

**ASSOCIATION**  
**BALKAN MUSEUM NETWORK**  
**Radiceva 17, Sarajevo**

**S T A T U T E S**  
**of the**  
**BALKAN MUSEUM NETWORK**

- I General Provisions
- II Membership in the Association
- III Goals and Activities of the Association
- IV Executive Bodies
- V Assembly
- VI Steering Board
- VII President of the Steering Board
- VIII Material and Financial Business
- IX Duration and Termination of the Association
- X General Documents
- XI Representing the Association
- XII Awards and praises
- XIII Final provisions

According to Articles 9. 10. 11. and 12. of the Act on Association and Foundations (Official Gazette of Bosnia and Herzegovina No. 32/01, 42/03 and 63/08), the Assembly

of the Balkan Museum Network held on 02 June 2014 in Sarajevo, adopted the following text of the:

**STATUTES**  
**of the**  
**BALKAN MUSEUM NETWORK**

**I GENERAL PROVISIONS**

**Article 1**

These statutes define: the name of the Association, the address, goals and activities; procedure for admission and exclusion of members; executive bodies of the Association and the procedures of their election, their jurisdictions, voting rights and length of mandate; person authorized to call upon the Assembly meeting; conditions and procedures for termination of the Association; rules of realization, use and disposal of Association's resources, as well as the body authorized to control usage of these resources; procedures for financial report and report on the work; transparency of work; procedures for amendments to the Statutes, authorities and procedures for regulation of general provisions; description and content of the stamp; representation of the Association; conditions and procedures of merger, separation, transformation or termination of the Association, including the specific quorum or regulations for a qualified majority in the process of voting; procedures for the disposal of remaining resources or funds in case of termination of the Association's work.

**Article 2**

The Name of the Association:

Full Name in the Bosnian language: Balkanska mreža muzeja

Full Name in the Croatian language: Balkanska mreža muzeja

Full Name in the Serbian language: Балканска мрежа музеја

Full name in the English Language: Balkan Museum Network

Full name in the Albanian Language: Rrjeti i Muzeve të Ballkanit

Full name in the Macedonian Language: Балканската мрежа на музеи

Full Name of the Association is the same in all three languages officially used in Bosnia and Herzegovina. When working in other countries other languages can also be used.

Shortened Name of the Association is: BMN

The Address of the Association: Radićeva 17/V, Sarajevo

The area of the Association's operation is Bosnia and Herzegovina and the Balkans.

### **Article 3**

The Balkan Museum Network (Hereafter: the Association) is an independent cultural organization founded by voluntarily united natural persons, aiming to improve support and development for museums and galleries.

### **Article 4**

The Association is represented by the Secretary of the Association.

### **Article 5**

The Association has the status of a legal entity. The Association is registered in the Ministry of Justice of Bosnia and Herzegovina.

### **Article 6**

The Association has its bank account and a foreign currency account.

### **Article 7**

The Association has its sign and stamp.

1. The sign is in a square shape with the inscription BM in blue, and orange surface under it with black inscription "network". The sign is in English language.
2. The stamp has a circular shape, 30mm diameter, with circular inscriptions: Balkanska mreža muzeja / Balkan Museum Network, with the sign of the Association in the middle.

### **Article 8**

The Association is a non-political organization, therefore it cannot be a part of any political party or political organization.

## **II MEMBERSHIP IN THE ASSOCIATION**

### **Article 9**

Membership in the Association is voluntary.

Founders receive the status of the member on the day of official registration of the Association.

Any person or legal entity that submits the Application Form and accepts the Programme and Statutes of the Association can have the status of a member of the Association. Legal entities, whose Programme is in accordance with the goals and activities of the Association, can also become members of the Association. Members of the Association can also be persons and legal entities that are not citizens of Bosnia and Herzegovina.

To become a member of the Association, it is required to fill in the Application Form, where the applicant accepts the Statutes and other general provisions of the Association that regulate the work of the Association, as well as the regular payment of the Membership fee.

The Steering Board decides about acceptance of all new members in the Association.

For a time period of 30 days, an appeal against the decision of the Steering Board about membership can be submitted to the Association Assembly. The Association Assembly has the final decision.

Accepted members will be registered and given a Membership Card.

The amount of the Membership Fee is decided by the Association Assembly.

### **Article 10**

A membership is terminated by:

1. Resignation of the Member;
2. Exclusion of the Member;
3. Death of the Member, in the case of a person, and in the case of a legal entity, dissolution.

