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DEFINITIONS

1. In these rules:-

- “ad hoc committee” means a committee established for a limited time to perform a specific task, and disbanded immediately upon completion of that task;
- “Association” means the “Association of Women in the Energy Sector of Kosovo / Shoqata e Grave në Sektorin e Energjisë në Kosovë” also known by the short name of “AWESK / SHGSEK”
- “Advisory Board” means the non-executive, advisory board of the Association as elected from time to time by the General Assembly;
- “casting vote” means an extra vote given by the chair of the General Assembly to decide an issue when the votes on each side are equal;
- “chair” means the member of the Advisory Board or General Assembly who is appointed, by the members of the Advisory Board or General Assembly respectively, to chair its meetings;
- “committee” means an advisory committee set up by decision of the General Assembly to advise it on any matters relating to the business of the AWESK / SHGSEK or to make decisions relating to matters falling to be determined under rule 8.g and 8.h or rule 101;
- “contribution in kind” means a non-monetary donation made to the Association by any public or private enterprise, or private individual, and may include, but not be limited to, equipment, office or meeting space, food and drink, or other materials
- “founding members” means those persons named in Article 2 sub-paragraph 2 of the Statute of the Association;
- “General Assembly” means the decision-making body of the Association, comprising of each member of the Association;
- “motion” means a formal proposal by a member of the Association that the General Assembly take a certain action;
- “officer” means a person employed under applicable legislation as executive director, the secretary and the treasurer or such

other necessary officer as the Association may approve and elect;

“rapporteur” means the member of a working group or committee nominated to report back on the work of the group or committee to the Assembly, or to any intermediate body of the Association;

“secret ballot” means a vote in which the voter’s choice in matter to be decided by the General Assembly remains anonymous.

“Statute” means the statute which governs the Association in terms of the provisions of Article 5.2 and Article 6 of the Law No. 04/L-57 on Freedom of General Assembly in Non-Governmental Organisations;

“working group” means a group of not less than three and not more than 5 members of the Association who are tasked, by the General Assembly or by the Executive Director, with preparing reports, studies, plans or other work to support and promote the work of the Association.

"members present and voting" For the purposes of these rules, the phrase "members present and voting" means members casting an affirmative or negative vote. Members which abstain from voting are considered as not voting.

2. These rules constitute the special regulation for the work of the Association and its constituted bodies as described in the official Statute and shall be presented to the first General Assembly for approval.

MEETINGS OF THE GENERAL ASSEMBLY

3. The Executive Director, in consultation with the chair of the General Assembly, shall convene the general annual meeting of the Association to take place in the fourth quarter of each calendar year **provided that** the first such meeting shall take place on such date as the founding members agree.
4. Extraordinary general meetings may be called by written motion notified by the Executive Director to all members. Such motion may be proposed by any member, citing the reason why such meeting is needed and specifying the decisions requiring to be made. Where more than fifty percent of members approve the motion in writing, the chair of the Assembly will convene the meeting with no less than seven days’ notice following members’ approval.

5. The Executive Director will endeavour to give six weeks' written notice to members of a meeting of the General Assembly but in any event no less than seven calendar days. A notice is written if it is in electronic or paper form.
6. Meetings shall be held in Prishtinë at a location suitable for the purpose, unless another location is approved by the General Assembly by poll. The Executive Director shall determine the location for each meeting taking into account the seating capacity, location, ease of access for members and cost of at least three alternative venues. In making his or her decision, the Executive Director shall consult with the chair of the General Assembly about proposed locations.
7. The Executive Director will propose an officer or other member to the chair of the Assembly to act as secretary to the meeting of the General Assembly. The secretary will be responsible for taking accurate minutes of the meeting including the motions proposed and the count of votes made on each motion.

