

Based on article 18 from the Law of foundations and organizations (Official Journal of Republic of North Macedonia, No. 52/2010 135/2011), the founding assembly which was held on 30.05.2019, adopted the following:

## **STATUTE**

### **Of the**

### **Association for sustainable development SFERA INTERNATIONAL - Bitola**

#### **I. GENERAL REGULATIONS**

##### **Article 1**

The Association for sustainable development SFERA INTERNATIONAL – Bitola (in continuation: SFERA INTERNATIONAL - Bitola ) is an association of children, young people and every citizen of the municipality of Bitola, for the achieving of various activities and actions which will help improve the awareness of the people against fires and wildfires, through their direct involvement in the activities.

##### **Article 2**

The citizens associate with the association SFERA INTERNATIONAL, for achieving goals of broad social interest, by satisfying the need of getting expertise help.

##### **Article 3**

SFERA INTERNATIONAL, as an association, will achieve their goals with coordination with the regulations determined with the Constitution of Republic of North Macedonia, as well as other legal norms which regulate this area.

##### **Article 4**

The name of the association is: Association for sustainable development SFERA INTERNATIONAL - Bitola. The short name of the association is SFERA INTERNATIONAL - Bitola.

## **Article 5**

The association is located on ul.Solunska no.151, Bitola.

## **Article 6**

The logo of SFERA INTERNATIONAL is a logo recognizable for organizations that work with environment protection. The composing elements of the logo and its colors imply to the elements of water, fire and nature, and under it it's written the name of the organization – SFERA INTERNATIONAL Bitola.

## **Article 7**

SFERA INTERNATIONAL has its own seal.

The seal is in round form and on it, the name of the association is imprinted, in the bottom section, the short name of the association is imprinted, and the middle section contains the logo of the association.

SFERA INTERNATIONAL also has a rectangular seal with the following content:

Association for sustainable development SFERA INTERNATIONAL Bitola

No. \_\_\_\_\_

\_\_\_\_\_20\_\_y.

Bitola

## **II. GOALS AND OBJECTIVES**

### **Article 8**

#### **Vision**

The vision of SFERA INTERNATIONAL is a clean ecological environment in Republic of North Macedonia and the usage of alternative sources of energy.

## **Article 9**

### **Mission**

The Association for sustainable development SFERA INTERNATIONAL – Bitola through non formal education encourages the practice of healthy life, protecting the environment, active participation of the youth in Republic of North Macedonia and volunteering.

## **Article 10**

The general goal of SFERA INTERNATIONAL – Bitola is education of the population in North Macedonia about the protection of the environment, cultural and natural heritage, with the purpose to raise the awareness of all age groups about the importance of healthy lifestyle and the benefits that come with it.

## **Article 11**

The Association has these main goals and objectives:

- Protection of the environment, cultural and natural heritage;
- Promoting sustainable development and the usage of alternative sources of energy;
- Promoting healthy lifestyle – sport, healthy diet;
- Development of professional and leadership skills among young people;
- Education of youngsters in the field of crisis management (floods, earthquakes, fires, erosion and other natural disasters);
- Promoting non formal education and encouraging the creation of systems to support young local, national and international level;
- Promoting youth activism and active citizenship among young people and informing youth about all the opportunities they have;

- Raising the awareness of equality, tolerance, democracy and the introduction of human rights to the youngsters;
- Support and facilitate the process of Europeanization of the country.

## **Article 12**

Main values:

- Environmental responsibility
- Ecology and Recycling
- Sustainable Development
- Healthy Lifestyle
- Human and Youth Rights
- Volunteering
- Tolerance
- Intercultural dialogue
- Democracy
- Empowerment of youth
- Active citizenship

## **Article 13**

Methodology

- Collaboration with universities and other educational and cultural institutions, public institutions, international organizations and other organizations in the country and abroad;
- Research activity in the field of action;
- Maintaining and organizing training courses, seminars, workshops, roundtables and other forms of debate, training, discussions, campaigns, promotions, and other forms of action;
- Preparing and issuing publications in printed and electronic form;
- Establishment of a database, which can be used to achieve the objectives.

