

**“POLICE WOMEN'S NETWORK”
ASSOCIATION**

STATUTE

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ASSOCIATION**

PWN

Sarajevo, October 2011

In accordance with the Article 10 and 12 of the Law on Associations and Foundations of Bosnia and Herzegovina ("Official Gazette of BH", No. 32/01, 42/03, 63/08 and 76/111), the Founding Assembly of the "Police Women's Network" Association, held in Sarajevo on 4 October 2011, adopted

STATUTE

"POLICE WOMEN'S NETWORK" ASSOCIATION

I – GENERAL PROVISIONS

Article 1

This Statute, in accordance with the Article 12 of the Law on Associations and Foundations of Bosnia and Herzegovina (hereinafter: the Law), shall define:

- name and main office of the Association;
- objectives and activities of the Association;
- procedure for admission and exclusion of members;
- bodies of the Association, method of their selection, their powers, quorum and rules of voting, duration of mandate, persons authorised to convene an Assembly, terms and conditions for dissolution or termination of work;
- rules for obtainment, use and disposal of the Association's assets, and a body authorised for the supervision of such assets;
- transparency;
- procedure for amendments to the Statute and adoption of other general documents;
- description, form and content of the seal and logo of the Association;
- representation of the Association;
- conditions for merging or division into any other Association and termination of operations;
- procedure for the disposal of the remaining property and other assets in case of dissolution or termination of the operations of the Association, and
- other issues of importance to the organisation and operations of the Association.

Article 2

The basic principles of the Association shall be tolerance, democracy, diversity, voluntariness and openness.

II – NAME, ADDRESS AND SCOPE OF WORK OF THE ASSOCIATION

Article 3

Full name of the Association:
"Police Women's Network" Association

Acronym of the Association:
"PWN" Association

Article 4

The main offices of the Association shall be in Sarajevo, Mehmeda Spahe 7.

Article 5

The Association shall operate in the entire territory of Bosnia and Herzegovina.

Article 6

The Association shall be entitled to change its name, main offices and logo of the Association, upon a decision by the Assembly of the Association (hereinafter: the Assembly), pursuant to the Law and this Statute.

Article 7

On the date of the entry into the Registry of Associations with the competent Ministry, the Association shall acquire the status of a legal entity with rights, obligations and responsibilities in line with the Law and this Statute.

III – LEGAL STATUS, SEAL, STAMP AND LOGO OF ASSOCIATION

Article 8

The Association shall have a seal of 35 mm in diameter, bearing a circular inscription of its name in three languages and two alphabets, Bosnian: Udruženje "Mreža žena policajaca", Croatian: Udruga "Mreža žena policajaca" and Serbian: Удружење „Мрежа жена полицајаца”, and the logo and main offices of the Association in its centre: Sarajevo.

Article 9

The Association shall have a logo. The logo of the Association shall be in the shape of a stylised yellow and blue shield, bordered by a yellow, dark blue, light blue and white line. In the central part of the logo, there shall be the image of a policewoman, and on the left there shall be a white star.

IV – OBJECTIVES AND ACTIVITIES OF THE ASSOCIATION

Article 10

Objectives and activities of the Association shall be:

- association of police women aimed to improve the position of women in police services and in Bosnia and Herzegovina;
- raising awareness of women and men in police on gender equality and support to the promotion of the network of women in the police;
- provision of recommendations for police services and wider community on best practices related to the mission of the Association;
- advocacy of gender sensitive police education;
- exchange of experiences and information with the same or similar associations, as well as other authorities and organisations in Bosnia and Herzegovina and abroad;

- provision of advice to police services on important issues related to the position of women in police and gender equality;
- cooperation with competent institutions, bodies, non-government and international organisations with reference to the position of women in the field of security;
- exchange of information between the members of the Association on the position of women in police and gender issues in practice of the performance of police duties;
- professional development of members by information exchange and other types of additional education;
- organisation of seminars, professional meetings, round tables, conferences with the aim of achieving goals of the Association;
- publication of books, booklets, specialised literature and other publications aimed to meet the objectives of the Association, in line with the Law;
- provision of information for the public about the work and activities of the Association;
- initiative with competent bodies to develop optimum conditions aimed to meet the objectives of the Association by Law and other regulations;
- inclusion of individuals in charge of gender issues in police bodies and their networking;
- provision of support and assistance to young personnel by scholarships, trainings and other types of education.