MATTERS RESERVED FOR THE GENERAL ASSEMBLY

8. The following decisions are reserved for the General Assembly:
 - a. Approval of the Association's financial statements for the previous fiscal year;
 - b. Approval of the Association's Strategic Action Plan, annual work plans and annual work reports
 - c. Interpretation and amendment of the Statute
 - d. Appointment and dismissal of Officers of the Association, including the authorised representative;
 - e. Appointment and dismissal of members of the Advisory Board;
 - f. The merger, splitting or dissolution of the Association;
 - g. Cancellation or suspension of membership;
 - h. Approval of these rules of procedure and any changes to these rules of procedure.
9. In line with Article 5, sub-paragraph 2 of the Statute, decisions a. to f. inclusive of rule 8 may not be delegated by the Assembly. Where the General Assembly so decides, by majority vote, a committee may be established by the Executive Director to make a decision regarding cancellation or suspension of membership or any changes to these rules of procedure.
10. All other decisions, and expressly all decisions regarding the day-to-day management of the General Association, may be taken by the Executive Director at his or her discretion. Where these rules so require, decisions of the Executive Director shall be taken in consultation with the Advisory Board and notified to members.

ELECTION OF THE CHAIR OF THE GENERAL ASSEMBLY

11. The chair of the Assembly shall preside over the General Assembly from the date of his or her election until the opening of the next General Assembly meeting where the Assembly will vote to elect the next chair by simple majority of members present and voting. Nothing shall prevent the Assembly voting for a sitting chair to continue to preside in successive years if such re-election is confirmed by simple majority of members present and voting.

ELECTIONS OF OFFICERS

12. The Executive Director is the authorised representative of the Association and is responsible for the day-to-day operations and administration of the Association. The Executive Director is accountable to the General Assembly of members of the Association for his or her work. The Executive Director may make such decisions as are necessary to promote the efficient implementation of the Association's strategic plan and for its compliance with applicable legislation except to the extent that a decision is reserved for the General Assembly or to any committee in line with these rules.
13. The Executive Director shall be elected for an initial term of five years, renewable once. At the end of the initial mandate of the Executive Director, a new Executive Director or the re-election of the sitting Executive Director may be proposed by one member and seconded by another two members and elected by simple majority at the next General Assembly.
14. No member other than the Executive director shall be so authorised to speak on behalf of the Association without express delegation of authority, which will not be unreasonably withheld. Delegation of authority shall be given in the form set out in Schedule 1.
15. Other officers shall be proposed by the Executive Director in a motion to the General Assembly following consultation with the Advisory Board. A difference in views between the Executive Director and one or more members of the Advisory Board shall not prevent the Executive Director making a reasoned and budgeted proposal to the next General Assembly for the employment of one or more officers by the General Assembly, but any dissenting views, and the reasons for them, must be submitted to members alongside the proposal as part of the motion.

ELECTIONS OF MEMBERS OF THE ADVISORY BOARD

16. Members of the Advisory Board shall collectively and individually promote and facilitate the work of the Association in support of the Executive Director and other officers. Members will use their professional experience, expertise and professional contacts to further the work of the Association and the attainment of its objectives **provided that** their actions are in line with the strategic plan and budget adopted by the General Assembly. Advice and guidance given by the members of the Advisory Board to

members, to the chair of the Assembly and to officers of the Association shall be neutral, professional and independent and delivered in line with the procedures outlined in rules 52 to 0 below.

17. Any member may be nominated as a member of the Advisory Board where the three-year mandate of an existing member is about to end, or the position has otherwise fallen vacant, in line with Article 7, sub-paragraphs 6 and 7 of the Statute.
18. Not less than fifteen days prior to the date of the General Assembly of the Association, the Executive Director of the Association shall call on members to nominate members of the Advisory Board, with the last date for nominations to be the third day prior to the date of the meeting.
19. No later than 24 hours prior to the opening of the General Assembly, the Executive Director shall notify members of the list of nominations.
20. Members shall be elected to the Advisory Board following the procedure set down in rules 44 to 46 below. The chair of the Advisory Board will be elected from among its members at its first meeting following the meeting of the General Assembly. In the event of a deadlock amongst the members on the election of the chair of the Advisory Board, the Executive Director shall call on the chair of the General Assembly to cast a casting vote.