The Association can be a member and to open new offices, subsidiaries and branches of the organization based outside the Republic of North Macedonia.

The Association may perform activities according to NCA, and will operate in the following areas:

94.99 - Activities of other membership based organizations, not mentioned elsewhere.

### **III. ORGANIZATION MEMBERSHIP**

#### **Article 14**

A member of the Association can be any citizen, in coordination with the Statute of the association. Membership in the association is voluntary, and can be achieved with accepting the Statute of the association, and by accepting the goals of the association, and by signing an application.

#### **Article 15**

The membership is canceled with by a written statement from the member, the application, and with a decision from the Administrative Board. With the cancellation of the membership, the application of the former member is returned.

### **IV. REPRESENTATION OF THE ASSOCIATION**

#### **Article 16**

The Association for sustainable development SFERA INTERNATIONAL - Bitola is represented by its president. His assignment is in correlation with the Law and all the regulations for the activities of the association.

Also, the assembly of SFERA INTERNATIONAL – Bitola chooses a coordinative commission of the association, which will represent the association, and will work according with the laws.

### **V. PUBLICITY AND INFORMATION**

#### **Article 17**

The activities of SFERA INTERNATIONAL – Bitola are public.

### **Article 18**

The organs of SFERA INTERNATIONAL – Bitola are obligated to provide a system for informing the public.

All activities will be represented in a proper way.

## **VI. FINANCES OF SFERA INTERNATIONAL -Bitola**

### **Article 19**

SFERA INTERNATIONAL – Bitola acquires finances from: donations, loans, gifts, income from educational activities, publishing and other activities, and income from investments.

### **Article 20**

The finances are used for specific goals and activities, in co ordinance with the Statute and the general goals of SFERA INTERNATIONAL– Bitola, conditioned by the donators.

The excess of the profit that is achieved by SFERA INTERNATIONAL – Bitola cannot be distributed to any person, and it must only be used in achieving the goals and activities of SFERA INTERNATIONAL– Bitola.

### **Article 21**

The members of the assembly and the coordinative commission and the members and their families, can not have any economical interest in any organization that cooperates with SFERA INTERNATIONAL – Bitola or is a user of the program of SFERA INTERNATIONAL – Bitola.

An exception can be made from this article with a decision of the coordinative commission and with two thirds of the votes of the total number of members, and the decision must be published in the annual report of SFERA INTERNATIONAL.

The members of the assembly and the coordinative commission which are in any relations with an organization which cooperates with SFERA INTERNATIONAL, must declare their interest in relation with their organization and should be excluded from the relevant decision.

## **Article 22**

The financial year matches the calendar year.

The way which the finances are distributed is determined every year with a financial plan, and in co ordinance with the yearly plan of activities.

The financial plan is determined by the coordinative commission, but by the proposal of the executive director.

The financial plan is determined every year on the end of the calendar year, for the following year.

If the financial plan is not determined during the period that is determined by paragraph 4 of this article, the financing of SFERA INTERNATIONAL – Bitola will be made with the finances determined from the previous year, increased by increase of consumer prices in the current year.

## **Article 23**

The financial report is determined by the assembly.

The annual financial report will be subjected to auditing by an independent auditor, chosen by the coordinative commission.

The financial report from the previous year must be submitted by the 1<sup>st</sup> of June in the current calendar year.

## **Article 24**

The coordinative commission will manage with the finances of SFERA INTERNATIONAL, in accordance with the legal regulations, for achieving balance of the revenues and expenditures.

The financial acts of SFERA INTERNATIONAL are signed by the chairman of the association and cashier or by another person that is authorized.

## **Article 25**

SFERA INTERNATIONAL – Bitola can form periodical publications for achieving the goals and tasks of the association.

## **VII. ORGANIZATIONAL STRUCTURE**

### **1. ASSEMBLY OF SFERA INTERNATIONAL - Bitola**

## **Article 26**

The assembly of SFERA INTERNATIONAL consists of all the members of the association.