Article 11

The Association shall be a nonpartisan, nongovernment and non-profit organisation.

V – MEMBERS OF THE ASSOCIATION

Article 12

Any official person (policewoman) who is an employee of a law enforcement agency and who accepts the Statute and objectives of the Association and confirms this by signing the Application Form can become a member of the Association.

The members of the Association shall be equal.

Any local and foreign physical and legal person can exceptionally become an honorary member of the Association owing to special merits, sponsorship, assistance to the Association or significant contribution to the promotion of the Association and purposes for which the Association was established.

Article 13

The decision on the membership shall be made by the Managing Board of the Association (hereinafter: Managing Board), based on the Ordinance adopted by the Assembly, with the exception of the honorary membership, which shall be within the exclusive competence of the Assembly.

For the membership into the Association, the Application Form shall be submitted.

The Association shall keep the list of its members.

VI – TERMINATION OF MEMBERSHIP

Article 14

The membership in the Association shall be terminated:

- upon a death of a member;
- by withdrawal of physical persons, and for legal persons by the termination of a legal person;
- by exclusion.

Article 15

Any member of the Association may freely withdraw from the membership.

The President of the Managing Board shall be informed about the decision of a member of the Association on the withdrawal from membership, whereupon the record on the withdrawal from membership shall be made.

Article 16

Exclusion from membership shall be made in case a member should make a serious violation of a provision within this Statute or other rules of the Association or in case they should act contrary to the objectives and interests of the Association.

A decision on the exclusion shall be made by the Managing Board.

Upon the decision by the Managing Board on the exclusion, the excluded member shall have the right to appeal to the Assembly within 15 days after the date of the receipt of the decision.

The decision by the Assembly shall be final.

Exclusion from the Association shall also imply a recall of the member from the management bodies or recall as a representative of the Association.

VII – RIGHTS, DUTIES AND RESPONSIBILITIES OF ASSOCIATION MEMBERS

Article 17

Rights of the members of the Association shall be:

- to elect and be elected into the bodies of the Association;
- to give proposals, opinions and suggestions;
- to monitor the work of the Association and start initiatives for resolving issues of interest for the Association;
- to be regularly informed about the work and results of the Association;
- to use the assistance of the Association in the protection of their rights.

Article 18

Duties of the members of the Association shall be:

- to take part in the activities of the Association;
- to perform conscientiously and responsibly their tasks and duties related to work and activities of the Association;

- to promote operations of the Association, particularly the importance of its programme objectives;
- to fulfil their obligations to the Association regularly and implement decisions, positions and conclusions of the Association management bodies.

Article 19

Types of responsibilities of the members shall be:

- public criticism for failing to perform a duty not detrimental to the reputation of the Association or not inflicting significant material damage;
- warning before exclusion for repeated failure to perform tasks and duties;
- exclusion from the Association in case a member should make a serious violation of statutory provisions or threaten the reputation of the Association, or inflict a substantial material damage.

Detailed requirements and forms of responsibility shall be regulated by the Ordinance adopted by the Managing Board.

VIII – ASSOCIATION BODIES

Article 20

The management bodies of the Association shall be the following:

1. Association Assembly;
2. Managing Board of the Association;
3. President and Vice President of the Association.

1. ASSOCIATION ASSEMBLY

Article 21

The Association Assembly is the top body of the Association composed of all the members of the Association with equal voting rights.

Article 22

The Assembly shall be convened as needed and at least annually.

The Assembly shall be convened by the President of the Assembly.

A written invitation with an agenda proposal and discussion materials shall be delivered to the members of the Assembly at least seven days prior to the session of the Assembly.

The President shall be obliged to convene the Assembly (ordinary or extraordinary):

- upon a proposal by the Managing Board,
- upon a request by 1/3 of the Association members,
- upon a request by the President of the Association.