Every member of the Association can resign freely.

The President of the Steering Board and the Secretary of the Steering Board will be informed about the resignation, after which the resignation will be recognized and registered.

The day of recognition of resignation will be the official day of resignation.

The exclusion of a member from the registry will happen when the member denies his/her duties without justifiable reasons.

The exclusion of a member will happen if member of the Association violates the provisions of these Statutes or other rules of the Association, or if he/she acts contrary to the goals and activities of the Association.

The decision on exclusion is issued in writing by the Steering Board.

The excluded member has the right to appeal to the Association Assembly within a time period of 30 days after the decision on exclusion.

Exclusion of the member from the Association automatically entails withdrawal from any position or function in the Association that the member was holding.

### **Article 11**

The Association Assembly and the President of the Steering Board have the right to choose an honorary member of the Association. This member can be any person who is honored for the development and improvement of museums, or has supported the work of the Association by some other means.

Honorary members have the same rights as regular member of the Association. Honorary members are excluded from paying the membership fee.

## **Article 12**

All members of the Association are automatically members of the Association Assembly.

Association members have the right:

1. To elect and to be elected to the Association's bodies;
2. To give proposals, opinions and suggestions;
3. To participate in the activities of the Association;
4. To follow the work of the Association and start the initiatives under the framework of the Association's interest;
5. To be informed on the work and results of the Association on a regular basis;
6. To use the Association's help for protection of their rights.

Association members are obliged:

1. To conduct entrusted activities and tasks related to the Association with full responsibility and conscientiousness;
2. To promote activities of the Association, with an emphasis on its programme goals;
3. Follow through regularly on responsibilities they have taken;
4. To pay the Membership Fee in a timely manner;
5. To uphold the mission, vision and values of the Association.

## **Article 13**

Association members exercise their rights through the Association Assembly or through its executive bodies and representatives.

# **III GOALS AND ACTIVITIES OF THE ASSOCIATION**

## **Article 14**

Balkan Museum Network is tasked to improve the work of museums and cultural institutions that work to preserve and promote cultural heritage.

## **Article 15**

Specific goals of the Association are:

- Networking between museums, galleries, archives and independent professionals, as well as other institutions that embrace promotion and preservation of cultural heritage in their programme, aiming to preserve and promote tangible and intangible cultural heritage;
- Improvement of the work of museums and other cultural institutions and well as professionals, and fostering their future development;
- Strengthening of museums and museum professionals by building human and institutional capacities;

- Creation of professional working groups that would work to overcome the problems that museum and cultural heritage professionals face;
- Strengthening the skills of museum and cultural heritage experts, as well as independent professionals, for the interpretation of cultural heritage and for internal and external communication;
- Training of museum and cultural heritage professionals;
- Organization of joint exhibitions and exchange of collections between museums;
- Training and promotion of digitalization of museum collections;
- Improvement of museum educational programmes aiming to contribute to the extracurricular activities of students, as well as to support the concept of lifelong learning;
- Improvement of museum and gallery content and access to institutions, in order to increase the number of visitors as well as attracting new segments of the public;
- Implementation of museum projects that advocate reconciliation, with the goal of protecting human rights;
- Application of knowledge, experiences and principles adopted in accordance with European Standards for museums and cultural heritage institutions;
- Advocacy for the improvement of the status of museums and participation in the policy making processes.

#### **Article 16**

Besides activities from Articles 14 and 15, as a legal entity, the Association has the right to perform additional activities, under the regulations of these Statutes.

### **IV EXECUTIVE BODIES OF THE ORGANIZATION**

#### **Article 17**

The Association has the following executive bodies:

1. Assembly;
2. Steering Board;
3. President of the Steering Board.

### **V THE ASSEMBLY**

#### **Article 18**

The Association Assembly (Hereafter: the Assembly) is the highest body of the Association.

All members of the Association are the members of the Assembly with the equal right to vote. The Assembly session is convened by the Chairperson of the Assembly or an authorized person.

The Assembly takes place at least once a year, and it can also be convened upon the initiative of at least one third of members, as well as by the Steering Board.

The Assembly can have valid decision-making powers if a two-thirds majority of the total number of members is present.

The decisions are valid if they are voted by a **simple majority** of present members of the Assembly.

#### **Article 19**

In Assembly sessions, voting is public, unless the Assembly decides differently for certain questions.