ELECTIONS AT THE FIRST MEETING OF THE ASSEMBLY

21. Nomination of the first chair of the General Assembly shall be proposed from among the Association's founding members and elected at the first meeting of the General Assembly by simple majority vote of members present and voting.
22. Nomination of the first Executive Director shall be proposed from among the Association's founding members and elected at the first meeting of the General Assembly by simple majority vote of members present and voting in line with the time limits in rule 18 above and the person nominated shall be elected by simple majority of the members present and voting at the first meeting of the General Assembly.
23. Calls for nominations of persons to be elected as members of the Advisory Board shall be made in line with rules 18 and 19 above but replacing the words 'Executive Director' with 'founding members'.

PROCEEDINGS

24. The order of business of each General Assembly shall be:
 - a. motion to elect the chair of the Assembly and vote
 - b. adoption of the minutes of the previous meeting of the General Assembly
 - c. adoption of the agenda for the present meeting

- d. debate on any motions nominated by members in line with rules 25 to 29 below.
25. Proposals and amendments shall normally be submitted in writing to the Executive Director, who shall circulate copies to members in the form of motions. As a general rule, no motion shall be discussed or put to the vote at any meeting of the General Assembly unless copies of it have been circulated to all members not later than the day preceding the meeting. The chair may, however, permit the discussion and consideration of amendments, or of motions as to procedure, even though such amendments and motions have not been circulated or have only been circulated the same day.

DEBATE ON MOTIONS

26. During the discussion of any matter, a member may move the adjournment of the debate on the item under discussion. The chair may limit the time to be allowed to each speaker and the number of times each representative may speak on any motion.
27. A member may at any time move the closure of the debate on the item under discussion, whether or not any other representative has signified his or her wish to speak. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote. If the General Assembly is in favour of the closure, the chair shall declare the closure of the debate. The chair may limit the time to be allowed to speakers under this rule.
28. During the discussion of any matter, a member may move the suspension or the adjournment of the meeting. Such motions shall not be debated but shall be immediately put to the vote. The chair may limit the time to be allowed to the speaker moving the suspension or adjournment of the meeting.
29. The motions indicated below shall have precedence in the following order over all other proposals or motions before the meeting:
- a. To suspend the meeting;
 - b. To adjourn the meeting;
 - c. To adjourn the debate on the item under discussion;
 - d. To close the debate on the item under discussion.

SPEAKING

30. No member may address the General Assembly without having previously obtained the permission of the chair. The chair shall call upon speakers in the order in which they signify their desire to speak. The chair may call a speaker to order if his or her remarks are not relevant to the subject under discussion.
31. The chair and the rapporteur of a committee may be accorded precedence for the purpose of explaining the conclusions arrived at by their committee.

32. The chair may limit the time to be allowed to each speaker and the number of times each representative may speak on any motion. When the debate is limited and a representative exceeds his or her allotted time, the chair shall call him or her to order without delay.