If the President should not convene the Assembly within 10 days after the date of the received request, the Assembly shall be convened by a proposer.

Article 23

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

The mandate of the President shall be two years, with a possibility of re-election.

The Assembly shall regularly appoint Recording Secretary and Certifier.

President of the Assembly shall:

- take care of the organisation and work of the Assembly and convene the Assembly meetings;
- prepare materials for the Assembly meetings;
- propose the meeting Agenda;
- chair Assembly meetings;
- sign documents adopted by the Assembly;
- ensure the implementation of decisions, conclusions and other acts of the Assembly;
- coordinate the work of Assembly bodies and organs;
- perform other duties assigned by the Assembly in line with the Law and this Statute.

The President can be dismissed even before the end of the mandate:

- upon their own request;
- if not present at an Assembly meeting three times in succession without justified reasons;
- if damaging the reputation of the Association by actions referring to the position of the President, and
- in other cases provided for by the Law, this Statute and acts of the Association.

Article 24

The Assembly shall work in sessions and a quorum shall be an overall majority of all the members of the Assembly.

The Assembly shall make decisions by an overall majority of all present members of the Assembly, unless this Statute should provide for a qualified majority for the adoption of certain acts.

The vote at the Assembly meeting shall be public, unless the Assembly should determine secret voting.

The Assembly shall adopt the Rules of Procedure of the Assembly.

The Rules of Procedure shall closely regulate issues regarding internal organisation and the work of the Assembly, requirements for the work of the Assembly, procedure for making decisions and other general acts and the method of voting on particular issues of importance for the work of the Assembly.

Article 25

In the work of the Assembly, representatives of other legal persons, with whom the Association cooperates, as well as representatives of other state authorities can also take part without the right to vote.

Article 26

The Assembly of the Association shall be responsible to:

- adopt the Statute, make amendments to the Statute and other acts specified by the Statute;

- adopt the Agenda for the mandate and Annual Agenda of the Association;
- review and adopt the Report on the work of the Managing Board in between two sessions of the Assembly;
- adopt the Balance Sheet of the Association for the previous year and financial plan for the current year;
- decide on the merge or division into another Assembly and termination of operation;
- appoint and dismiss the President of the Assembly, members of the Managing Board, President and Vice-President of the Association and Secretary of the Association;
- discuss and adopt the Rules of Procedure of the Association;
- appoint individuals responsible for the representation of the Association in legal matters;
- adopt decisions on the establishment of the legal entity pursuant to the Law;
- issue the decision on the establishment of the Office, Clubs and other organisational structures pursuant to the Law;
- adopt the decision on the method of collecting membership fees and the amount of the fee;
- adopt the decision on the distribution of other assets of the Association upon the decision on the termination of operations of the Association or upon other status changes;
- decide on appeals by members of the Association in the second instance;
- perform other work not within the competences of other bodies of the Association;
- adopt the decision on the change of name, main offices and logo of the Association.

2. MANAGING BOARD OF THE ASSOCIATION

Article 27

The Managing Board shall be the management body of the Association.

The Managing Board shall have 3 (three) members including President, Vice-President and Member.

Members of the Managing Board shall be selected and relieved by the Assembly.

The mandate of the Managing Board members shall be two years, with the possibility of re-election.

Article 28

The Managing Board shall hold its sessions at least that twice a year, and extraordinarily as needed.

The Managing Board shall work in sessions, the quorum shall be the overall majority of all the members of the Managing Board and the decisions shall be made by the overall majority of the total number of members of the Managing Board.

The Managing Board and its every individual member shall report to the Assembly.

