

Pursuant to Article 12 of the Law on Associations and Foundations of Bosnia and Herzegovina ("Official Gazette of BiH" No 32/10, 42/03, 63/08 and 76/11), the Assembly of FEA - Forestry and Environmental Action, at its session held on 12 August 2014 in Sarajevo, adopted the following

## **S T A T U T E**

### **FEA - Forestry and Environmental Action**

#### **I GENERAL PROVISIONS**

##### **Article 1**

Pursuant to Article 12 of the Law on Associations and Foundations of Bosnia and Herzegovina (hereinafter referred to as: the Law), this Statute stipulates:

- the name, abbreviated name, and address of the Association,
- the objectives and activities of the Association,
- the procedure for admission and dismissal of members,
- the bodies of the Association, the election procedure, the competences, the quorum and rules of voting, the term of office, the authorised party to convene the assembly, the conditions and method of dismissal, and the termination of work,
- the rules for acquiring, using, and disposing of the resources of the Association, as well as the body authorised for auditing the use of those resources,
- the transparency of the work of the Association,
- the procedure for amendments to the Statute and adoption of other general acts,
- description of the shape and contents of the seal and logotype of the Association,
- representation of the Association,
- the conditions and procedure for merging, separation or termination of work of the Association,
- the procedure for disposal of property and other assets in case of dismissal or termination of work of the Association,
- the procedure for submitting financial statements and work reports, and
- other issues of significance to the organisation and activities of the Association.

#### **II NAME, ABBREVIATION, AND SCOPE OF WORK OF THE ASSOCIATION**

##### **Article 2**

The full name of the Association is:

FEA - Inicijativa za šumarstvo i okoliš;

ФЕА – Иницијатива за шумарство и околиш;

FEA – Inicijativa za šumarstvo i okoliš.

The abbreviated name of the Association is:

FEA;

ФЕА;

FEA.

The name in English is:

FEA – Forestry and Environmental Action

The abbreviation in English is:

FEA.

##### **Article 3**

The Association headquarters are in Sarajevo, street Isevića sokak 19.

##### **Article 4**

The Association operates on the entire territory of Bosnia and Herzegovina.

##### **Article 5**

The Association may change its name, headquarters and logotype, as decided by the Association Assembly (hereinafter referred to as: the Assembly), in accordance with the Law and this Statute.

#### **Article 6**

As of the date of registration in the Register of Associations with the competent Ministry, the Association shall be considered a legal entity, with the rights, obligations and responsibilities defined by the Law and this Statute.

### **III SEAL AND LOGOTYPE OF THE ASSOCIATION**

#### **Article 7**

The Association has its own seal.

The seal of the Association is round in shape, 3 cm in diameter, and reads in both Bosnian and English language: *FEA Inicijativa za šumarstvo i okoliš* - Forestry and Environmental Action, and the headquarters in Sarajevo.

#### **Article 8**

The Association has its own logotype.

The logotype of the Association represents stylized letters FEA in purple colour.

### **IV OBJECTIVES AND ACTIVITIES OF THE ASSOCIATION**

#### **Article 9**

The objectives and activities of the Association are as follows:

- Connecting members in order to improve the forestry sector in line with sustainability principles,
- Participation in the preparation and implementation of projects in the sector of forestry and environment protection, as well as the estimation of the impacts of certain projects on the society and community,
- Improving and advocating protection of the environment and forest ecosystems,
- Enforcement and support to research whose goal is the sustainable use of natural resources,
- Promoting a participatory approach to planning and managing natural resources,
- Support to rural development and local communities,
- Organising and holding professional meetings, seminars, workshops, round table discussions, and other educational events in order to achieve the professional development of the members,
- Exchange of knowledge and raising awareness among the public of the aforementioned sectors,
- Issuing brochures, leaflets, newsletters, books, and other publications to promote the Association's activities,
- Exchange of experience, knowledge, and information with related associations and other NGOs in the country and abroad,
- Launching initiatives with competent bodies to determine the most optimal conditions in forestry and environment development through legislation and other legal regulations.

#### **Article 10**

The Association is a non-governmental, apolitical and non-profit organization.

### **V MEMBERSHIP IN THE ASSOCIATION**

#### **Article 11**

Membership in the Association is voluntary.