QUORUM

33. The quorum for the General Assembly shall be one third of the members of the Association present at the meeting.

VOTING

34. Motions shall be carried by simple majority vote of members present and voting at the General Assembly.
35. Each member has one vote.
36. Any member may, at the time of agreement to the agenda of the General Assembly meeting, propose a motion that a decision required under the agenda be made by secret ballot. If the motion is seconded by at least two other members present, the chair shall put the motion to immediate vote so that the necessary arrangements can be made by the Executive Director for the holding of the secret ballot on the agenda item concerned and shall establish an ad hoc committee for the verification of votes in line with rule 50.
37. Members attending the General Assembly must give their name and membership number at the time of registration. Names and numbers may be registered electronically and sorted by member number at the close of registration.
38. The General Assembly shall normally vote by show of hands or by standing, but any representative may request a roll-call. The roll-call shall be taken using the ascending order of the membership number (starting with 001). The number and name of each member shall be called in any roll-call, and he or she shall reply "yes", "no" or "abstention". The result of the voting shall be inserted in the record in ascending order of member numbers.
39. The Executive Director may arrange for a vote on any matter not listed under rule 8 to be carried out by an extraordinary poll of members. The poll must be carried out in a written medium where the results may be stored and verified.
40. If a vote is equally divided on matters other than elections, the chair of the Assembly shall have the casting vote.
41. There shall be no discussion or explanation of the way in which votes have been cast unless expressly approved by the chair.

ELECTRONIC VOTING

42. The Executive Director may call for motions by electronic means for any decision that is not reserved for a meeting of the General Assembly under rule 8.a to 8.f above. In such cases, members will be given a deadline for responding which shall be:
 - a. Five working days for ordinary decisions; or
 - b. Two working days for matters which, in the opinion of the Executive Director in consultation with the chair of the Assembly and a majority of the members of the Advisory Board deem to be urgent.

43. Motions adopted by electronic means shall be valid only where:
 - a. At least one third of the total membership has responded with a vote, and
 - b. At least fifty percent of members who responded vote for the motion.

VOTING FOR THE ELECTIONS

44. When only one person is to be elected and no candidate obtains in the first ballot the majority required, a second ballot shall be taken, which shall be restricted to the two candidates obtaining the largest number of votes. Balloting shall be continued until one candidate secures 51% of the votes cast; **provided that**, after the third inconclusive ballot, votes may be cast for any eligible person or member. If three such unrestricted ballots are inconclusive, the next three ballots shall be restricted to the two candidates who obtained the greatest number of votes in the third of the unrestricted ballots, and the following three ballots thereafter shall be unrestricted, and so on until the person is elected.

45. When two or more elective places are to be filled at one time under the same conditions, those candidates obtaining in the first ballot the majority required shall be elected. If the number of candidates obtaining such majority is less than the number of persons or members to be elected, there shall be additional ballots to fill the remaining places, the voting being restricted to the candidates obtaining the greatest number of votes in the previous ballot to a number not more than twice the places remaining to be filled; **provided that**, after the third inconclusive ballot, votes may be cast for any eligible member. If three such unrestricted ballots are inconclusive, the next three ballots shall be restricted to the candidates who obtained the greatest number of votes in the third of the unrestricted ballots, to a number not more than twice the places remaining to be filled, and the following three ballots thereafter shall be unrestricted.

46. No one member may simultaneously hold more than one of the following named positions:
 - a. Officer of the Association
 - b. Member (including chair) of the Advisory Board
 - c. Chair of the General Assembly

A person holding one of the above positions who wishes to seek election to a different position must, if successfully elected, resign from their existing position immediately on election.

SECRET BALLOTS

47. Where the General Assembly votes for any motion on the agenda at a meeting of the Assembly to be determined by secret ballot, the Executive Director shall provide the necessary means to members to ensure their anonymity in meetings.
48. Secret ballots shall be held by circulating to each member a voting slip which clearly states three choices:
 - a. For the motion;
 - b. Against the motion
 - c. Abstention from voting
49. Voting slips must be completed and folded and then inserted by the voting member into a container.
50. Votes will be counted and verified by three members as an ad hoc verification committee in full view of the members present **provided that** no member who is proposed for election may be a member of the verification committee. The chair shall nominate three members from those present and such nominations shall be considered ratified unless, by show of hands, a simple majority of those present and voting reject any or all nominations. In the event of a vote to reject a nomination, the chair will nominate an alternative until all three members of the ad hoc verification committee are elected.
51. The result of the vote will be recorded on a sheet and passed to the chair of the Assembly who will announce the result.