Article 29

The Managing Board of the Association shall:

- prepare sessions of the Assembly;
- prepare the Draft Statute, its amendments and other acts to be adopted by the Assembly;
- implement policy, conclusions and other decisions adopted by the Assembly,

- manage the Assembly property;
- make proposals, opinions and initiatives for the fulfilment of the objectives of the Association;
- submit annual and semi-annual report on its activities to the Assembly for discussion and adoption;
- determine annual and semi-annual statement on the results of the income and expenditure plan of the Association and submit it to the Assembly for discussion and adoption;
- decide upon appeals by the members in the first instance;
- monitor implementation of the financial plan of the Association and make decisions on the use of funds;
- make the decision on the establishment of Committees, Boards, Expert Teams and Sections for the implementation of the set objectives of the Association;
- prepare analyses, information and other materials for the Assembly;
- propose development programmes and plans of the Association;
- adopt the Rules of Procedure for its work, the work of committees and other bodies;
- prepare and confirm the report on the activities for every calendar year and the period between two sessions of the Assembly and submit it to the Assembly for discussion and adoption;
- perform other work pursuant to the Law and this Statute assigned to it by the Assembly.

Article 30

Members of the Managing Board can be recalled even before the end of their mandate, including:

- upon their own request;
- if they do not attend a session of the Managing Board three times in a row without justifiable reasons;
- if in their actions related to the work of the Managing Board, they damage the reputation of the Association;
- in other instances provided for by the Law, this Statute and acts of the Association.

Article 31

The President and Vice-President of the Managing Board shall:

- convene sessions of the Managing Board on their own initiative or upon the request by at least one third of members of the Managing Board and manage its work;
- ensure the implementation of the Work Programme, decisions, conclusions and guidelines of the Assembly;
- ensure the implementation of the Work Plan of the Managing Board;
- develop annual and semi-annual reports on their activities and submit it to the Managing Board for discussion and adoption;
- sign acts adopted by the Managing Board;
- maintain regular contacts with the public and promote the objectives of the Association;
- perform other duties assigned to them by the Assembly and the Managing Board of the Association.

The Vice-President of the Association shall:

- replace the President of the Managing Board during their absence in all duties specified in the previous paragraph.

The President and Vice-President of the Managing Board shall at the same time be the President and Vice-President of the Association.

Article 32

The Managing Board, with the aim of a more efficient and rational performance of its duties, establish committees, working bodies, boards, expert teams, sections, etc. by a separate decision.

By the decision from the previous paragraph, they shall determine the composition, scope of work, number of members and method for the implementation of the responsibilities of these working bodies.

Article 33

The Managing Board shall issue Ordinance on their work.

The Ordinance shall regulate in detail the rights, obligations and responsibilities, methods of work, voting and issuing decisions of the Managing Board.

3. PRESIDENT AND VICE-PRESIDENT OF THE ASSOCIATION

Article 34

The Association shall have the President and Vice-President selected and recalled by the Assembly for the mandate period of two years, with a possibility of re-election.

The President and Vice-President shall be responsible for their work to the Assembly.

The President and Vice-President can be recalled even before the end of the mandate they were elected to, including:

- upon their own request;
- if they do not perform duties of the President and Vice-President of the Association properly;
- if by their actions they damage the reputation of the Association and
- in other instances provided for by the Law, this Statute and acts of the Association.

Article 35

The President and Vice-President of the Association shall:

- represent the Association in legal matters;
- manage the operations of the Association and organise its work;
- be responsible for the legality of the work of the Association;
- decide on the use of the funds for the implementation of the objectives of the Association;
- issue orders for the implementation of the financial plan;
- ensure the implementation of decisions, tasks and conclusions of the Assembly;
- act on behalf of the Association in their relations with third persons;
- submit the report on the activities of the Assembly;
- prepare and propose the draft budget for the work of the Association, Managing Board and Assembly;

- ensure the proper use of the use of the property of the Association, due performance of material and financial operations, legal and timely performance of professional and administrative work;
- coordinate the work of organs and bodies and adopt decisions on issues of the work of the Association, with the exception of those under the sole responsibility of the Assembly and Managing Board;
- perform other activities assigned to them by the Assembly.

The Vice-President of the Association shall replace the President of the Association during his/her absence in all operations set out in the previous paragraph, including the representation of the Association in legal matters.

The President and Vice-President of the Association are at the same time President and Vice-President of the Managing Board.

4. SECRETARY OF ASSOCIATION

Article 36

The Association shall have the Secretary of the Association selected and recalled by the Assembly.