Members of the Association may be natural entities who are citizens of Bosnia and Herzegovina, who accept the Statute and the objectives of the Association, by signing the membership application form.

In addition, members of the Association may be legal entities registered in Bosnia and Herzegovina, who participate in the work of the Association through their delegated representatives.

Members of the Association are equal in exercising their rights.

Any domestic or foreign natural person with a residence permit in Bosnia and Herzegovina, as well as legal entities, may become honorary members of the Association due to special merits, sponsorship, providing assistance to the Association or significant contributions in the promotion of the objectives and activities of the Association.

The Association has two types of membership: regular members and honorary members. Regular members are those who actively participate in the work of the Association, and honorary members are those who provide special contributions to the achievement of the objectives and activities of the Association.

#### **Article 12**

The Decision on the admission of a new member is issued by the Assembly of the Association, on the basis of a regulation to be adopted by the Assembly.

The request for entry into membership is submitted by candidates to the Assembly in the prescribed form.

The admitted members are registered in the membership registry, and a membership card is issued.

The form and contents of the membership card, as well as the membership registry is determined by the Assembly.

The Association keeps a membership list, and the membership registry is kept by the Assembly.

### **VI TERMINATION OF MEMBERSHIP**

#### **Article 13**

Membership in the Association is terminated by:

- Voluntary resignation
- Exclusion of members
- Death of a member
- Termination of a legal entity
- Failure to pay membership pursuant to the Decision of the Assembly, on a six-month basis
- Dissolution of the Association

#### **Article 14**

Any member of the Association may withdraw from membership voluntarily.

The President of the Assembly shall be informed about the decision on voluntary resignation, and the decision shall be entered into the membership registry.

#### **Article 15**

Any member of the Association, who is in serious breach of the provisions of the Statute and other rules of the Association or acts contrary to the objectives and interests of the Association, may be excluded from the Association.

The Decision on Exclusion of members shall be issued by the President of the Association.

The excluded member may lodge an appeal within 8 days from the date of receiving the decision.

The appeal is lodged with the Assembly. The appeal shall include an elaboration of the appellate allegations, and indicate which part of Decision on Exclusion is contested.

The Assembly shall issue a decision with regard to the appeal within eight (8) days of receipt of the appeal, by reviewing the previously adopted Decision on Exclusion, taking into account the appellate allegations.

If the appeal is accepted, the Assembly shall annul the previously adopted Decision on Exclusion, and if the appeal is rejected, the Decision on Exclusion shall be considered final. In addition, the Decision on Exclusion shall be considered final in the event that the appeal is not filed within the period referred to in paragraph 3 of this Article.

Exclusion from the Association entails the revocation of the given member in management bodies, or revocation as a representative of the Association.

### **VII RIGHTS, OBLIGATIONS AND RESPONSIBILITIES OF MEMBERS**

#### **Article 16**

Members of the Association have the following rights:

- to elect and be elected to the bodies of the Association,
- to offer proposals, opinions and suggestions;
- to contribute to the work of the Association and submit initiatives for resolving issues of interest to the Association;
- to be regularly and timely informed about the activities of the Association,
- to utilize the support of the Association in the protection of their rights.

#### **Article 17**

The duties of the members of the Association are:

- to pay the membership fee in the manner and amount specified by a decision of the Assembly;
- to participate in the activities of the Association;
- to conscientiously and responsibly perform their duties and tasks related to the work and activities of the Association;
- to promote activities of the Association, and in particular the importance of its program objectives;
- to regularly carry out their obligations to the Association, and implement the decisions, opinions and conclusions of the management body of the Association.

#### **Article 18**

Forms of responsibility of the members are:

- public criticism for failure to perform duties in cases when the reputation of the Association has not been harmed or significant property damage has not been caused;
- a warning prior to exclusion for repeated failure to perform duties and responsibilities;
- exclusion from the Association if the member has grossly violated statutory provisions or jeopardized the reputation of the Association, or inflicted significant material damage.

Detailed conditions and modes of responsibility of members shall be regulated by the Regulations to be adopted by the Association Assembly.

