fund - Mirlinda Bunjaku
- 8) Kosovo Foundation for Open Society – Luan Shllaku
- 9) Gjylieta Mushkolaj

Article 2

Guiding Principles

2.1. **CiviKos** shall not distribute any net income or benefit to any person. The assets, incomes and benefit of **CiviKos** shall be used solely for implementing plans, projects and activities that aim at an appropriate formal environment for cooperation between the civil society sector and Kosovo state institutions, as well as citizen awareness raising on the importance of such cooperation.

2.2. Any transaction between **CiviKos** and its members and collaborators shall be carried under the most favorable conditions for **CiviKos**.

Article 3

Authorized Representative

3.1. The authorized representative of **CiviKos** shall be the Executive Director. The Executive Director shall be appointed by the Board, in accordance with the Board Regulation.

3.2. The authorized representative shall receive all official letters on behalf of **CiviKos**.

3.3. The authorized representative shall be responsible for informing the competent body for the registration of nongovernmental organizations of any change to the statute, address, and telephone numbers of **CiviKos**.

Article 4

Mission and Objectives

4.1. **The mission** of **CiviKos** is to establish a formal cooperation environment between the civil society sector and the Kosovo state institutions.

4.2. For achieving its mission, **CiviKos** shall strive to achieve the following **objectives**:

- Formalization of communication and cooperation channels between the civil society sector and Kosovo state institutions;
- Coordination of activities of member organizations aiming at establishing or promoting an appropriate formal cooperation environment between the civil society sector and the state institutions of Kosovo;

Article 5

Scope

CiviKos shall apply various forms of activities, with the aim of fulfilling its mission and objectives, including seminars, conferences, coordination meetings and media presentations. In addition, CiviKos may enter into contracts with Kosovo state institutions and other organizations when considered that such relations help in achieving its objectives.

Article 6

CiviKos Assembly, Membership, Power, Decision-making

6.1. The highest governing body of **CiviKos** shall be the Assembly of all members, namely of organizations represented by their authorized representatives (hereinafter: "the Assembly").

6.2. The Assembly shall be the sole competent and responsible body for the decisions on the mission, purposes, development governing, budget approval and execution, and approval of **CiviKos** financial reports.

6.3. The Assembly shall have the following powers:

- To approve and amend the Statute of **CiviKos**, with majority vote of 2/3 of members present;
- To approve the Ethics Code of **CiviKos** with majority vote of 2/3 of members present;
- To draft and adopt the Regulation of **CiviKos** Assembly, with majority votes of members present;
- To determine whether membership fees are needed, and if yes, to determine the fee amount, with majority votes of members present;
- To select and appoint the **CiviKos** Board members, with majority votes of members present;
- To select and appoint the Head of **CiviKos** Assembly, with majority votes of members present;
- To determine the Board powers and duties, with majority votes of members present, with CiviKos Board Regulation;
- To review and approve the incomes, liabilities, programs, expenditures and reports of **CiviKos** with majority votes of 2/3 of members present; and
- To approve annual plans with majority votes of members present.

6.4. The Assembly shall always act in compliance with **CiviKos** mission and objectives and the mandate defined in the present Statute and the applicable legislation.

6.5. The Assembly members shall be appointed by civil society organizations, affirmed for the contribution given for enhancing democratic values in Kosovo, recognizing the Statute and Code of Ethics of **CiviKos**. Each member organization shall authorize one representative for serving as a member of the CiviKos Assembly. One person shall represent no more than one organization.

6.6. The Board, with majority votes shall accept the new members of **CiviKos** and shall notify the member organizations 10 days from the receipt of the new member.

6.7. The list of CiviKos member organizations shall be public.

6.8. The CiviKos Assembly, with majority votes of members present, shall decide on the exclusion of member organizations from **CiviKos**. The suspension procedure, namely the exclusion of a member organization from **CiviKos**, shall be defined in the CiviKos Regulation.

6.9. The exclusion, or suspension, of any member from the Assembly of Members shall be decided with majority vote of 2/3 of the present members. The decision on suspension, namely on exclusion, may be appealed within a period of fifteen days. The appeal shall be reviewed by the Assembly within a period of fifteen days.

6.10. With the exception of paragraph eight (8) of this Article, an organization member of CiviKos is expelled from CiviKos due to passivity, in cases below:

1. In cases when it does not participate in two (2) successive meetings of Assembly of Members; or
2. In cases when it does not participate in any of CiviKos activities for period of 24 months, which is evidenced through list of participants in CiviKos activities.
3. Procedures for expel of passive numbers of CiviKos according to subparagraph one (1) of this paragraph is initiated by CiviKos Executive Director, after the Assembly of Members started its work, as the first item on the Agenda of the meeting of Assembly of Members.
4. Procedures for expel of passive members of CiviKos according to subparagraph two (2) of this paragraph is preceded by suspension procedure, applied in cases when a member organization does not participate in any of CiviKos activities for a period of 12 months. Suspension is applied in accordance to the same procedures as those for expel.
5. Procedures for expel of passive members of CiviKos according to subparagraph two (2) of this paragraph starts from CiviKos Secretariat in cases when suspended organization continues to remain passive for another 12 months after the suspension. This procedure is confirmed by the Board and approved by the Assembly, as the first item on the Agenda for the next meeting.

