



Forumi Kosovar i Aftësisë së Kufizuar  
Kosovski Forum Invalidnosti  
Kosovo Disability Forum

# **STATUTE**

## **KOSOVO DISABILITY FORUM**

*Pristine, January 2014*

The Actual Statutes will govern the non-governmental organization “**Kosovo Disability Forum**”, established in line with the Law No. 04/L-057 on Freedom of Association in Non-Governmental Organization in Republic of Kosovo, dated August 29, 2011.

## **Article 1**

### **Name, type and address**

- 1.1.** The Organization is called “**Kosovo Disability Forum**”
- 1.2.** Its acronym is “KDF”
- 1.3.** The organization will have its emblem, with the symbol of Kosovo map and the symbols of six people on it.
- 1.4.** The organization has its own stamp.
- 1.5.** The Organization is a non-profit association, constituted in accordance of article 5, paragraph 2, article 6 and 8 of the Law No. 04/L-057 on Freedom of Association in Non-Governmental Organization in Republic of Kosovo.
- 1.6.** The Organization will not distribute any kind of net profit or to any profit for any individuals. Assets, incomes and the profit of the organization will be used to support non-profitable goals of the organization. However, payments for reasonable compensation will be regulated by a special legal act.
- 1.7.** The Organization has its headquarter office in Pristina, in the address: St. "Tring Smaili", 10000, Pristina, Kosovo.

## **Article 2**

### **Founders**

1. Founders of Kosovo Disability Forum are:
  - Down Syndrome Kosovo, registration number 5111389-6, address: Kroj i Bardhë, no. 72, Pristina.
  - HandiKos, registration number 5100034-0, address: Dardania 4/7, Llam. D-2, Pristina.
  - Kosovo Deaf Association, registration number 5111040-4, address: Str. Nazim Gafurri, no. 28/2-1, Pristina.
  - Kosovo Association of the Blind, registration number 51022009, address: B. Diellit, rr.1, llam.5, Pristina.
  - Organization of Persons with Child Paralyze Handicap Kosova, registration number 5100599-6, address : Str. Hil Mosi, Nn., Pristina.
  - Organization of Parents of Children with Disabilities in Kosovo "Parent and Child", registration number 5101638-6, address : Str. K. Novakoviq, nr.9/19, Pristina.
  - “Dëshira” Club, registration number 5101166-0, address: Str. Haxhi Zeka, nr.55, Pristina
  - Association “Autism”, registration number 5113676-4, address: Str. “Antigona Fazliu”, Nr. 30.

Forum shall be governed by (i) the rules established by Law no. 04/L-57 on Freedom of Association in NGOs in the Republic of Kosovo, dated August 29, 2011 and any subsequent amendment, (ii) this statute, and (iii) internal acts of KDF

2. Legal Representative of KDF is the President - Bujar Kadriu.

3. Authorized representative-President is elected from the General Assembly and should represent the organization inside and outside Kosovo, as well as to accept and receive all official documents on behalf of the organization. The president is responsible of informing relevant administrative authorities for any kind of change happening in the organization.

### **Article 3**

#### **Vision, Goals and Principles**

3.1. The vision of KDF is:

A society in which all persons with disabilities have equal opportunities in the economic, social, political and cultural participation in Kosovo, on creation of an inclusive society based on the International Convention on the Rights of Persons with Disabilities, as well as involvement in the international movements of disability.

3.2. KDF is established with the aim of:

1. Ensuring the participation of persons with disabilities in decision-making and creation of policies based on the rights of persons with disabilities.
2. Promoting common interests of movement and supporting its own members.
3. Capacity building of member organizations of KDF and increasing cooperation with public institutions, in order to improve the situation of persons with disabilities in Kosovo.
4. Raising social awareness regarding persons with disabilities.
5. Lobbying for the Ratification of International Convention of Persons with Disabilities, as well as harmonization of Kosovo legislation with the standards and legislation of European Union, where all laws and policies for the disability will be harmonized with the Convention.
6. Membership in the European Disability Forum (EDF) and other international organizations.

3.3. In purpose of fulfilling its goals the organization will undertake, but will not limit in the following activities:

1. Avocation
2. Lobbying
3. Representing the interests of Organizations of disability persons.
4. Capacity Building.

3.4. KDF will be governed by the following principles:

1. Nothing for Us, without Us.
2. Transparency and accountability within and outside KDF.
3. Internal democracy and reciprocal respect among member organizations.
4. Respect the diversity of persons with disability, gender equality, ethnicity, race or religion; respecting of sign language and other alternative forms of communication and Braille.
5. Promoting tolerance, solidarity, and mutual understanding among members of KDF with the aim of strengthening common values.
6. Open forum for new members.
7. Representation of KDF by persons with disabilities themselves.
8. Strengthening and maintaining the independence of organizations.