WORK OF THE ADVISORY BOARD

52. The Advisory Board is a non-executive body of the Association and its members, either individually or collectively, may not make any decision that is binding on the Association without express authority delegated to it by the General Assembly or the Executive Director respectively.
53. One or more members, or the Advisory Board collectively, may be tasked to undertake specific tasks and actions in line with the strategic plan adopted by the General Assembly. Where such tasks are undertaken, the Advisory Board will report on a quarterly basis to the Executive Director and, on an annual basis, to the meeting of the General Assembly in a written report signed by all members of the Advisory Board.
54. Once in each quarter, or more frequently as may be required, the Executive Director shall convene a meeting with the Advisory Board at which the Executive Director and officers of the Association present progress on implementation of the annual work

programme and budget and receives reports from members of the Advisory Board on progress on any tasks being undertaken by the Board.

55. At the quarterly meetings the Executive Director to request support and guidance from members of the Advisory Board in line with their experience and expertise but shall not be bound by any of the views or opinions expressed by members provided that where the members of the Advisory Board express a consensus opinion to the Executive Director and officers regarding matters within the domain of the Executive Director and officers, the Executive Director shall not unreasonably ignore such opinion.
56. The chair of the Advisory Board, or his or her delegate in the case of absence, shall chair the quarterly meetings. A secretary to the meeting will be nominated by the chair of the meeting from among members of the Board or officers other than the Executive Director.
57. The quorum for a quarterly meeting of the Advisory Board shall be the Executive Director or his or her alternate and at least one member of the Advisory Board.
58. The nominated secretary shall, within three working days of the quarterly meeting, circulate a written memorandum of the meeting to all members (present or not), itemising all matters discussed, summarising views expressed and noting any actions to be taken or decisions to be made by the officers of the Association. The memorandum shall be finalised and adopted by email confirmation within five working days from circulation and the full version posted on the members-only pages of the Association's website.
59. The members of the Advisory Board may meet at such other times as they decide between them.

WORKING GROUPS / COMMITTEES

60. Any member may propose the setting up of a working group or committee where:
 - a. the purpose and output of the working group or committee is clearly defined, objective and consistent with the purpose and objectives of the Association as set out in the Statute and strategic plan;
 - b. the members of the working group or committee are sufficient, but do not exceed the numbers required to work efficiently;
 - c. any proposed costs or resource requirements associated with the work of the working group or committee can reasonably be met through the annual budget of the Association or are covered by donations or contributions in kind and is capable of being resourced without imposing an additional administrative burden on the Association that could act to the detriment of other Association activities;
 - d. where not resulting from a decision of the General Assembly, the proposal is supported by two other members, of whom at least one must be a member of the Advisory Board.

61. Where the proposal for a working group or committee is accepted, one of the proposed members shall be appointed as rapporteur and one shall be appointed as chair.
62. The number of persons appointed to each working group or committee shall be three, five or seven. Decisions required to be made by the group or committee as part of their work shall be formed by consensus wherever possible, but in the absence of agreement members shall vote by simple majority. The working group or committee may decide to seek guidance from one or more members of the Advisory Board in forming their proposals. Where the group or committee accepts the validity of any dissenting view, and where to do so is appropriate, the final written product of the group or committee may set out the different views as options or as dissenting views for wider consideration by members.
63. Proposed terms of reference shall be submitted to the Executive Director for each working group or committee proposed to be established under rule 60 above. The Executive Director shall accept the terms of reference with such modifications as are in his or her view appropriate and necessary and, in so doing, shall seek the views of members of the Advisory Board. If there exists a consensus of the views of the Advisory Board members, the Executive Director shall not ignore those views unless to do so would clearly be in conflict with the terms of the laws of Kosovo, the Association's statute, or these rules.