#### **Article 20**

Recall of the members of the Assembly is done upon:

- Absence from the Assembly session three times in row;
- Entrusted tasks are not completed;
- Reputation and authority of the Association are being hurt;
- Upon individual request;
- If membership fee is not paid two times in a row.

#### **Article 21**

The Assembly elects the Chairperson from among the members. The Chairperson of the Assembly convenes the session, manages the actions of the Assembly and takes care of the implementation of decisions and conclusions of the Assembly.

#### **Article 22**

The Chairperson of the Assembly has a four-year mandate, with the right to be re-elected two times.

The Chairperson of the Assembly has the following tasks:

- Convenes sessions of the Assembly
- Chairs the sessions;
- Coordinates communication between the Steering Board and the Assembly;
- Informs the public on the work of the Association;
- Performs other tasks mandated by the Assembly.

#### **Article 23**

The Assembly has jurisdiction to:

- Adopt the Statutes, changes and amendments to the Statutes and other documents specified in the Statutes;
- Elect and dismiss the Chairperson of the Assembly;
- Elect and dismiss the members of the Steering Board;
- Elect and dismiss the Secretary of the Association;
- Adopt reports of the Steering Board;
- Approve plans and programmes of the Association;
- Adopt final financial reports;

- Decide upon merging with other associations, transformation, termination of work and other statute changes of the Association;
- Decide upon all questions that are not under the jurisdiction of the other executive bodies;
- Appoint honorary members;
- Approve awards nominated by the Steering Board.

#### **Article 24**

The work and activities of the Assembly are public and transparent.

### **VI THE STEERING BOARD**

#### **Article 25**

The Steering Board is appointed by the Assembly.

The Steering Board has 9 (nine) members coming from at least three countries of the members of the Assembly. Members of the Steering Board are elected for a mandate of 4 (four) years, with the right to be re-elected two times.

The Steering Board is the executive body of the Association.

#### **Article 26**

Recall of the members of the Steering Board is done due to:

- Absence from the Steering Board meetings three times in row;
- Non-completion of entrusted tasks;
- Hurting the authority and reputation of the Association;
- Upon individual request.

#### **Article 27**

Steering Board meetings are convened and chaired by the President of the Steering Board. Steering Board meetings can be convened upon the initiative of one third of the members of the Steering Board.

Regular meetings of the Steering Board are four times per year, but it is also possible to have an extraordinary meeting.

The Steering Board can have valid decision-making powers if a majority of the total number of Steering Board members are present (more than half). The decisions of the Steering Board are valid if voted by a clear majority of present members. The work and activities of the Steering Board are public and transparent.

#### **Article 28**

The Steering Board has jurisdiction to:

- Elect the President of the Steering Board;



- Prepare and suggest amendments to the Statutes, plans, programmes and other documents to be confirmed by the Assembly;
- Implement conclusions and other decisions issued by the Assembly;
- Manage the resources of the Association;
- Conduct annual and periodical reports on its work to the Assembly;
- Prepare proposals of financial plans, as well as financial reports and submit them to the Assembly;
- Decide upon membership applications;
- Create committees and other bodies aiming to implement the program goals and activities of the Association.

## **VII PRESIDENT OF THE STEERING BOARD**

### **Article 29**

The President of the Steering Board of the Association is also the President of the Association, and has jurisdiction to:

- Chair the Steering Board meetings;
- Oversee the implementation of decisions and conclusions of the Steering Board;
- Prepare material for the work of the Steering Board;
- Oversee the correct usage of Association resources, proper material and financial operations and timely implementation of professional work;
- Take responsibility for implementation of the financial plan;
- Coordinate work with the Chairperson of the Assembly upon decisions taken by the Association Assembly;
- Report on his/her work to the Steering Board twice a year minimum;
- Account for his/her work to the Assembly at least annually;
- Coordinate, facilitate and report on the work of the working groups.

The mandate of the President of the Association is 4 (four) years, with the right to be re-elected twice.

### **Article 30**

The Steering Board appoints the Secretary of the Association, tasked to carry out the activities for the Steering Board and the Assembly, as well as to help the President of the Steering Board. The Secretary of the Association is a member of the Steering Board and is authorized to represent the Association, with a mandate of four years and a right to be re-elected twice.

## **VIII MATERIAL AND FINANCIAL OPERATIONS**

### **Article 31**

Material and financial operations are performed in accordance with the rules and procedures of material and financial operations for associations and foundations in Bosnia and Herzegovina.

The Association independently disposes of funds realized under the framework of its activities.