## **Article 4**

### **Membership**

1. Membership in the organization is open for any organization or person regardless the race, gender, sexual orientation, nationality, ethnicity, religion, age, ability or any other base.
2. KDF has three membership categories.
  - a. Full right members
  - b. Ordinary members
  - c. Supportive members
3. Any organization may apply for membership in KDF, after being legal through registration in the Department of Registration for Non-governmental Organization in the Ministry of Public Administration. On the other hand, physical persons should fulfill the requirements of the article 6, paragraph 6.3, point 3 of this Statute, in order to become a member of KDF.
4. As a member of KDF will not be accepted an organization that is in the same time part of a member of KDF.
5. Whenever in this Statute, will be mentioned the word "member", shall mean any member regardless of its categorization.

## **Article 5**

### **Members rights and obligations**

- 5.1. Full right members:
  1. Those Organizations whose goals and activities are in line with the article 3 of this Statute ad fulfill the requirements foreseen in the article 6, paragraph 6.1 of this Statute will be accepted as full right members of KDF,
  2. In the rights of full right members, is the right to elect and be elected in the organizational structures of KDF, in line with the provisions of this Statute,
  3. Full right members are obliged to pay within every January, an annual membership fee, determined by the General Assembly of KDF. Such fee might be changed upon decision of the General Assembly.
- 5.2. Ordinary members:
  1. Organizations, whose goals and activities are in line with the article 3 and fulfill the requirements foreseen in article 6, paragraph 6.2 of this statute, are accepted and act in the organization as ordinary members of KDF,
  2. In the rights of ordinary members, is the right to elect and be elected in the organizational structures of KDF, in line with the provisions of this Statute,
  3. Ordinary members are obliged to pay within every January an annual membership fee, equal to 40 % of the fee determined for the full right members.
- 5.3. Supportive Members:
  1. Those Organizations or individuals whose goals and activities are in line with the article 3 of this Statute ad fulfill the requirements foreseen in the article 6, paragraph 6.3 of this Statute will be accepted as supportive members.

2. Supportive members have no right to elect or be elected in the organizational structures of KDF.
3. Supportive Members will be informed continuously on the activities of KDF
4. Supportive Members might participate in the meetings of General Assembly and General Council, but only as observers and without the right of voting.
5. Supportive members should pay within every January an annual membership fee, equal with 20 % of the fee determined for the full right members.

## **Article 6**

### **Membership criteria**

#### 1. Membership criteria as Full Right Members:

Full right members are organizations represented by persons with disabilities and organizations representing persons with disabilities. For determining full right members, will follow these criteria:

1. The organization is composed and structured with persons with disabilities or parents of persons with disabilities who cannot self-represent.
2. Organization should have geographic reach at least 2/3 of the country's surface, implying primarily regional reach in Kosovo.
3. At least 2/3 of the organization membership is composed of people with disabilities by type of disability on which is structured,
4. The organization is governed and represents the interests of its members with disabilities,
5. The organization is structured and presents a kind of disability easily identifiable by other disabilities. In this case disability will be considered on the basis of scientific criteria, medical or closely related physical and social direct and substantial consequences.
6. Operates its own activity only in function of supporting the rights and interests of its members.
7. Motivation of union and participation in the organization to be disability and its consequences, by ruling out categorically other motives of political, religious, profitable business, etc.
8. To be structured and fully functioning on the basis of state laws and the norms of public morality.
9. In its structure and functioning to be rigorously apply the principles of democracy and transparency to its members.
10. To be open for cooperation with other organizations, in appropriate manner and in the interest of its members.

#### 2. Membership criteria for Ordinary Members:

Ordinary members are organizations that represent persons with disabilities or organizations representing persons with disabilities. For determining ordinary members, will follow these criteria:

1. Organization is composed and structured by people with disabilities or parents of persons with disabilities who cannot self-represent.
2. Organization and registration forms should be Association.
3. Operate its own activities and have geographic reach at least one regional center.
4. The main purpose of its activity is the implementation of specific social rights and integration into society, through the provision of specific services for its members.