CLASSES OF MEMBERS

64. There are two classes of member:-
 - a. full, professional members; and
 - b. student members

CONTRIBUTIONS (MEMBERSHIP FEES)

65. Members shall pay an annual contribution on acceptance of their application for membership. The first annual contribution shall be calculated proportionate to the number of whole months remaining in the year of joining from the date of application.
66. Annual contributions are renewable on the first of January in each year by cheque or automatic bank transfer.
67. The annual contribution are payable as follows:
 - a. full, professional membership - €50.00
 - b. full membership, unemployed - €10.00
 - c. student membership - €NIL
68. The annual contributions listed in rule 67 shall be adjusted as necessary in line with inflation as listed on thirty-first of December in any membership year on the website of

the Central Bank of Kosovo. The adjusted rates shall be notified to the General Assembly and posted on the Association's official website.

69. A person who applies as a student member is exempt from payment of contributions for as long as that person remains in full-time education subject to provision of documentary proof of education status and expected end date of the applicant's studies. Full membership fees shall be applicable on the first of January following the end of the last full-time course of education.
70. An existing full, professional member, who ceases to be in paid employment during any membership year is entitled, at the next first of January, to pay a lower membership fee for the following membership year. If the member gains new employment during the course of any membership year, the full membership rate of €50.00 will only apply from the following first of January.
71. An applicant, other than a student applicant, who is not employed at the time of employment shall likewise pay the lower membership fee until such time as they are in paid employment. If the member gains new employment during the course of any membership year, the full membership rate of €50.00 will only apply from the following first of January.
72. A person who applies for the lower professional membership rate due to unemployment must provide documentary evidence of their unemployment status as at the first of January in each membership year. Such documentary evidence must be provided again for each membership year.

CANCELLATION OR SUSPENSION OF MEMBERSHIP

73. Where a member (other than a holder of any position named in rule 46) has demonstrated that he or she is guilty of misconduct for any of the four reasons cited in Article 4, sub-paragraph 3 of the Statute, the Executive Director shall submit a motion to all members for the cancellation or suspension of the member concerned. The motion will be voted on at the next meeting of the General Assembly.
74. In determining whether the member's membership should be cancelled or suspended, and in the case of the latter, the length of the suspension, the Executive Director shall have regard to:
 - a. the seriousness of the member's misconduct, and
 - b. whether the member concerned has made efforts to make restitution of any loss or damage caused by the misconduct

provided that any repeated misconduct in line with Article 4, sub-paragraph 3 of the Statute must automatically result in cancellation, to be implemented with immediate

effect by the Executive Director and notified subsequently to members. Such automatic cancellation shall be ratified at the next meeting of the General Assembly.

75. Where a member has failed to pay membership contributions due for more than one membership year, the Executive Director shall submit a motion to all members calling for the suspension of the member's membership until all overdue contributions have been paid. The motion will be voted on at the next meeting of the General Assembly.
76. Where the member is the holder of any position listed in rule 46 who has demonstrated that he or she:
 - a. is guilty of misconduct for any of the four reasons cited in Article 4, subparagraph 3 of the Statute;
 - b. or of non-payment of contributions,

the chair of the Assembly shall convene and chair an ad-hoc committee, at least one member of which shall be a member of the Advisory Board and at least one member of which shall be an ordinary member. The ad-hoc committee shall deliberate on the alleged misconduct and shall submit a motion to all members for the cancellation or suspension of the member concerned.
77. The motion submitted to all members by the ad hoc committee in terms of rule 76 will be voted on at an extraordinary meeting of the General Assembly called by the chair **provided that** where the chair of the Assembly is the person who had demonstrated guilt of misconduct the procedure will be implemented by the Executive Director.
78. A member whose membership has twice been suspended by the General Assembly for non-payment of contributions shall have their membership cancelled automatically. Cancellation of membership shall be implemented with immediate effect by the Executive Director and notified subsequently to members. Such automatic cancellation shall be ratified at the next meeting of the General Assembly.