The members of the assembly must be representative of their gender, age, ethnicity, religious belief, geographical origin, relevant skills and knowledge.

## **Article 27**

Elections of the members of the assembly are announced by the chairman of the organization which is also the chairman of the coordinative commission, one month before his mandate expires.

The mandate of the members of the assembly is 6 months, with a right of reelection, but not more than 3 times.

## **Article 28**

The assembly of SFERA INTERNATIONAL:



- determines, changes and updates the Statute
- determines the general politics and strategy
- submits an annual work report and a financial report and receives the report from the auditor
- chooses the members of the coordinative commission
- decides on merging with other associations, and being a member-organization in other home or foreign organizations
- Conducts other activities in co ordinance with the Statute and the general acts of SFERA INTERNATIONAL.

### **Article 29**

The assembly holds meetings at least once a year.

The meetings are called-up by the chairman of the coordinative commission, by his own initiative or with the demand of the coordinative commission or by 1/3 of the member's assembly of the association.

If the chairman of the coordinative commission does not convene a meeting within 30 days of from the proposed day, the meeting is then convened by the coordinative commission or the initiators.

The assembly adopts a workbook, with the majority of votes.

### **Article 30**

The assembly has achieved quorum if the majority of members are present.

If the majority of members are not present, the assembly decides with the present members of the assembly, unless a special majority is not picked by this Statute.

## **2. COORDINATIVE COMMISSION**

### **Article 31**

The coordinative commission is composed by a chairman, vice-chairman, secretary and at least 4 members.

The chairman has a mandate of one year with a right of reelection. After the expiration of his mandate, the chairman has the function of a vice-chairman, until a new chairman is elected.

The function of the secretary follows the mandate of the president.

The cashier is chosen based on his efficiency and accountability.

The number of members is chosen by the assembly and the members of the coordinative commission do not have to be members of the assembly.

### **Article 32**

The members of the coordinative commission must represent the different interests that are being represented in the assembly.

### **Article 33**

Members of the coordinative commission are picked by the assembly, with the majority votes, but with at least 1/3 of the total members.

A candidate can be proposed by at least two members of the assembly.

The coordinative commissions mandate lasts 12 months with the right of a reelection.

### **Article 34**

The coordinative commission of SFERA INTERNATIONAL - Bitola:

- develops perspective annual programs and work plans
- determines a financial plan
- determines an annual balance sheet
- adopts measures for rational and effective ways of completing the program
- decides on the funds
- decides on establishing awards
- adopts acts which determine the work of the executive office
- appoints an executive director
- establishes companies and other entities
- performs other activities in co ordinance with the Statute and the general acts of SFERA INTERNATIONAL - Bitola.

### **Article 35**

The coordinative commission works and decides on meetings.

The meetings are convened by the chairman of the coordinative commission, by his own initiative or by the demand of 2 members of the coordinative commission, also by the request of 5 members, or with the request of the executive director of the executive office.

A majority of members is needed for voting and deciding. The coordinative commission decides with the majority of the votes of the present members of the coordinative commission.

### **Article 36**

The chairman of the coordinative committee is responsible for the work of the coordinative committee.

In case of his absence or any kind of obstruction of work, the chairman is replaced by the vice-chairman of the commission.

### **Article 37**

In the approach of resolving the questions in his responsibility, the coordinative committee forms other temporary or permanent work groups.

## **3. RIGHTS AND RESPONSIBILITIES OF THE MEMBERS OF THE COORDINATIVE COMMITTEE**

### **Article 38**

The members of the coordinative committee should always place the goals of SFERA INTERNATIONAL in front of their own personal goals or the goals of a third party.

The members of the coordinative committee have the right and the obligation to participate in the work of the assembly and the coordinative committee, to initiate general

acts and to participate in performing other activities of the assembly, in co ordinance with the rules of work procedure and the conclusions of the assembly and the coordinative committee.

### **Article 39**

Every member of the coordinative committee is accountable for their work to the assembly.

The members of the assembly and the coordinative committee are responsible for achieving the goals and tasks of SFERA INTERNATIONAL - Bitola.

