Institute for Human Rights

Republic of Macedonia no. 52/2010, 135/2011 and 55/2016) and Article 13 paragraph 3 line 1 of the Statute of the IHR no.0101-62/2 from 03.10.2018 (revised text), Amendments and additions of the Statute of the IHR no.0101-37/4 from 06.06.2022, the Management Board of IHR on 06.06.2022 made the following:

REVISED TEXT OF THE STATUTE OF CITIZENS ASSOCIATION INSTITUTE FOR HUMAN RIGHTS

GENERAL PROVISIONS

Article 1

The citizens association **Institute for Human Rights** is a professional non-governmental organization, formed through voluntary association of citizens with the goal of realization and promotion of human rights through the principle of rule of law.

The goal from paragraph 1 of this article shall be realized through concrete activities and projects.

Article 2

The name of the association is: **Citizens Association Institute for Human Rights (IHR).**

The association's abbreviation is **IHR Skopje (ИЧП Скопје).**

The seat of the association is in Skopje on Blvd "Partizanski Odredi" no.23/1-5.

IHR as an association of citizens shall realize its goals, tasks and activities in accordance with the Constitution of the Republic of North Macedonia, applicable legal provisions and this Statute.

Political and religious organization within IHR is forbidden.

No member of the organization shall use its membership as a mean for realization of political interests.

Article 3

IHR has an emblem.

The emblem is consisted of the following text: „**Homo sum, humani nihil a me alienum puto**" (I am human, nothing human is alien to me).

The emblem of the organization shall be reserved for use and benefit of the members of the organization.

Each member has the right to wear and show the emblem for the duration of its membership, and loses the right with the termination of the membership.

IHR has a seal and stamp.

The seal is in round shape and contains the name of the association: **Institute for Human Rights – Skopje**, and in the middle the emblem is in scripted.

The stamp is rectangular and it has the following text in scripted:

Institute for Human Rights - Skopje

Number_____

_____/___year Skopje

Article 4

IHR can, with a separate decision of the Assembly, develop different forms of cooperation with other organizations in the country and abroad, having concomitant programme goals as well as to be a member thereof.

GOALS AND ACTIVITIES OF IHR

Article 5

IHR has the following goals and tasks:

- Respect, promotion and strengthening of the human rights and freedoms as one of the most significant values in the democratic society through the principle of rule of law;
- Education on the human rights and freedoms, different forms of association of citizens and professions and the state institutions;
- Promotion of social activities that will secure and develop the human rights and freedoms;
- Instigation and acceptance of higher ethical standards in citizens;
- Cooperation with all relevant institutions in Republic of North Macedonia and abroad in the promotion of the system of human rights and freedoms and rule of law;
- Participation in the reforms pertaining to the human rights and freedoms in the complete legal system of Republic of North Macedonia;
- Active pursuit and participation in the process of approximation and in accordance of the national norms with the internationally accepted norms and standards of human rights through the rule of law;
- Analysis of the existing conditions and providing expert services;
- Enters into association with other associations of citizens and membership into international and regional organizations;

- Other activities in the segment of application of principles of rule of law.

For fulfilment of its goals and activities IHR shall work according to detailed programme of activities prepared by the Management Board, and accepted by the Assembly.

MEMBERSHIP IN IHR

Article 6

Member of IHR can be any natural and legal subject in Republic of Macedonia, as well as foreign natural and legal subjects, subject to the acceptance of the Statute and Programme of IHR.

Honorable members are elected with acclamation by the Assembly on the nomination of the Advisory Board.

One can become a member of IHR in a procedure determined with this Statute.

Members of IHR can be active and passive. Active members are the ones that regularly pay their membership and actively participate in the work of IHR. Passive members are the members that do not pay regularly their membership.

IHR holds a register of its members duly maintained by the expert services of the association.

Article 7

Each member has the following rights, duties and responsibilities:

- Actively participate in the fulfilment of the goals, activities and the programme of IHR, as well as the activities that come thereof;
- To participate in the determination and the conduct of activities on all levels of organization through initiation, preparation and realization of projects in line with the goals, activities and the programme of IHR on behalf of the organs and bodies of IHR;
- To elect and to be elected in the organs of the IHR;
- To be regularly informed of the activities of IHR;
- Active members shall have right to vote in the Assembly;
- To be responsible for its actions before the appropriate bodies and organs of IHR;
- To regularly pay membership fee;
- Realize other rights, duties and responsibilities arising from the Statute.
- Member of IHR cannot act in personal interest and against the goals and activities of IHR.