STRATEGY

79. The Association's strategic plan and its associated budget shall be adopted at the first General Assembly and revised and re-approved every [three] years thereafter. The adopted plan shall be made publicly accessible on the Association's website within five working days of the meeting of the Assembly.
80. At each General Assembly, the Executive Director or his or her nominee will report to the Assembly on actions planned to be undertaken during the current strategic plan, and achievements against the plan to date.
81. Members of the Assembly may vote for an adjustment to the strategic plan or its associated budget. In this event, the Executive Director shall, within one month of the date of the General Assembly meeting, or such other date as the members present and

voting at the meeting may determine, issue an amended plan and budget to all members, and post this on the Association's website.

82. No later than six months before the expiry of the approved strategic plan, the Executive Director shall call for nominations for a working group to develop, in coordination with the Executive Director, a draft of the new plan. The working group and Executive Director shall be responsible for ensuring the drafting of an appropriate strategic plan and associated budget following sufficient consultation with members on proposals for actions to be taken before the final draft to be submitted for approval by the General Assembly. Consultation with members shall be considered sufficient if all members have an opportunity to propose strategic actions, and to comment at least once on a complete written draft of the plan.

BUDGET

83. The Executive Director shall ensure the development of an annual budget sufficient to cover the costs of the administration of the Association and the efficient implementation of its strategic plan. The budget shall take into account the sources of revenue available and the extent of contributions in kind.
84. Member contributions must be set at a level to allow efficient implementation of the strategic plan adopted by the General Assembly.
85. The annual budget shall be adopted by the General Assembly by simple majority vote.

CONTRIBUTIONS (DONATIONS AND CONTRIBUTIONS IN KIND)

86. The Association may accept financial donations **provided that** these are not made in cash and that an official receipt for the sum donated is issued to the donor by an officer of the General Assembly.
87. All donations must be remitted to the official bank account of the Association.
88. Donations received during the year shall be declared to the members at the next General Assembly noting the identity of the donor and any conditions attached to the donation from the donor.
89. Contributions in kind may be accepted from any public or private enterprise or from any private person.
90. Contributions in kind shall be listed in a register of contributions by the Association with a description of the item donated, the name, address and, where applicable, the registered number of the enterprise.

FINANCIAL DEALINGS

91. The Association's officers shall open and maintain in good order a bank account at a branch of any commercial bank authorised to operate in Kosovo.
92. Deposits into and withdrawals from the official bank account will be authorised by the Executive Director and one other officer. Records kept for withdrawals of any sum, or payments made against the bank account of the Association must specify the nature of the expense and the justification for the use of the Association's funds for that purpose.
93. Books of accounts shall be maintained in line with the legislation applicable to the Association and appropriate to keeping the necessary records of receipts and expenditures.
94. The Executive Director shall procure the services of a competent auditor who shall audit the books of the Association's accounts annually in line with applicable legislation.
95. As soon as practicable after they become available, the Executive Director shall ensure that the audited financial statements for the previous fiscal year are made available to members through the members-only space on the Association's website, together with a copy of the auditor's report and the Executive Director's response to any letter issued by the auditor to the Association. The financial statements will be introduced by a report made by the Executive Director in consultation with the Advisory Board explaining the financial position of the Association. The Executive Director shall also ensure that a summary of the financial statement that properly summarises and reflects the Association's financial position is posted on the public pages of the Association's website.
96. The Executive Director in consultation with Advisory Board shall present the report and financial statements and the auditor's report to the following year's meeting of the General Assembly together with the auditor's report and any Executive Director's statement responding to audit issues raised. Any member may propose that the report and financial statements and auditor's report are presented by the Executive Director at an earlier meeting of the General Assembly following the procedure under rule 4 above.
97. The Executive Director must ensure that all financial dealings of the Association conform fully to Kosovo laws and any regulations or administrative instructions applicable to it and to the provisions of the Statute of the Association. In so doing, the Executive Director may delegate day-to-day responsibility to a treasurer.
98. Any member of the Association has the right, by request to the Executive Director, to examine the books of the Association.

