

According to the Article 17 from the Law for associations and foundations for (Official Gazette of the Republic of Macedonia No: 52/2010) the founders of the Local Community Development Foundation – Stip on the session realized on 18th of April 2011 adopted the following text of:

**Statute
Of the
Local Community Development Foundation – Stip (LCDF)**

General regulations

Article 1

Local Community development Foundation Stip (further in the text named as: Foundation) acts as legal entity for achieving goals by gaining and managing estates and means, in accordance with the Constitution and Laws in Republic of Macedonia.

Article 2

Founders of the Foundation:

1. Nevenka Longurova Girova, address : “Ho Shi Min” 14, 2000, Stip; ID number: 2711976495005;
2. Violeta Niceva, address “Braka Danevi” 8/20, 2000, Stip; ID number: 2701981495018;
3. Boris Sarkovski, address “Straso Pindzur” 10/4, 2000 Stip; ID number: 1801977490002;
4. Violeta Eftimova, address ”Straso Pindzur” 6/52, Stip; ID number: 0206951495007.

(Further in the text named as: Founders)

Article 3

Local Community Development Foundation – Stip shall act on the territory of Republic of Macedonia, organized in Stip area municipality. The Foundation shall expand on national level and shall collaborate with organizations, associations, foundations and institutions, become a member of associations in the country and abroad in accordance with the Constitution and Laws of Republic of Macedonia and this Statute.

Article 4

The name of the Foundation is:

Фондација за развој на локалната заедница – Штип

English translation:

Local Community Development Foundation - Stip.

Article 5

The head office of the Foundation is in Stip, on the following address: **“Sremski front” bb (children’s kindergarten “Sonchogledi”, Senjak, Stip)**, and shall act in Stip municipality area, the territory of Republic of Macedonia and other countries. The Foundation can change the address of the head office with an approval of the Founders.

Article 6

Local Community Development Foundation – Stip shall act as legal entity following the legal regulations in the country and this Statute. Local Community Development Foundation – Stip is represented and advocated by Executive director. The Foundation has its own stamp and archive stamp. The stamp has a round shape and holds the name of the Foundation on Macedonian language with Cyrillic letters, and in the middle of the stamp is the logo of the Foundation. The archive stamp has rectangular shape with following text: Local Community Development Foundation – Stip on Macedonian language with Cyrillic letters, number, date and place for archiving.

Foundation's Goals

Article 7

The Founders are joined for achieving wider common interest. The mission of the Foundation is to create conditions for civil society sustainability through building the institutional capacities and initiating local philanthropy.

Strategic goals of the Foundation are:

- Increasing the role of the civil sector in the process of creating and implementing public policies;
- Creating effective partnerships among the actors in the local community for divided responsibility in the community development process;
- Strengthening the democratic processes in the local community.

Article 8

The Foundation, with special decision, can establish joint steering committee, Limited Liability Company or other entity in accordance within the Company Law of Republic of Macedonia. The Foundation shall act and work in accordance with the annual plan and program.

Article 9

The Foundation achieves its goals and tasks through created annual working program and the following activities:

- Conducting analyses on the actual situation and following the developing processes in the community along with publishing and access to information;
- Organizing public events, debates, forums, round tables, campaigns, public discussions and regional meetings for the issues in the community;
- Organizing and delivering trainings and consultations for NGOs, Local institutions and Business sector;
- Supporting local initiatives;
- Organizing public events for establishing partnerships among the main actors in the community;
- Organizing public events, debates, forums, round tables, campaigns, public discussions and regional meetings for initiating local philanthropy;
- Other activities which, the Founders, in consultation with the Management Board will consider appropriate for achieving the Foundations goals, according to the Law, the Statute and the General regulations of the Foundation;
- Acts on various issues indicated in the Statute.

Transparency

Article 10

The work of the Foundation is open to the public.

The transparency of the Foundation shall be secured by regularly distribution of information (to the Founders, other associations/foundations and the wider public) about the work and activities of the Foundation, with insight in the program tasks implementation, reporting about the material-financial work and work of the boards of the Foundation.

For information distribution, the Foundation shall also use the media (TV, radio, newspapers), internet as well as the bulletin board in the Foundation's office.

Foundation's finance

Article 11

Foundation shall provide finance from:

- donations, contributions;
- state budget and local governments;
- providing services to associations, organizations and institutions;
- commissions from associations, communities and other institutions;
- local companies and other legal entities;
- from other services (real-estate rights etc);
- other sources indicated by Law and Statute.