The mandate of the Secretary of the Association shall be two years with the possibility of a re-election.

Secretary shall:

- manage administrative and technical work of the Association;
- assist the President and Vice-President of the Managing Board and President of the Assembly in managing sessions;
- safe keep and use the Seal of the Association;
- inform members of the Association on regular and extraordinary meetings of the Association, actively participate in all the meetings of the Association and keep records from those meetings;
- receive applications for membership and keep records of the members of the Association on a prescribed form;
- collect and keep records on the membership.

IX – OFFICES AND OTHER ORGANISATIONAL FORMS

Article 37

For the implementation of the programme objectives and activities of the Association, out of the main offices of the Association, offices and other organisational forms can be formed in the entire territory of Bosnia and Herzegovina.

The decision on the establishment of offices and other organisational forms shall be made by the Assembly, and it shall specify the name, main offices, activities and other rights and duties for their work.

Organisational forms set out in the Paragraph 1 of this Article shall not be legal entities.

X – DEPARTMENT OF ASSOCIATION

Article 38

In order to perform administrative, professional, financial and other activities, a Department can be established within the Association. The Department can include person/persons who are not necessarily authorised officials.

Performance of activities and duties in the framework of the Department shall be fully regulated by a document on internal organisation and job classification of the Association, adopted by the President of the Association.

Performance of administrative, professional, financial and other activities in the framework of the Department can be partially or fully assigned to other bodies, organisations or professionals, for a fee, which shall be decided by the President of the Association.

XI – INFORMATION AND PUBLIC WORK OF ASSOCIATION

Article 39

The work of the Association shall public.

The Association shall be obliged to ensure the supervision of the legality of operations to the relevant Ministry.

The bodies of the Association shall be obliged to ensure access to data, information and documents referring to the work of the association to members of the Association and authorised representatives and media.

Representatives of the media shall have the right to attend sessions of the Assembly and report on the activities of this body.

Article 40

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

The President of the Association shall be in charge of informing the members of the Association.

Article 41

Exceptionally, a general document issued by the Managing Board can determine whether certain information, data and documents are a business secret. The same document can determine persons responsible for the use and protection of information considered a business secret.

For a business secret, information cannot be determined as public pursuant to the Law and other regulations, as well information on the violation of the Law and other regulations.

XII – REPRESENTATION OF THE ASSOCIATION

Article 42

In legal matters with third parties, the Association shall be represented by the President and Vice-President of the Association.

XIII – DURATION AND TERMINATION OF ASSOCIATION

Article 43

The Association shall last until there are legal requirements for it or until the Assembly issues a decision on the termination of the Association.

Article 44

The Association can be terminated voluntarily or by force of law.

The decision on the voluntary termination shall be made by a two-thirds majority of all the members of the Assembly.

The initiative for the termination of the Association can be made by one third of the members of the Association or Managing Board in the following cases:

1. If twice as much time has passed since the time set out in the Statute of the Association, for the session of the Assembly, and the session was not held,
2. If the number of the members of the Assembly is less than three,
3. In other instances stipulated by the law.

The initiative shall be submitted to the President of the Managing Board who shall prepare the material for the Assembly.

Article 45

The Association shall be terminated by force of law, pursuant to the provisions of the Articles 51 and 52 of the Law on Associations and Foundations of Bosnia and Herzegovina.

The Association shall be obliged to report on any status changes to the relevant Ministry within the timeframe stipulated by the Law.

XIV – REQUIREMENTS FOR MERGER OR DIVISION INTO ANOTHER ASSOCIATION

Article 46

The Association can be merged or divided into another Association pursuant to the Law.

The Decision set out in the Paragraph above shall be adopted by two thirds of all the members of the Assembly.

XV – INCOME OF THE ASSOCIATION

Article 47

Income of the Association shall be as follows:

- income from sponsorship, contributions and gifts from physical and legal persons, both foreign and local, in cash, services or property of any kind;
- income from interests, dividends, capital gains, rents, fees and similar sources of passive income;
- income acquired by personal action, by fulfilling objectives and activities of the Association, as set out in this Statute;
- from a portion of gain made by legal persons or entities whose founder is the Association;
- from other sources permitted by the Law.