5. In its structure and functioning to be rigorously apply the principles of democracy and transparency to its members.
6. To be structured and fully functioning on the basis of state laws and the norms of public morality.
7. Operates its own activity only in function of supporting the rights and interests of its members.

### 6.3. Membership criteria for Supportive Members:

Supportive members can be organizations, individuals and other groups of interest who contribute in favor of persons with disabilities. For determining as supportive members, will follow these criteria:

1. The legal form of registration and organization to be association, foundation or center.
2. As supportive member may also be an agency, union or group of organizations, that wish to contribute to the support of persons with disabilities.
3. As supportive member may be individuals or groups of individuals, and distinguished personalities who contribute in favor of persons with disabilities.

## **Article 7**

### **Procedure for admission of members**

- Requests for membership in KDF will be reviewed by the Evaluation Committee of KDF.
- Evaluation of the data from the Evaluation Committee will be done on the base of objective criteria verified in practice.
- Will be recognized as branch or territorial units, in cases where they are structured on the basis of regional units, have office and sufficient capacity to perform their functions and activities.
- Evaluation Commission may request additional documents for verification by the concrete case.
- Where the Commission considers that the applicant meets the criteria for being a member according the status it has, proposes General Council the admission as member.
- General Council reviews the request for membership in its first meeting and within a month through administration informs the decision to the candidate.

## **Article 8**

The Evaluation Committee reviews the application after the applicant has accompanied it with a complete file, verified and evaluated previously by the administration.

The file should contain:

1. Certificate from the Department of Registration and Liaison of NGOs,
2. Statute of the organization,
3. Financial and audit report,
4. Completed form of the model approved by the General Council of KDF, which contains:
  - Name of the organization,
  - Address of the organization,

- Name of the holder or holders,
- Main types of activities, developed by years,
- Financial resource specified on their amount,
- Number of branches or territorial units where the activities take place.

## **Article 9**

### **Cases of removal and suspension**

1. The Evaluation Commission evaluates the fulfillment of statutory obligations and criteria, and notify the General Council, which takes the final decision.

Unsatisfied party has the right to file a complaint in the General Assembly, within 30 days after the submitting the decision.

2. A member may be suspended or removed from KDF in the following cases:

1. Does not pay membership,
2. Acts contrary to the principles, norms or specific regulations of this statute,
3. Vary the criteria on which it is accepted as a member,
4. Vary the direction of activities,
5. Change the parameters of the composition and structure which is accepted,
6. In direct or indirect manner operates in detriment of persons with disabilities, mainly its members or members of KDF,
7. Is disbanded,
8. Legally is suspended its activity,
9. It is deregistered.

3. The duration of suspension can last from three (3) to six (6) months. During this period of time, member does not have the right to participate in any organ and activity of KDF. If the suspended member does not eliminate these causes of suspension within this period of time, will be ruled out by the decision of the General Council.

## **Article 10**

### **KDF bodies**

Main governing bodies of KDF are:

1. General Assembly of KDF,
2. General Council of KDF,
3. President of KDF.

## **Article 11**

### **General Assembly of KDF**

1. General Assembly is the highest governing body of KDF. It consists of delegates, representatives of member organizations with full rights members and ordinary members of KDF.

- General Assembly meets once a year,
- The decision to convene the General Assembly takes Governing Council, by majority votes,

- The General Assembly holds its proceedings in the participating if 2/3 of the total number of delegates,
- General Assembly decide to adopt or amend the logo of KDF,
- The General Assembly decides the membership fee to be paid by members.
- Status of the delegate in General Assembly of KDF have representatives of members, according the key, full rights member seven (7) delegates, while ordinary member two (2) delegates,
- Decisions in the General Assembly are taken by simple majority vote of present delegates,
- For taking decisions in the General Assembly, is required 50% + 1 of present delegates, of the total number of delegates in the Assembly,
- Written notification, including date and place of the meeting and the agenda, will be distributed to all members at least 15 days prior to the meeting.

## **Article 12**

Duties of General Assembly are the following:

1. Determines main directions of policies and program of KDF,
2. Approves the Statute of KDF with its changes and completion,
3. Approves the annual budget of KDF for the new calendric year,
4. Approves the Regulation of Work of the General Assembly,
5. Approves the Working Report and Financial Report, presented by the General Committee
6. Elects the President and Vice Presidents of KDF, with 2/3 of the total number of delegates,
7. Legitimizes the composition of General Council, based on the proposals of full right members and ordinary members of KDF,
8. General Assembly may discharge the members of General Council, even before their mandate is completed. In other cases, members of KDF will send a representative in General Council, until the next meeting of General Assembly is held.
9. General Assembly decides on the removal, of the second instance body, on the appeal of party, with a simple majority of votes of delegates present at the meeting.