MEMBER REMUNERATION

99. A member who is authorised in advance by the General Assembly (either expressly, or by adoption of an itemised budget) to incur an expense on behalf of the Association shall be reimbursed at cost for that expense by the Association on presentation of receipts giving evidence that payment was made from the member's own personal funds. No reimbursement shall be made by the Association for expenses occurred without prior General Assembly authorisation.
100. Members will normally provide their time and expertise on a voluntary and unpaid basis for the good of the Association and the pursuit of its objectives. Where a member, with the authorisation of the General Assembly, commits significant personal time to the Association, the General Assembly may approve reasonable compensation payment to the member on an ad hoc or, in the case of officers, on a permanent basis.
101. To support the General Assembly in making decisions about member remuneration, it may, by the decision of a simple majority of members present and voting, establish a remuneration committee and delegate decision on remuneration to the members of that committee. Any remuneration committee established under this rule 101 shall have five members of whom one shall be a member of the Advisory Board and one shall be an officer of the Association.

OFFICE

102. The Association may maintain a workspace, either at its official head office, or at such other place that may be made available to it at reasonable cost or through a contribution in kind.
103. The Association's officers may provide themselves with adequate computing, printing and communications equipment as is necessary and justified in the light of the tasks to be performed and the costs of equipment and materials. Such equipment and associated materials may be paid for by contributions to the Association unless, where funded by a donation or contribution in kind, the terms of such grant exclude such use.
104. Expenses proposed to be incurred by the Association shall be itemised in the annual budget adopted by the General Assembly.

INTERNS

105. The Association may obtain the services of interns without approval of the General Assembly where:
 - a. to do so promotes the achievement of the objectives of the Association;
 - b. can be achieved at a reasonable cost, taking into account the expense that would otherwise be incurred by procuring the service at market rates

106. When an intern is appointed, he or she should be given an internship agreement in appropriate form and in line with applicable legislation. The Executive Director shall notify any internship agreements signed in the year to the next meeting of the General Assembly.

WEBSITE

107. The General Assembly's officers shall set up and maintain a website. The website shall have a public pages and pages accessible only to members. The papers for the General Assembly shall be available to members though the members-only pages of the website and any online voting shall be done only under conditions that guarantee the security of the voting.

In line with Article 5, sub-paragraph 3 of the Statute of the Association, these rules of procedure were proposed by the founding members and ADOPTED by the General Assembly on [date]

Signed by the Chair of the Assembly *Name typed here* *Signature here*

Signed by the Chair of the Advisory Board *Name typed here* *Signature here*

Signed by the Executive Director *Name typed here* *Signature here*

Seal of the General Assembly *Affixed here*

SCHEDULE 1: FORM OF LETTER GRANTING DELEGATED AUTHORITY

From The chair of the General Assembly of AWESK / SHGSEK

To [*Name of person receiving delegated authority*]

I hereby authorise [Name], [position] to act on behalf of the General Assembly of AWESK / SHGSEK on [*all relevant / specific (cite)*] matters on which the Statute of the Association and its approved rules of procedure has granted the Assembly powers to act with the exception of matters reserved for the Assembly by Article 5, sub-paragraph 2 of the Statute of the Association and rule 8 of its approved rules of procedure.

This authorisation shall come into effect on [*date*], and shall continue in force until [*date*]/ [*further notice*].

This authorisation cancels all previous authorisations issued to [*Name*].

Signed [*print name*]

Chair of the General Assembly of AWESK / SHGSEK

Dated

Receipt

I acknowledge receipt of this delegated authority and agree to apply it under the rules of procedure adopted by the General Assembly on [*date*], as amended from time to time.

Signed [*print name*]

[*position*]

Dated