Article 12

The Foundation shall use and manage the resources in terms defined by the Statute and other legal regulations, determined with the financial plan and valid documents.

Article 13

The usage and managing the Foundation's resources shall be done by the Founders according to the obligations noted in the Statute. They will take measures for economic usage of the sources and preventing irregularities.

Article 14

Local Community Development Foundation – Stip shall adopt annual financial plan for the revenues and expenditures of the Foundation.

The financial plan shall hold the revenues gained by Article 11 from the Statute, as well as the expenditures for social activities, salaries for the employees, office materials, and other costs for the work of the Foundation.

The financial plan can be changed in any given time.

Founders of the Foundation

Article 15

The Founders shall have the following authorities:

- adopt the Statute of the Foundation, changes and additions, as well as prepare the Rules of procedures for the internal work of the Foundation;
- appoint and dismiss members of the Management Board, Supervision Board, Executive director of the Foundation on suggestion on the Management Board.
- decide on reorganization and liquidation of the Foundation;
- decide for implementing financial revision in the Foundation;

If needed, the Founders shall delegate some of their authorities to the Management Board with written statement.

Foundations' working bodies

Article 16

Working bodies of the Local Community Development Foundation – Stip are:

1. Management Board
2. Executive director
3. Program director and
4. Supervision Board

Management Board

Article 17

The Management Board of the Foundation shall act as executive body of the Founders where every member has equal rights and responsibilities for the work and development of the Foundation.

Member of the Management Board shall exempt itself from voting on issues directly or indirectly related to them, his/her spouse, relative and issues related to person where the member has control or economic interest.

Article 18

The members of the Management Board are under the supervision of the Founders. The appointed members of the Management Board shall be individuals, capable for working and citizens of Republic of Macedonia. One person cannot be member at the same time in the Management Board and the Supervision Board. The Management Board consists minimum five and maximum eleven members appointed by the Founders. The Management Board shall be established by President of the Management Board and other members appointed by the Founders. The President is elected by the members of the Management Board. The President of the Management Board and his Deputy and the other members will be appointed with a mandate of two years with an opportunity for reelection. Every member of the Management Board can be replaced at any time, if the Founders find that the member is not professional in his work and responsibilities.

Article 19

The Management Board shall conduct meetings at least three times a year. The meeting is called by the President along with the working schedule of the meeting, or on the President's initiative, or on the request of at least half of the members of the Management Board. The members have to be informed, in written, one week before the meeting. Every member can suggest addition to the agenda of the Management Board meeting before the agenda is accepted. The accepting of the agenda is the first discussion on the Management Board meeting.

Article 20

The members of the Management Board can participate on the meetings and vote through phone, fax or other electronic media. The right to vote to a member can be taken if the member has personal gain from the decision.

Article 21

The Management Board shall be given authority to make decisions for all cases along with its rights with simple majority. The quorum can be made only if half of the members are participating on the meeting. The decisions shall be made in written and signed by the President of the Management Board or in case of his absent; the decision can be signed by the Deputy.

Article 22

The Management Board of the Local Community Development Foundation – Stip shall has the following authorities:

- adopts the annual reports of the work and financial report and publish it on internet;
- gives suggestions for appointing or dismissing members of the Management Board to the Founders;
- makes decisions for the main changes in the Foundation and establishes new programs;
- gives support for call announcements applications;
- requests and receives documents and explanations from the Executive and Program directors or from any employee in the Foundation related to any aspect of the Foundation activities;
- approves or rejects giving any kind of nonreversible financial means (grants) or other forms of financial and material support secured by the Foundation;
- approves or rejects the budgets, including the administrative and budgets grants;
- approves or rejects the financial reports and other reports and delivers them to the Founders for revision;
- prepares strategies for fundraising;
- presents and advocates the Foundation's interests;
- communicates with third parties and wider public for promoting the Foundation's goals and activities;
- delivers proposals to the Founders for reorganization or stopping the activities of the Foundation according to the Law;
- gives suggestions to the Founders about the changes and additions to the Statute;
- makes decisions about the Foundation's activities, except the decisions that are under the Founders authority;
- the Management Board appoints the members of the Supervision Board.