The members of the coordinative committee are responsible for any damage that may occur by their work or their neglect of work.

### **Article 40**

The assembly can vote on the removal of the committee or a member of the committee. Distrust can be adopted in case the committee abuses their rights and obligation which are set with the Statute and the general acts, and especially, but not exclusive, when members of the committee: do not follow the rules set with the Statute, deviating from the policies and strategies of SFERA INTERNATIONAL – Bitola and the disability of convening a meeting in the period of six months on the account of not achieving quorum.

### **Article 41**

The chairman of the committee can propose the dismissal of a member from the committee or the assembly. The dismissal can be proposed due to the unjustified absence on at least 3 consecutive meetings of the assembly or the coordinative committee, by representing SFERA INTERNATIONAL - Bitola outside the accordance of the Statute and the general acts and by acting contrary to the Statute.

### **Article 42**

Any member can resign from the assembly and the coordinative committee.

### **Article 43**

The members of the assembly and the coordinative committee can receive financial compensation for their expenses that occur during their work in the assembly and the coordinative committee.

The financial compensation is determined with a decision by the assembly.

## **VIII. EXECUTIVE OFFICE**

### **Article 44**

The executive office is consisted by an executive director and the required number of staff. The executive office chooses the staff guided by the principles of efficiency, competence and integrity.

The organization and the operation of the executive office are determined by act which is implemented by the coordinative committee.

### **Article 45**

The executive office performs managerial, administrative and professional activities, performs daily activities, services the committees of SFERA INTERNATIONAL – Bitola and administrate the policies and programs which are approved by the committees.

The executive office:

- analyzes economical and social trends and problems
- prepares meetings of the assembly and the coordinative committee by supplying appropriate materials
- manages and coordinates all planned activities of SFERA INTERNATIONAL, determined by the annual work plan and the financial plan
- prepares middle term and annual work plans and financial plans
- manages the finances, mobilizes new funds, negotiates and signs deals with new donators and financiers
- performs office activities, runs the accounting and keeps the archive
- submits work reports and financial reports

- identifies new users, assesses project applications, prepares documentations and takes care of the implementation of the programs and activities and observes and evaluates them
- maintains relations with the public

#### **Article 46**

The executive director is chosen by the coordinative committee and the director is responsible for his actions.

The mandate of the executive director runs for 4 years with the right for a reelection.

#### **Article 47**

The executive director is the chief administrative clerk. He is also the secretary in the coordinative committee. The executive director participates in the work of the assembly and the coordinative committee with a right to vote.

The executive officer runs and manages the work processes of SFERA INTERNATIONAL - Bitola.

The executive officer follows and analyzes the conditions and problems in the activities of SFERA INTERNATIONAL, gives estimates and predictions about future conditions, problems and opportunities and communicates and cooperates with other organizations.

The executive director takes care of strategical planning and prepares perspective, annual and periodical programs and work plans and financial plans. He is responsible of implementing the programs and work plans and financial plans and submits periodical and annual work and financial reports to the assembly of SFERA INTERNATIONAL, through the coordinative committee.

The executive director runs the executive office, plans and organizes the executive office, establishes appropriate work procedures for the activities of SFERA INTERNATIONAL - Bitola, establishes indicators about the achievements and corrects the achievements.

The executive director represents SFERA INTERNATIONAL – Bitola in the legal relations with third parties, is responsible for the legality of the activities of SFERA

INTERNATIONAL – Bitola and is responsible for a legal implementation of the Statute and the general acts of SFERA INTERNATIONAL – Bitola.

The executive director runs other various activities which are in his responsibility in accordance with the law, the Statute and the general acts of SFERA INTERNATIONAL – Bitola.

## **IX. CLUB ACTS**

### **Article 48**

SFERA INTERNATIONAL – Bitola adopts statutes, rulebooks, workbooks, decisions, solutions and other acts.

The rulebooks and the decisions regulate the question with whom are regulated the general acts in co ordinance with the Statute and the law.

### **Article 49**

The assembly adopts changes and updates the Statute.