## **Article 13**

### **Extraordinary Meeting of General Assembly**

The rights to call an extraordinary meeting of General Assembly have:

1. The president of KDF,
2. General Council can decide to call an extraordinary meeting of the General Assembly, with the request and signatures of 2/3 of the total number of members,
3. In cases when the position of the President of KDF remains vacant, General Council is obliged to call the General Assembly within a 3 months period of time, in order to elect the new president,
4. General Council should prepare the necessary documents for the extraordinary meeting of General Assembly,
5. Extraordinary meeting of General Assembly should be called at least one month before being held.



## **Article 14**

### **General Council**

1. General Council is the second highest body of KDF, after the General Assembly,
2. The mandate of General Council is 4 (four) years,
3. General Council meetings are called at least 3 (three) times for a year,
4. General Council is composed of:
  - Full right members and ordinary members are represented by one member,
  - President of KDF, without the right of voting.
5. General Council has quorum if present 50% + 1, of the total number of the members,
6. General Council takes decisions with the majority of present members. In cases of equal results, the vote of the President of General Council is decisive.

## **Article 15**

### **Competences of General Council**

1. Implement decisions of the General Assembly,
2. Proposes to the General Assembly the budget for next calendar year,
3. Reviews the Working Report and Financial Report for each 4 months period,
4. Decide on the admission, removal or suspension of KDF members, as the first instance body,
5. For taking decisions in General Council are needed 50% + 1 of the members present from the total number of members, except as otherwise expressly provided in this Statute,
6. Decides on the call of the General Assembly and performs preparatory works,
7. Elect and dismiss members of Evaluation Committee,
8. Elect and dismiss members of Statutory and Disciplinary Commission,
9. Reviews and approve the working reports of the bodies which elect or legitimates,
10. Approves other decisions in the interest of KDF,
11. Approves the Working Regulation of General Council and Regulation of Financial and Administrative Functioning.
12. Election the President and Vice-President of KDF, within KDF members. President of the General Council may not be from the same organization as the President of KDF,
13. In cases where the position of KDF President, for various reasons remains vacant, General Council with voting of 2/3 of delegates, can appoint in the position of the KDF President one of Vice-Presidents, for a period not longer than three (3) months,
14. In extraordinary circumstances may be invoked meeting of General Council, at the request of KDF President, or at the request of 50% + 1 of the members of the General Council,
15. Non pagease or compensation cannot be made to members, without approval the General Assembly, and if it is made can be made only when the compensation is reasonable and is being done for the work performed for the organization (per diems and travel expenses).

## **Article 16**

### **The President of KDF General Council**

The President of KDF General Council has the following competences:

1. Calls regular meetings of General Council, in consultation with the President of KDF, in accordance with the provisions of this Statute;
2. Leads the meetings of the General Council and is in title of their welfare;
3. Calls extraordinary meetings of General Council, in all cases where are fulfilled all conditions provided by this Statute;
4. Ensures for proper application of the Working Regulation of the General Council of KDF.

## **Article 17**

### **President of KDF**

1. The president of KDF is the legal representative of KDF, and promotes the unity and institutional cooperation among members of KDF.
2. The president of KDF should be a person with disability.
3. The president of KDF will be elected by the delegates of the General Assembly of KDF
4. The president can be discharged from his position, with the votes of the delegates of the General Assembly of KDF, even before completing his mandate, in all cases of violation of the provisions of this Statute.
5. The mandate of the President of KDF is 4 (four) years, with the right to be re-elected.
6. The candidate, who presents his candidacy for President of KDF, cannot run on for other functions of KDF's leadership.

## **Article 18**

### **Duties of KDF President**

1. Represents and acts in the name of KDF in and outside the country,
2. For any decision, the President of KDF shall have the approval of the majority of members of General Council,
3. Coordinates the work of KDF bodies that fall under his competences,
4. Informs the public opinion for the activities of KDF,
5. Signs various legal acts and financial transactions on behalf of KDF,
6. Inform General Council regarding the visits and representation of KDF inside and outside the country,
7. Perform other duties, requested by the General Assembly of KDF,
8. Informs General Council, while reports to the General Assembly of KDF.