Article 23

The members of the Management Board don't receive any allowance for their activities and functions as members of the Management Board, except if the Founders don't decide other wise.

The Supervision Board

Article 24

The Supervision Board of the Foundation shall have three members elected by external party (not members of the Management Board or Founders).

The members of the Supervision Board cannot be at the same time members in different working bodies of the Foundation.

The mandate of the members of the Supervision Board is four years with the right of reelection.

Article 25

The work of the Supervision Board is conducted on meetings. The meetings are called by the President of SB and they can meet at least once a year or more if needed.

Article 26

The Supervision Board shall:

- supervise the regularity of the work in accordance with the Articles from the Statute and other Rules of Procedures of the Foundation;

- supervise the execution of the decisions made by the MB and other working bodies of the Foundation;
- supervise the financial work of the Foundation;
- once a year reports about their findings;
- recommends measures for prevention of irregularities of the work of the Foundation;
- acts on different issues in accordance with the Law and procedures of the Foundation;

All their findings, the SB is processing it to the MB.

Article 27

The members of the Supervision Board do not receive any kind of allowance for their engagements in the Board.

The Executive director

Article 28

The Founders appoint the Executive director for indefinite time. The Executive director represents the Foundation. The Executive Director is responsible that the work of the Foundation is working in accordance of the Constitution and other legal regulations, as well as in accordance with the Statute and other acts of the Foundation and it is responsible for implementing the decision made by the working bodies of the Foundation. For its work, the Executive director reports in front of MB.

Article 29

The Executive director shall be authorized to make decisions, take responsibilities related to the outgoing activities of the Foundation, except the decisions that are under the authority of the Founders and the Management Board. Executive director is responsible for realizing activities from the philanthropy program.

Article 30

Executive director shall:

- sign the financial documents of the Foundation;
- give suggestions for internal reorganization and systematization of the working places in the Foundation (along with the Program director);
- manage the property and the resources of the Foundation through opening and working with bank accounts of the Foundation;
- employee and gives cancellations to workers from separate working places in the Foundation;
- work on other issues according to the Statute and other procedures of the Foundation for securing the independence of the work and the decision making process and respecting the decisions made in order to improve the work capability.

Article 31

The Executive director can hold on executing proposals or conclusions of any working body of the Foundation (employees or other working bodies) if they are not in accordance with the Law or with accordance to the interests of the Foundation and he is obligated to inform the Management Board members and the Founders.

Article 32

The Executive director shall be responsible for executing the financial plan of the Foundation. The Executive director shall be present on every meeting of the Management Board without the right to vote.

Program director

Article 33

The Founders appoint Program director for indefinite time. The Program director shall be responsible for operative and effective work of the programs for building the institutional capacities and the program for creating partnerships in the community along with the program for local democracy. The Program director is authorized to make decisions related to the ongoing activities for the programs that he is assigned to, except the decisions that are under the authority of the Founders, the Management Board and the Executive director.

Article 34

The Program director with the Executive director suggests the reorganization and systematization of the working places in the Foundation. Program director shall execute agreements and takes responsibilities in the name of the Foundation, along with the Executive director and if needed acts as Deputy of the Executive director.

Article 35

As his discretion right, the Program director shall delegate some of the authorities to other employees, definite or on indefinite time by written statement. Program director shall work on other issues but in accordance with the Law, Statute and other general procedures of the Foundation. Program director shall be present to all MB meetings without the right to vote.

Liquidation of the Foundations

Article 36

Foundation shall end its work:

- if 2/3 of the Founders agree on the liquidation;
- for reasons defined in Article 63 from the Law on associations and foundations.

The Founders of the Foundation have the right to determine the functioning of the Foundation.

Article 37

In the case of terminating the work of the Foundation, after securing all matters, the property and other rights and incomes that are left will become property of organization with similar mission to the Foundation.

Article 38

If the conditions noted in Article 37 cannot be complied, in the case of liquidation of the Foundation, the property will be passed to the ownership of republic of Macedonia.

Transitive and final provisions

Article 39

Interpretation of the Articles of this Statute shall be given by the MB, and in between meeting, by the Executive director.

Article 40

Changes and additions to the Statute shall be made by the same procedure for its adoption.

Article 41

This Statute enters into force on the date of its adoption.

Date and Place
18.04.2011
Stip

Founders:
Nevenka Longurova Girova
Violeta Niceva
Violeta Eftimova
Boris Sarkovski