MEMBERSHIP PROCEDURE

Article 8

An application for membership in IHR can be submitted by anyone fulfilling the conditions from Article 6.

The application is submitted to IHR.

Article 9

The Management Board decides on the next scheduled meeting upon the submitted application.

Article 10

The candidate acquires all rights, duties and obligations of a member of IHR from the moment of the decision of the Management Board.

MEMBERSHIP TERMINATION

Article 11

The membership in IHR can be terminated on the following basis:

- If the member submits a written statement stepping out of the IHR;
- If the member violates the provisions of the Statute of IHR;
- If the member has unjustifiably not been present in more than half of the regular and irregular meetings of the Assembly of IHR in the course of one calendar year;
- In case of death of the member and
- Termination of the legal subject.

For the reasons for termination of the membership, the Management Board notes and decides with two thirds majority of the total number of members.

The decision for termination enters into force immediately and is noted by the Assembly of the IHR on the next meeting.

BODIES OF IHR

Article 12

Bodies of IHR are:

- Assembly;
- Management Board;
- Advisory Board;
- President of IHR;
- Executive Director.

ASSEMBLY

Article 13

The Assembly is the highest body in IHR.

The Assembly is consisted of all members of IHR.

The Assembly has the following rights, duties and obligations:

- Passes the Statute and the programme as well as other acts of IHR and makes changes and amendments thereto;
- Elects and releases members of the Management Board;
- Elects and releases members of the Advisory Board;
- Elects and releases the President of IHR;
- Adopts annual programme of activities;
- Adopts the annual report of IHR;
- Adopts the financial statements and the financial plan of IHR;
- Decides upon the association or disassociation with other association of citizens and membership in alliances and international and regional organizations;
- Decides for changes of the goal and activities of IHR;
- Notes the termination of membership upon the decision of the Management Board
- Decides on the election of honorary members;
- Decides on the termination of activity of IHR with 2/3 majority and
- Decides on other questions that are not in jurisdiction of other bodies of IHR.

Article 14

The Assembly holds regular sessions when needed, but at least once a year.

The time and place of the sessions is determined by the Advisory Board.

The Assembly is called into session by the Management Board in cases of:

- accordance with paragraph 1 of this Article
- upon request of at least 1/3 of the members of the Assembly, submitted to the Management Board of IHR.

In case of urgent and emergency matters, the Assembly can hold a session and make decisions via online platforms or video conference.

Article 15

The Assembly is opened and presided with by a Chairperson.

The chairperson is chosen with a simple majority and a mandate of 1 year.

In cases of deterrence of the Chairperson, the Assembly chooses a new chairperson.

The Assembly is being called into session with an invitation sent by electronic or written means or by public advertisement on the web page of IHR latest 14 days before the Assembly session.

The invitation contains the agenda and if needed any support documentation summed in draft versions of documents.

Article 16

The Assembly is in session if more than half of the total members of IHR are present.

The absent members may authorize another active member to vote in their name by e-mail or other permanent medium.

The Assembly brings decisions with 2/3 majority votes from the present members on the session, unless otherwise determined with this Statute.

The voting can be secret if there is a separate decision for that in advance.

Article 17

The Assembly session is recorded; the minutes thereof are being adopted on the next session of the Assembly.

The minutes are being recorded by the expert services of IHR.

The minutes are signed by the Chairperson.

MANAGEMENT BOARD

Article 18

The Management Board is comprised of 5 to 7 members.

The meetings of the Board are run by The President of IHR.

The Executive Director of IHR attends the work of the Board, but without voting rights.

In case of deterrence or absence, the President may be substituted by a member from the Management Board, determined by the President of the Management Board.

Article 19

The Management Board holds meetings when needed.

The meetings of the Management Board are being called by the President or 1/3 of the members of the Management Board.

Article 20

The Management Board is considered to work in full force if more than half of its members are present on the meeting, while decisions are brought with majority votes of the present members.

Members of the Management Board who are absent, may authorize other member to vote in their name, or to vote by e-mail or other permanent medium. In cases of urgent and emergency

matters, the members of the Management Board may held a session and deliver decisions by e-mail, online platforms or other permanent medium.