## **Article 19**

### **Vice Presidents of KDF**

1. Vice-Presidents of KDF are elected from the delegates of the General Assembly of KDF,
2. One of the Vice-Presidents should come from full right member organizations, while the other should come from ordinary member organizations,
3. Vice-Presidents of KDF may be discharged from their positions, with the votes of the delegates of the General Assembly of KDF, even before completing their mandate, in all cases of violation of the provisions of this Statute,
4. Vice-Presidents of KDF are entitled of helping the President to complete the everyday works and tasks when requests,

5. For their work report to the President of KDF, while, they respond to the General Assembly of KDF.

## **Article 20**

### **Organizational Bodies of KDF**

Organizational bodies of KDF are:

1. Evaluation Committee;
2. Statutory and Disciplinary Committee.

## **Article 21**

### **Evaluation Committee**

- Evaluating Committee is composed of five members, out of which four are elected from the group of full right members and one is elected from the group of ordinary members,
- In the first meeting, Evaluating Committee elects its President,
- Evaluating Committee has the following duties:
  1. Reviews membership applications and proposes them to the General Council,
  2. Receives the candidatures for leading bodies of KDF,
  3. Reviews the lists of delegates for the General Assembly of KDF,
  4. Members of this committee have no right to apply for any other position in KDF,
  5. Evaluates the status of members.

## **Article 22**

### **Statutory and Disciplinary Committee**

- Statutory and Disciplinary Committee is composed of five members, out of which four are elected from the group of full right members and one is elected from the group of ordinary members,
- In the first meeting, Statutory and Disciplinary Committee elects its President,
- Statutory Commission following tasks:
  1. Supervise the harmonization of the provisions of the Statutes of members, with the provisions of the KDF Statute,
  2. Provide cleansing of Statute texts with remarks and amendments, which must be approved in the General Assembly of KDF,
  3. During its work the Committee may request from members or other KDF bodies, to reply in certain issues,
  4. Committee acts at the request of General Council, or KDF president,
  5. For its work Committee reports to the General Council,
  6. Commission decides by majority votes and works on the basis of the Working Regulation,
  7. Members of this committee have no right to apply for any other position in KDF.

## **Article 23**

### **Administration**

- For administrative positions, General Council of KDF should announce job vacancy.
- Working relationship is regulated according the applicable laws in Kosovo.
- Administration is leaded by the General Council of KDF.
- Administration have the following duties:
  1. To administrate any document, memo or correspondence.
  2. To implement the Financial Functioning and Administrative Regulation and Working Regulation.
  3. Is responsible of administration of material values.

## **Article 24**

### **The activity of the governing bodies**

The activity of the leading bodies of KDF is regulated by the internal acts of KDF. All elected persons and administrative personnel will be compensated for their work and commitment in performing everyday tasks.

When are financial possibilities, members of governing bodies will receive reasonable remuneration, according to criteria determined by the Financial Functioning and Administrative Regulation.

## **Article 25**

### **Representation**

President is on charge of representing KDF. In the absence of the President, KDF can also be represented by one of Vice-Presidents of KDF.

## **Article 26**

### **Membership and relations with other international disability organizations**

KDF might become member of international organizations in the field of disabilities, or in other international organization of similar nature, when this is considered necessary. In such cases, the decision should be taken by the General Council.

## **Article 27**

### **Dissolution of the organization**

- KDF duration is unlimited. It can be dissolved at any time, by decision of the General Assembly. Decision for dissolution can be taken by 2/3 of votes of all delegates of the General Assembly. For deregistration, the Assembly appoints a commission consisting of five persons.
- KDF is considered dissolved when the resignation or leaving of more than half of the full right members, accompanied with more than 1/3 of the ordinary members,
- When deciding on the dissolution of the organization, the General Assembly shall indicate the name of the association or foundation that shall receive the remaining assets, after discharge of any liabilities of the organization. The chosen association or foundation should have the same or similar aims as KDF. The remaining assets cannot be transferred to member organizations KDF.

## **Article 28**

### **Changings on the Statute**

This statute may be amended by the vote of 2/3 of the delegates of the General Assembly.

## **Article 29**

### **Reporting Periods and Accounting**

- General Council and administration officials shall prepare annual reports for the General Assembly meeting,
- Financial year of the organization shall be in harmony with the calendric year.

## **Article 30**

### **Entry into force**

This statute enters into force upon the approval by the delegates of General Assembly of KDF.

Date: 31/01/2014

Signature of the President

Bujar Kadriu