### **VIII MANAGEMENT BODIES OF THE ASSOCIATION**

#### **Article 19**

The bodies of the Association are:

1. the Assembly,
2. the President and Vice President of the Association.

#### **1. Assembly**

#### **Article 20**

The Assembly is the highest ranking organ of the Association and consists of all the members of the Association with equal voting rights.

#### **Article 21**

The Assembly shall convene as necessary, at least once a year.

The President of the Assembly shall convene the Assembly.

The written invitation, together with the proposal of the agenda and related materials, shall be delivered to Assembly members at least seven days before the session of the Assembly.

The President shall convene the Assembly session (regular or extraordinary):

- at the request of one third of members of the Association,
- at the request of the President of the Association.

If the President fails to convene the Assembly within 10 days of receipt of the request, the Assembly shall be convened by the proponent.

### **Article 22**

The Assembly chaired by the President of the Assembly, who shall be appointed and dismissed by the Assembly.

The term of office of the President is four (4) years with the possibility of re-election.

The Assembly regularly appoints persons for keeping minutes of meetings and verifying the minutes of meetings.

President of the Assembly:

- is responsible for the organization and work of the Assembly, and convenes its sessions;
- prepares the materials for its sessions;
- proposes the agenda for the sessions;
- presides over the sessions of the Assembly;
- signs the documents adopted by the Assembly;
- is responsible for the execution of decisions, conclusions and other acts of the Assembly;
- coordinates the work of the organs and bodies of the Assembly;
- performs other duties as assigned by the Assembly in accordance with the Law and this Statute.

The President may be resolved before the expiry of his/her mandate:

- at his/her own request;
- if he/she fails to attend the session of the Assembly three times in succession without justifiable reasons;
- if his/her actions related to his/her work as the President harms the reputation of the Association; and
- in other cases provided by the Law, this Statute and the acts of the Association.

### **Article 23**

The Assembly works in sessions, and the quorum is more than half of all the Assembly members.

The Assembly makes decisions by more than half the votes of present members, except in cases where this Statute stipulates a qualified majority for deciding upon specific issues.

Members of the Assembly may participate in its work via videoconferencing and similar audio-visual communication, as well as through other multimedia.

Voting at Assembly sessions is public, unless determined at the session to be secret voting.

The Assembly shall adopt its Rules of Procedure.

The Rules of Procedure regulate in detail matters of internal organization and work of the Assembly, the conditions for the work of the Assembly, the process of adopting decisions and other general acts, the manner of voting on specific issues of importance to the functioning of the Assembly.

### **Article 24**

The representatives of other legal entities with which the Association cooperates, as well as the representatives of state authorities, are entitled to attend the Assembly sessions, without the right to vote.

### **Article 25**

The Assembly of the Association has the authority to:

- adopt the Statute, as well as amendments to the Statute and other acts determined by the Statute;
- adopt the annual plan and work program of the Association;
- adopt the financial report of the Association for the previous year and the financial plan for the current year;
- decide upon mergers or division into another association, and the dissolution of the Association,
- appoint and dismiss the President of the Assembly, and the President and Vice-President of the Association;
- consider and adopt the Rules of Procedure of the Assembly;
- appoint persons authorized to represent the Association in legal transactions;
- decide upon the establishment of a legal entity in accordance with the Law;
- decide upon the membership fees;

- decide upon the disposal of the remaining property and assets of the Association after the decision on the dissolution of the Association or other status changes;
- decide upon appeals of Association of members in the second instance;
- decide upon the joining alliances, other associations and organizations in the country and abroad;
- decide upon changes to the name, registered office and sign of the Association,
- decide upon the all other matters not within the competence of other organs of the Association.

## **2. President and Vice President of the Association**

### **Article 26**

The Association has a President and Vice President of the Association, elected and dismissed by the Assembly for a term of four (4) years, with the possibility of re-election.

The President and Vice President are accountable to the Assembly.