XVI – RULES FOR ACQUISITION, USE AND DISPOSAL OF FUNDS OF ASSOCIATION AND AUTHORITY COMPETENT FOR THE SUPERVISION OF THE USE OF SUCH FUNDS

Article 48

Obtainment, use and disposal of funds of the Association shall be determined by the financial plan (with accompanying income, activities and set priorities) adopted by the Assembly upon a proposal by the President of the Association.

The use of the funds, in line with the financial plan, shall be decided by the Managing Board.

Article 49

The Association shall act in line with the principles of a non-profit organisation, and potential income shall be utilised exclusively for the development of its capacities and activities in order to meet its programme objectives.

The Association shall be obliged to manage the property of the Association, lawfully and responsibly to the best interest of the members of the Association.

The supervision of the use of the funds of the Association shall be performed by the Assembly.

The Assembly shall be responsible for the control of all documents referring to the financial operations, particularly periodic, semi-annual and final financial report.

The Assembly shall discuss the documents specified in the paragraph above in a regular annual session, and extraordinary session as needed.

XVII – METHOD OF KEEPING FINANCIAL REPORT AND WORK REPORT

Article 50

At a regular annual session, the Assembly shall adopt the financial report and work report of the Association for the previous year.

The Association shall be obliged to keep business books properly in line with generally adopted principles and develop financial reports in line with the relevant laws.

Article 51

At the main offices of the Association, within the timeframes specified by the Law or Decision by the Assembly or Managing Board, the following documents shall be mandatorily kept: Statute of the Association, annual and semi-annual balance of the Association with the balance sheet, minutes and decisions of the Assembly, Managing Board and President of the Association, documents of current correspondence and other documents related to the work and operations of the Association.

XVIII – RULES FOR DIVISION OF REMAINING PROPERTY IN CASE OF TERMINATION OF ASSOCIATION

Article 52

Along with the Decision on the termination of the Association, the Assembly shall adopt the liquidation plan of the Association determining the division of the property, rights and obligations of the Association.

The Assembly shall appoint a liquidator of the Association whose duty shall be to provide for the implementation of the liquidation plan and who shall be authorised to represent the Association in the liquidation procedure and submission of request for the registration of the termination of the Association to competent authorities.

During the dissolution of the Association, based on the decision by the Assembly and settlement of legal obligations, the property shall be assigned to another Association performing the same or similar activities.

XIX – PROCEDURE FOR ADOPTION OF STATUTE, AMENDMENTS TO STATUTE AND OTHER GENERAL DOCUMENTS OF THE ASSOCIATION

Article 53

The basic general document of the Association shall be the Statute of the Association.

The Association can also adopt other general documents: ordinances, decisions and rules of procedure.

General documents must comply with the Law and Statute of the Association.

Individual documents shall be decisions, conclusions, instructions and opinions.

Article 54

At the meeting of the management bodies and its committees – boards, minutes shall be taken mandatorily.

The minutes must be accurate, reflect the flow of the meeting and contain decisions adopted by the management bodies at their meetings.

The minutes must be signed.

The initiative for amendments to the Statute can be submitted by any member of the Association.

The initiative shall be submitted to the Managing Board in writing and with an appropriate justification.

The set proposal shall be submitted to the Assembly, at least 30 days prior to the session of the Assembly.

Article 55

The Assembly shall decide on amendments to the Statute by a majority of member votes.

The President of the Assembly shall sign the decision on amendments to the Statute, which shall be regarded original and kept in the Archives of the Association.

XX – TRANSITIONAL AND FINAL PROVISIONS

Article 56

Interpretation of the provisions of this Statute shall be made by the Assembly of the Association.

Article 57

This Statute shall enter into force on the date of its adoption, and it shall be applied from the date of its entry into the Registry of the competent Ministry.

No: 03/11
Sarajevo, 4 October 2011

**PRESIDENT OF THE FOUNDING
ASSEMBLY**
Aldina Alić