Proposals for changing the Statute can be brought up by at least 5 members of the assembly or the coordinative committee.

The proposals are then reviewed by the coordinative committee, and the proposal is presented to the members of the assembly, at least 15 days before the meeting of the assembly.

The assembly adopts the Statute with the majority of the votes of the members.

### **Article 50**

The general acts of SFERA INTERNATIONAL – Bitola are signed by the chairman of the coordinative committee or by an authorized person.

## **IX. RELATIONS WITH OTHER ORGANIZATIONS**

## **Article 51**

SFERA INTERNATIONAL – Bitola can collaborate with other organizations whose interests are in accordance with the goals and activities of SFERA INTERNATIONAL – Bitola.

The collaboration includes participation in the assembly of SFERA INTERNATIONAL – Bitola through a counseling status.

The counseling status can be divided in first and second category.

The organizations in this counseling status have rights and obligations that are determined through the Statute and the general acts of SFERA INTERNATIONAL – Bitola.

## **Article 52**

An organization can achieve counseling status in SFERA INTERNATIONAL – Bitola only if:

- it is registered in accordance with the laws (of civil groups and foundations);
- is an organization that works on improving the social interests or solving particular social problems in one or more areas of interest of SFERA INTERNATIONAL – Bitola.

First category counseling status can be achieved by an organization that is active nationwide or regionally and which has a significant level of activity in the sector.

Second degree counseling status can be achieved by an organization which is active regionally and that has a significant level of activity in the region.

The counseling status is approved by the assembly of SFERA INTERNATIONAL – Bitola with the majority of the votes, proposed by the coordinative committee.

## **Article 53**

The counseling status ends if the organization stops fulfilling the conditions that are set with the Statute. The assembly decides if the counseling ends should be ended with the majority of the votes.

The organization can submit a written request for ending the counseling status. The status ends within 8 days of the date of the reception.



#### **Article 54**

SFERA INTERNATIONAL – Bitola keeps records of the organizations with counseling status.

### **XI. STATUS OF SFERA INTERNATIONAL**

#### **Article 55**

SFERA INTERNATIONAL – Bitola has the status of an entity with rights, obligations, and responsibilities that are determined by law and this Statute.

### **XII. TERMINATION OF WORK**

#### **Article 56**

SFERA INTERNATIONAL – Bitola ceases with its activities if this decision is made by the assembly with the majority of the votes on two consecutive meetings. The second meeting must be held within 1-2 years from the first meeting.

SFERA INTERNATIONAL – Bitola ceases with the activities in accordance with the legal regulations.

#### **Article 57**

In case of termination of work of SFERA INTERNATIONAL, the property and assets are controlled and managed by Feliks Bitola.

### **XIII. TRANSITORY AND FINAL REGULATIONS**

#### **Article 58**

The general acts of SFERA INTERNATIONAL will comply with the Statute within 1 year of its publication.

## **Article 59**

This Statute comes into effect within the eighth day of its publication.

## **XIV. METHODS**

### **Article 60**

SFERA INTERNATIONAL – Bitola realizes activities through: realizing developing initiatives/projects, trainings and councils, information and representation.

SFERA INTERNATIONAL – Bitola provides and transfers knowledge through courses, guidance's, practical exercises.

SFERA INTERNATIONAL – Bitola provides information to the public (domestic and international) and to target groups about securing insight and accountability, about securing finances (domestic and international), about acquiring support of developing initiatives, developing consciousness and developing education.

### **Article 61**

SFERA INTERNATIONAL – Bitola has its own structure which will prepare initiatives in the areas of development, building social consciousness and basic help, will mobilize the needed resources for such initiatives which will be realized and will cooperate with other organizations in their realization.

### **Article 62**

SFERA INTERNATIONAL – Bitola acts in the municipality of Bitola

### **Article 63**

The statute of SFERA INTERNATIONAL – Bitola can be subjected to changes and updates and such decisions are made on meetings of the assembly once a year, but can be revised every 6 months.

Chairman of SFERA INTERNATIONAL – Bitola

Milcho Duli