### **Article 27**

The President and Vice President of the Association have the following rights and duties:

- represent the Association in legal transactions;
- manage the work of the Association and organize its work;
- are responsible for the legality of the work of the Association;
- decide on the use of funds for the realization of the objectives of the Association;
- issue orders regarding the execution of the financial plan;
- monitor the implementation of decisions, tasks and conclusions of the Assembly;
- act on behalf of the Association in relations with third parties;
- submit work reports to the Assembly;
- prepare and propose a draft budget for the work of the Association and the Assembly;
- monitor the proper use of the assets of the Association, the systematic execution of material and financial operations, the legal and timely execution of professional and administrative tasks;
- co-ordinate the work of the bodies and decision upon matters related to the work of the Association, except those within the exclusive competence of the Assembly;
- perform other duties delegated to them by the Assembly.

The President and Vice President may be dismissed before the expiration of the period for which they were elected, in the following cases:

- at their own request,
- if they fail to perform the duties of the President and Vice-President of the Association in a proper manner,
- if their actions harm the reputation of the Association, and
- in other cases provided by the Law, this Statute and acts of the Association.

## **IX THE OFFICE OF THE ASSOCIATION AND OTHER FORMS OF ORGANIZATION**

### **Article 28**

The Association may have offices outside its headquarters for the purpose of achieving the objectives of the Association.

The Assembly decides upon opening offices.

The organizational forms mentioned in Paragraph 1 this Article shall not be considered a legal entity.

## **X DISSEMINATION OF INFORMATION AND TRANSPARENCY OF THE ASSOCIATION**

### **Article 29**

The work of the Association is open to the public.

The Association is obliged to enable the competent ministry to monitor the legality of its work.

The bodies of the Association are required to make available information, data and documents pertaining to the work of the Association to the Association members and authorized representatives of the media.

Representatives of the media are entitled to attend meetings of the Assembly and to report on the work of this body.

**Article 30**

Members of the Association have the right to be regularly informed about the work of all bodies of the Association.

The President of the Association is responsible for dissemination of information among the Association members.

**Article 31**

Notwithstanding the provisions above, the Assembly may, on the basis of a general act, determine that certain information, data and documents shall represent a business secret. The persons responsible for the use and protection of information that are considered confidential may be determined in the aforementioned act.

Information considered to be public by the law and other regulations, as well as information on violations of the laws and regulations may not be determined to be confidential.

**XI REPRESENTATION**

**Article 32**

The President and Vice President of the Association represent the Association in legal transactions with third parties.

In court proceedings in which the Association participates as a party, the President of the Association may give written authorization to a lawyer for representation or other professional entity.

**XII DURATION AND DISSOLUTION OF THE ASSOCIATION**

**Article 33**

The Association will exist as long as the legal requirements are met or until the Assembly does not decide upon the dissolution of the Association.

**Article 34**

The Association may cease to work voluntarily or by operation of law.

The decision on the voluntary dissolution is adopted by the Assembly by a two-thirds majority of all members of the Association.

The initiative for the dissolution of the Association can be submitted by one-third of members of the Association, in the following cases:

1. if more than double the time set out by the Statute for convening the Assembly has elapsed and the Assembly has not been convened,
2. if the number of members of the Association is reduced below three,
3. in other cases stipulated by Law.

The initiative is submitted to the President of the Association who prepares the materials for the Assembly.

**Article 35**

The Association shall cease to operate by force of law, in accordance with the provisions of Articles 51 and 52 of the Law on Associations and Foundations of Bosnia and Herzegovina.

The Association is required to report any status changes to the competent ministry within the time period defined by the Law.

### **XIII MERGING AND DIVISION INTO ANOTHER ASSOCIATION AND DISSOLUTION OF THE ASSOCIATION**

#### **Article 36**

The Association may merge or divide into another Association in accordance with the Law.

The decision mentioned in the previous paragraph is adopted by the Assembly by a two thirds majority of all members of the Association.

### **XIV REVENUES OF THE ASSOCIATION**

#### **Article 37**

The revenues of the Association are:

- membership fees;
- registration fees paid by parties interested in the work of the Association;
- voluntary contributions, gifts and donations by public institutions, individuals and legal entities, both domestic and foreign;
- state grants and contracts with the state, public institutions, natural and legal persons, both domestic and foreign;
- income from interest, dividends, capital gains, rents, fees and similar sources of passive income;
- the proceeds from the Association's own activities through the achievement of goals and activities of the Association, as defined by this Statute;
- part of the profit realized by legal entities founded by the Association;
- other legally permissible sources.