6. Passive members that are suspended or expelled with a decision of the Assembly are not entitled to be counted for quorum in Assembly of Members in which these members are expelled.
7. At the moment when this procedure of suspension or expel is initiated, according to subparagraph two (2) of this paragraph, but not less than seven (7) days before meeting of Assembly of Members is held, CiviKos Secretariat is obliged to inform member organizations against whom the procedure for suspension or expel is initiated, via official mail of the organization and authorized representative. The notification has to specify the reason of initiation of the suspension or expel procedures, together with the rights of member organization to demonstrate their activity.
8. Procedure for suspension or expel of a passive organization, according to subparagraph two (2) of this paragraph, can be terminated only in cases when member organization provides enough evidence for its activities within CiviKos. For such action, the Executive Director of CiviKos informs Assembly of Members, by requesting termination of suspension or expels procedures for member organization.

6.11. Assembly members shall not be part of decision-making and shall abstain from voting on issues of their own personal or economic interest.

Article 7

Assembly Meetings

7.1. The Assembly Meeting may be convened with the attendance of more than half of the Assembly members. In case of lack of quorum, the meeting shall be postponed for another day and the notification shall be sent to all members in advance. Each member of the Assembly shall have only one vote.

7.2. Regular meetings of the Assembly shall be held at least once every year. Extraordinary meetings may be convened at anytime with the request of *half of total members of CiviKos*, or of the Board.

7.3. The request for organizing extraordinary meetings shall be addressed to the Board that shall notify in writing all members of the meeting.

7.4. The notification for Assembly meetings, including regular and extraordinary ones, shall include the date and venue, and shall be sent together with the agenda and submitted to all members, at least (*seven*) days in advance.

Article 8

CiviKos Board

8.1. The **CiviKos** Board shall be appointed by the Assembly and shall be composed of at least five members. The Assembly shall decide on increasing the number of the members of the Board.

8.2. In order to have a continuity of the work of the Board, the Board members shall have a two-year and-three year mandate, with the possibility of reappointment.

The Board members appointment procedures shall be foreseen under the CiviKos Board Regulation approved by the Assembly with majority votes.

8.3. The Board members shall not be part of decision-making, and shall abstain from voting on issues of their own personal or economy interest.

Article 9

Board Meetings

9.1. The Board shall meet at least once every quarter [four (4) times a year]. The Board may also convene extraordinary meetings and when required by at least three (3) Board members. For the extraordinary meetings, the Board members shall be notified by the Head of the Board, or the Executive Director, at least 7 (seven) days prior to the meeting.

9.2. The quorum shall be comprised with the majority of the Board members. If there is no quorum, the meeting shall be postponed for another day and the notification shall be sent to all members in advance.

9.3. Each Board member shall have only one vote.

9.4. All Board decisions shall be taken with majority votes.

9.5. The Board members shall abstain from voting on issues of their own personal or economy interest.

9.6. The Board members shall not be compensated on a regular monthly basis, but the Board may decide for paying per-diems for the convened meetings. The amount of the per-diems shall be defined by the Regulation of **CiviKos** Board.

Article 10

Membership Fee Payment

10.1. Organizations members of CiviKos are obliged to pay membership fee in CiviKos Platform, in amount determined by Assembly of Members. Membership fee is equal for all member organizations, independently from their financial status or any other status.

10.2. Payment of the membership fee is made annually at the beginning of each calendar year, but not later than April 15, of the year for which the payment of membership fee is made. Failure to pay a membership fee within this deadline automatically brings to expel of organizations from CiviKos.

10.3. Procedure for suspension or expel of passive organization, according to subparagraph two (2) of this paragraph, is initiated by CiviKos Secretariat, it is confirmed by the Board and it is approved by the Assembly, as the first item on the agenda for the next meeting.

10.4. Member organizations that are expelled by the decision of the Assembly are not entitled to be counted for quorum in assembly of members in which these members are expelled.

10.5. No later than the April 1, for the year payment of membership fee is made, CiviKos Platform is obliged to inform member organization that have not made the payment about their obligation, via official email of the organization and authorized representative. Notification has to contain a request for payment within foreseen timeline and notification about automatic expel in cases the payment is not executed within given deadline.

Article 11

Assets

The incomes of **CiviKos** may be composed of membership fees, money donations, in kind contributions, funds from inheritance, gifts, and incomes generated from economy activities that **CiviKos** is able to engage in by the law.

Article 12

Executive Director

The Executive Director shall represent **CiviKos** and shall be responsible for its daily activities. The responsibilities and powers of the Executive Director shall be defined under the Regulation of **CiviKos**.

Article 13

Employment at CiviKos

13.1. The Board shall be the competent authority for deciding on vacancies. In addition, the Board may decide to hire other employees for performing certain works.

13.2. Any paid work performed for **CiviKos** shall be based on a written contract that shall be in compliance with the Kosovo applicable legislation on labor.

Article 14

Narrative and Financial Reporting

The financial reporting procedures within **CiviKos**, including those between **CiviKos** and public institutions and third parties, shall be defined under the Regulation of **CiviKos**.

Article 15

CiviKos Dissolution

15.1. **CiviKos** may be dissolved under a decision taken by majority votes of 2/3 of Assembly members.

15.2. On the occasion of dissolution, all remaining assets of **CiviKos** shall be transferred to another Kosovo nonprofit organization holding a similar mission.

15.3. The decision on the dissolution of **CiviKos** must contain the following information about the organization receiving the transferred assets of **CiviKos**: name, mission, activity, and registration number of the organization on the registries of nonprofit legal entities.

Article 16

Fiscal Year

The fiscal year of **CiviKos** shall correspond to the calendar year.

Article 17

Change to Statute

17.1. The statute of **CiviKos** may change only with the decision of the Assembly of all members and only when the change is necessary for a more efficient functioning of **CiviKos**.

17.2. The statute of **CiviKos** may change only with the approval of the majority of two thirds of the Assembly members.

The present statute was approved on 16 December 2015.

16 December 2015

Chairperson of the assembly:

Visar Sutaj