The property of the Association consists of movable and immovable assets, realty and other legal and financial resources.

The Steering Board has the right to engage members of the Association in activities of interest for the Association, with financial compensation.

The size, purpose and disposal of resources of the Association are defined by the financial plan every year.

The financial plan is issued by the Assembly based on the proposal of the Steering Board. Revenues and expenses of the Association have to be in balance.

The financial report has to be written by the 1<sup>st</sup> of March, at the latest. The report is written by the Steering Board, and it is made public.

### **Article 32**

The Assembly adopts the Financial Report and Narrative Report on the work of the Association. The reports are written by the Steering Board and the Secretary beforehand.

### **Article 33**

The Association has its revenues from:

- Donations, volunteerism and gifts by public institutions, natural persons and legal entities, in cash and in realty and services;
- Donor and sponsor revenues from international and local government and non-government organizations;
- State subsidies and contracts with the state, state and public institutions, persons and legal entities;
- Revenues acquired through conducting the activities and goals of the Association;
- Own revenues and other resources in accordance to the law;
- Revenues acquired through organization of different events;
- Revenues from other sources.

Orders for the material and financial business are given by the Steering Board.

## **IX DURATION AND TERMINATION OF THE ASSOCIATION**

### **Article 34**

The Association will exist as long as there are legal conditions for that or until the Assembly brings a decision on termination.

The Association is terminated when:

- Decided by a two-thirds majority of all members of the Assembly;
- If it is determined, by a Decision of the competent ministry, that the Association has terminated its operations, pursuant to Law;
- If the session of the Assembly did not take place for twice as long as it is indicated by the Statutes;
- If the number of members goes below the number needed for founding the Association;

- In the event that the competent ministry should pass a Decision on the termination of the Association that is deemed final in the administrative procedure;
- In other cases determined by law.

### **Article 35**

In case of termination of the Association, during the announcement of the decision to disband the Association, the Assembly will name the liquidator in the process of liquidation of the Association, as well as regulate the process of the disposal of the remaining resources in accordance to the Law and Statutes.

The resources of the Association are firstly disposed as follows:

- For settlement of legal and contractual obligations;
- Refund of resources from the contracts of donations, sponsorships, gifts, implementation and other, in the part categorized as "planned, but unspent resources".

In case of non-existence of a legal inheritor, resources are given for charity purposes.

### **Article 36**

Disciplinary and material responsibility of the members of the Association is determined by the general provisions of the Association and positive law procedures.

## **X GENERAL LEGAL DOCUMENTS**

### **Article 37**

General provisions are taken by the decision of the Association Assembly.

Initiative for taking general provisions can be started by the Assembly and by the Steering Board.

Outline of the general provision is confirmed by the Steering Board and given for consideration and confirmation to the Assembly, at least seven days before the date of the Assembly session is announced. The proposal of the outline of the general provisions, including the outline of the Statutes, is decided by the majority of the present members of the Assembly.

Amendments to the general provisions are done under the procedure for their adoption.

Interpretation of general provisions are provided by the Assembly and the Steering Board.

## **XI REPRESENTING THE ASSOCIATION**

### **Article 38**

The Association is represented by the Secretary of the Association, according to the rules and norms defined by the Statutes and other documents of the Association. The Secretary of the Association will be involved in legal transactions in the name of the

Association and for the bank account of the Association, while not being allowed to work in a way to damage the Association in material, moral or other sense.

## **XII AWARDS AND PRAISES**

### **Article 39**

In recognition of the conscientious implementation of tasks, extraordinary success in work or high achievement in the field of activities of the Association, the Steering Board can nominate members of the Association for an award. The size and type of the award will be set according to the possibilities of the Association. Awards are confirmed by the Assembly.

## **XIII FINAL PROVISIONS**

### **Article 40**

The Statutes of the Association come into effect on the date of adoption.

The Assembly has the mandate to interpret the regulations in these Statutes.

Changes and amendments to the Statutes are done according to the regulations provided for its adoption.

The Steering Board can give proposals for changes and amendments to the Statutes.

### **Article 41**

The Association terminates upon the decision of the Assembly.

### **Article 42**

Only the original Bosnian source text of the statutes shall be legally valid and legally binding. An English translation of the present statutes shall be submitted to non-Bosnian/Croatian/Serbian speaking members for information purposes only.

**No:**

**In Sarajevo:**

**CHAIRPERSON OF THE ASSOCIATION ASSEMBLY**

**Elma Hašimbegović**