### **XV RULES FOR THE ACQUISITION, USE AND DISPOSAL OF ASSETS OF THE ASSOCIATION, AND THE BODY AUTHORIZED TO CONTROL THE USE OF THESE ASSETS**

#### **Article 38**

Acquiring, using and disposing of the assets of the Association shall be defined by the financial plan (with associated revenues, activities and set priorities), adopted by the Assembly at the proposal of the President of the Association.

The Assembly decides upon the use of assets, in accordance with the financial plan.

#### **Article 39**

The Association operates under the principles of non-profit organizations, and any gains shall be directed solely on expanding its capacities and activities to achieve the program objectives.

The Association shall manage the assets of the Association with due attention, in a responsible and lawful manner and in the best interests of the Association members.

The Assembly shall monitor the use of funds of the Association.

The Assembly is responsible for controlling all documents pertaining to financial operations, particularly periodical, semi-annual and annual financial statements.

The President of the Association shall submit to the Assembly reports on the financial and material operations of the Association.

### **XVI FINANCIAL STATEMENTS AND WORK REPORT OF THE ASSOCIATION**

#### **Article 40**

The Assembly, at its regular annual meeting, adopts the Financial Statements and the Work Report of the Association for the previous year.

The Association shall duly keep business records in accordance with generally accepted accounting principles, and prepare financial statements in accordance with the relevant laws.



**Article 41**

The following documents shall be kept at the seat of the Association, within the time limits established by law or the decisions of the Assembly: the Statute of the Association, annual and semi-annual business records, with the income statement; minutes of meeting and decisions of the Assembly and the President of the Association; acts of on-going correspondence and other documents related to the operation and management of the Association.

**XVII RULES FOR ALLOCATION OF REMAINING ASSETS IN CASE OF DISSOLUTION OF THE ASSOCIATION**

**Article 42**

The Assembly shall, together with the Decision on Dissolution, adopt a liquidation plan defining the allocation of assets, and the rights and obligations of the Association.

The Assembly shall appoint a liquidator, whose duty is to monitor the execution of the liquidation plan and who is authorized to represent the Association in the process of liquidation and in the process of submitting an application for dissolution of the Association with the competent authorities.

Following the dissolution of the Association and meeting of all legal requirements, the assets shall be allocated to another organization which performs the same or similar activities, based on the Decision of the Assembly.

**XVIII THE PROCEDURE OF ADOPTION OF THE STATUTE, AMENDMENTS TO THE STATUTE AND OTHER GENERAL ACTS OF THE ASSOCIATION**

**Article 43**

The basic general act of the Association is the Statute of the Association.

The Association may adopt other general acts: regulations, decisions and rules of procedure.

The general acts must be consistent with the Law and the Statute of the Association.

Individual acts are decisions, conclusions, guidelines and opinions.

**Article 44**

Minutes of meetings shall be kept at each meeting of the management bodies and its committees - boards.

Minutes of meetings must be true and reflect the work flow of the meeting and include decisions taken by the management bodies at its sessions.

Minutes of meetings must be signed.

The initiative for amendments to the Statute may be submitted by at least a third of the members of the Association.

The initiative is submitted to the Assembly, in writing and with an appropriate explanation, at least 30 days prior to the session of the Assembly.

**Article 45**

A two thirds majority of members of the Assembly shall decide upon amendments to the Statute.

President of the Assembly shall sign the decision on amendments to the Statute, which is to be considered the original copy and kept in the archives of the Association.

**XIX TRANSITIONAL AND FINAL PROVISIONS**

**Article 46**

The Assembly of the Association is authorized to interpret the provisions of this Statute.

**Article 47**

This Statute shall enter into force on the date of its adoption and shall supersede the Statute of the Association OS-003/07 adopted on 29 March 2007.

This Statute shall be in use from the date of amendments to the registration with the competent Ministry.

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**PRESIDENT OF THE ASSEMBLY**  
**Melina Krilašević**

No: A10 01-14  
Sarajevo, 12 Aug 2014



I hereby certify that this is a true and faithful rendering of the original document written in Bosnian language.

Sarajevo, 12 Nov 2014

Lejla Tabaković  
Certified court interpreter for English language