Each member of the IHR has the right to be present at the meetings of the Management Board; the participation is decided by the Management Board.

Article 21

The Management Board has the following rights, duties and responsibilities:

- Prepares the sessions of the Assembly in coordination with the President of IHR;
- Prepares draft versions of the Statute and other acts of IHR that the Assembly is supposed to pass, as well as changes and amendments thereto;
- Organizes elections for bodies in IHR;
- Appoints an Executive Director;
- Decides on the admittance of new members between two assemblies;
- Decides for exclusion of a membership by two assemblies;
- Determines the yearly plan, the programme plan of IHR in accordance with the guidelines for development of project activities prepared by the Advisory Board;
- Implements the policy, conclusions and decisions brought by the Assembly;
- Takes care of the proper use and disposal of funds and income;
- Is responsible for the management of the assets of the association;
- On the first working session, appoints authorized signatories of the IHR bank account;
- Adopts the post table of the expert services of the IHR;
- Prepares the annual activity report of the IHR;
- Prepares the consolidated financial statements of the IHR;
- Upon request of the Assembly, prepares progress reports;
- Appoints coordinators of the expert services of IHR on the proposal of the Executive Director;
- Delivers decisions, conclusions and other acts in accordance with its scope of work;

The mandate of the Management Board is four years with a right to re-election.

Article 22

The function – member of the Management Board may be terminated:

- With the expiration of the mandate;
- On its personal request and
- With death.

ADVISORY BOARD

Article 23

The Advisory Board is comprised of 9 to 15 members.

The Advisory Board from its members elects chairperson with mandate of one year.

The Executive Director of IHR attends the work of the Advisory Board, but without voting rights.

Article 24

The Advisory Board holds meetings when needed.

The meetings of the Advisory Board are being called by the Chairperson of Advisory Board or 1/3 of the members of the Advisory Board.

In cases of deterrence or absence of the Chairperson, the meetings are chaired by a member of the Advisory Board predetermined by the Chairperson.

Article 25

The Advisory Board is considered to work in full force if more than half of its members are present on the meeting, while decisions are brought with majority votes of the present members.

The members of the Advisory Board who are absent may authorize other member to vote in their name, or they can vote by e-mail or another permanent medium.

Article 26

The Advisory Board has the following rights, duties and responsibilities:

- provides guidance for project activities in the areas of activity of the IHR;
- handles according to the annual program plan of IHR adopted by the Management Board;
- provides expert support in the implementation of activities of IHR;
- prepare opinions and analyzes in connection with project activities IHR and reactions and statements regarding current developments in society that affect human rights and freedoms and
- provides advice, opinions, and perform other tasks at the request of the authorities of IHR.

The mandate of the Advisory Board is four years with a right to re-election.

Article 27

The function – member of the Advisory Board may be terminated:

- with the expiration of the mandate;
- on its personal request and
- with death.

PRESIDENT OF IHR

Article 28

Assembly elects a President who is also Chairperson of the Management Board.

The mandate of the President is four years with a right to re-election.

Article 29

Candidate for president can propose at least 1/3 of the members of the IHR.

Elected is the candidate who receives the most votes from the total number of members of the Assembly.

Article 30

President of the IHR has the following rights, duties and responsibilities:

- represents and advocates IHR in contacts with external entities and donors;
- delivers decisions related with the current functioning of IHR;
- ensures the implementation of decisions, conclusions and other acts of the Assembly and the Management Board;
- shall convene and chair the sessions of the Management Board;
- convenes and prepares the meetings of the Assembly, in coordination with the Management Board;
- signs Acts of Assembly and Management Board and
- gives support and advise the Executive Director and other staff of IHR in their daily activities.

Article 31

The function of the President ends:

- at own request;
- with a decision of the Assembly and
- with death.

Article 32

Proposal for dismissal of the President of IHR may submit:

-The Managing Board, and

-at least 1/3 of the total number of members of IHR

EXECUTIVE DIRECTOR

Article 33

The Management Board appoints the Executive Director of IHR.

The mandate of the Executive Director is four years with a right to re-election.

Article 34

The Executive Director has the following rights, duties and obligations:

- Conducts the policy of IHR;
- Participate in the meetings of the Management and Advisory Board, without right to vote;
- Proposes programme for work for the duration of the tenancy;
- Proposes the post table of the expert services of IHR;
- Follows the procedure for conduction of elections of IHR;
- Conducts the acts which are delivered by the IHR organs;
- Represents IHR in accordance with its authorizations determined with this Statute, national, regional and international organizations and other institutions in which IHR is a member, in coordination with the President of IHR;
- Realizes other rights, duties and responsibilities entrusted by the Assembly and other IHR organs, or arising from this Statute.

Article 35

The function of Executive Director can be terminated with:

- expiry of the mandate, if not re-elected;
- death;
- upon his/her request;
- If due to non-activity, malpractice in conducting duties and responsibilities or due to activity directed against the goals and tasks of the IHR, is released of the duty by the Management Board, if at least 2/3 of the present members of the Management Board decide so.

Proposal for dismissal of the Executive Director can be submitted by at least three members of the Management Board of IHR.

ELECTIONS IN IHR

Article 36

The elections for organs, their members and officials of IHR are done on a regular session of the Assembly.

Any member of IHR organs can be elected for a member of IHR, on proposal of a member of IHR.

The proposals for election of a member of the Management Board are submitted at least 14 days before the Assembly session.

The Management Board submits the candidacies to the Chairperson presiding with the Assembly for agenda inclusion.

The elections for all functions are performed publicly, unless the Assembly decides otherwise upon request of 1/3 of the present members.

For the procedure of secret voting, a committee of three members from the Assembly shall be formed.

For elected officials and members of the bodies of IHR are considered ones elected with at least 2/3 votes of the present members of the Assembly.

For the results of the elections, minutes shall be recorded and signed by the Chairperson of the session and the members of the commission, if the voting was secret.

EXPERT SERVICES OF IHR

Article 37

The Management Board establishes expert services for realization of the goals and tasks of IHR.

The Management Board adopts the post table of the expert services of IHR, on the proposal of the Executive Director.

TAXES AND MEMBERSHIP FEES

Article 38

Each member is obliged to pay annual membership fee determined by the decision of the Management Board of IHR.

REPRESENTATION AND PRESENTATION OF IHR

Article 39

IHR is presented and represented by the President of IHR and the Executive Director.

In cases of deterrence or absence, IHR is represented by one of the members of the Management Board, for which the members decided on their own.

Article 40

The President of IHR and the Executive Director represent the IHR in front of:

- Subjects that are directly interested in the successful fulfilment of the goals and tasks of IHR;
- Subjects that cooperate with IHR and their official delegations and bodies.

In presentation of IHR, the President of IHR does not have the right to retreat from the task and the goals of IHR, programme orientations and guidelines determined by the Assembly of IHR and this Statute.

PUBLICITY IN THE WORK OF IHR

Article 41

The work of IHR is public, the publicity of which is determined through:

- Accessibility of reports and other materials of the work of IHR to the members of IHR, other interested parties and their submission to the public through the media;
- Publication of newsletters, newspapers, bulletins, webpages and other publications;
- Organization of conferences for the media;
- Press releases;
- Direct presentation of the official representatives of IHR before the media;
- Other means that ensure timely and accurate reporting of the publicity of work of IHR.

TERMINATION OF THE WORK OF IHR

Article 42

IHR can terminate its work due to:

- Inactivity and non-fulfilment of the programme and statutory provisions, and by a decision of the Assembly brought by 2/3 majority votes of the total members of the Assembly of IHR;
- If other reasons determined by Law take place.

SOURCES OF FINANCING OF THE ASSOCIATION

Article 43

IHR acquires funds and incomes from membership, donations and gifts, grants, projects and from other activities and disposes in accordance with this Statute and Law.

The funds and incomes are consisted of assets, monetary means and material rights.

Article 44

Each member has the right to audit into the use of funds and incomes of the IHR.

The request should be submitted in written to the Management Board that will prepare the financial documentation request and shall summon the requester in 14 days term to perform the audit.

Article 45

Pursuant to the termination of the work of IHR, the assets and other rights and incomes left over after the compensation of all liabilities shall be transferred as per the decision of the Assembly.

FINAL AND TRANSITIONAL PROVISIONS

Article 46

The Assembly of IHR has the right to interpret the provisions of this Statute.

Article 47

Changes and amendments to this Statute can be done only in a procedure equal to the one for its enactment.

Article 48

This Statute enters into force on the day of its enactment.

President of the Institute for Human Rights,

Margarita Tsatsa Nikolovska

