

**By-Laws / Statutes**

of the

**Education for Peace Institute of the Balkans (EFP-BALKANS)  
A Non-Governmental Organization  
Service Agency of  
Education for Peace Institute – International (EFP-INTERNATIONAL)**

**“OBRAZOVANJE ZA MIR INSITUTA U BALKANA“**

**(Institute pursuant to Article 45 of the Law on Association and  
Foundations (Official Gazette BiH 32/2001))**

## I. NAME AND SEAT

1. Under the name Education for Peace Institute of the Balkans (EFP-BALKANS) with its seat in Sarajevo, Kanton Sarajevo, Bosnia and Herzegovina, exists as an Institute for the public benefit, which is an international non-governmental organization. The Institute has the following By-laws:

## II. OBJECTIVES

2. The Institute has the following objectives:
  - a. To support the objectives of Education for Peace Institute–International (EFP–INTERNATIONAL) concerning the initiatives for Education for Peace in Bosnia and Herzegovina and throughout the Balkan region;
  - b. To provide the structure for the development and implementation of the Education for Peace program in Bosnia and Herzegovina and throughout the Balkan region, for the purpose of creating a more peaceful and violence-free world;
  - c. To offer both community-specific in-class and Web-based Education for Peace programs for school communities and leaders in Bosnia and Herzegovina and the various countries of the Balkan region where the ravages of war, prejudice, terror and rapid social, economic, and cultural change have created conditions of insecurity and conflict in families, schools, and communities alike;
  - d. To conduct research on the principles of Education for Peace and make the findings available to all;
  - e. To assist in the development of the Web-based curriculum for EFP–WORLD making it accessible in the official languages of Bosnia and Herzegovina to as many schools as possible;
  - f. To train local educators and Education for Peace specialists who would, in turn, use their knowledge and expertise in pursuit of peace through peace education;
  - g. To offer expert consulting services to governmental and non-governmental agencies regarding issues of conflict, violence, and peace;
  - h. To conduct seminars for municipal government officials and civic leaders in the principles of Education for Peace;
  - i. To collaborate with governmental agencies, other local and international non-governmental agencies and academic institutions in the Balkan region dealing with peace education and conflict resolution in pursuit of these objectives.
3. The Institute is a non-profit entity, with exclusively educational and charitable aims, and is independent of all political and religious organizations.

## III. MEMBERSHIP

4. The membership of the Institute shall include the members of the Board of Directors, the Senior Faculty of Education for Peace programs, and the Program Faculty in the Balkans region.
5. All members of the Institute must agree with, abide by, and actively support the objectives of the Institute and its parent institution, EFP–INTERNATIONAL, as well as the duties of the members as outlined in these by-laws and in the rules and regulations of the Institute.
6. Members shall join the Institute by giving a written declaration of acceptance.

7. Members shall leave or be removed from the Institute by:
  - a. Written declaration of resignation; or
  - b. By a three quarter majority decision of the all Institute members, in case of non-respect for the Rules and Regulations of the Institute.
8. The Institute shall appoint new members whenever necessary in consultation with and agreement by the Board of Directors of EFP-INTERNATIONAL. Whenever appointing new members the Institute shall:
  - a. seek out lists of suitable candidates from among the individuals identified by Board of Directors of EFP-International and EFP-Balkans, from among the faculty and practitioners of Education for Peace Program, as well as from among well-known specialists and practitioners in the field of peace and conflict-resolution research and education in the Balkans;
  - b. appoint a new member only by the agreement of three quarters of the current members and the Board of Directors of EFP-INTERNATIONAL.
9. Lapse of membership shall result in the loss of all rights of membership.
10. The Institute shall be liable solely to the extent of its assets; Institute members shall not be held liable for the Institute.

#### IV. ORGANIZATION

11. The Institute comprises the following organs:
  - a. the General Assembly
  - b. the Director
  - c. the Board of Directors
  - d. the Senior Faculty
  - e. the Program Faculty (EFP-Intensive, EFP-PROFESSIONAL CERTIFICATE, EFP-WORLD, EFP-LEADERSHIP)

### 12 General Assembly

#### 12.1 Convening

The General Assembly may be called:

- a. by the Board of Directors;
- b. by a majority of the members of the Institute or as stipulated in the laws of Bosnia and Herzegovina;
- c. at the request of the Director of the Institute

The meeting shall be called by means of written invitation, stating the agenda, the venue and the date/time, to be sent no later than 45 days before the date of the proposed meeting. The period shall be deemed to have been complied with if the postmark of the post office at the point of origin on the envelope in which the invitation was sent shows the date preceding the date of the meeting by 45 days and if the letter was posted via air-mail.

- 12.1.1 As the need arises, the General Assembly may conduct business by means of teleconferencing, videoconferencing, electronic mail or other means. In

such cases, the deadline for convening the Assembly may be considerably shorter, but, in any case, must give due consideration for the right of all members to be given the opportunity to participate in the decision making process and the conduct of business.

#### 12.2 Right to Vote and Majority

All members present have equal voting rights at the General Assembly.

A quorum of a majority of the members of the Institute must participate in decisions in order for them to be valid.

The resolutions of the Institute shall be adopted by a majority of votes cast by the members participating.

No member shall be entitled to vote on a motion where a conflict of interest is deemed to exist between that member and the motion.

No proxy votes are allowed.

Voting by correspondence shall be possible on matters as defined in the rules and regulations of Institute, or as decided by the General Assembly.

Amendments to the by-laws of the Institute or mergers with other societies shall require a minimum three-quarter vote of all members of the Institute.

#### 12.3 Minutes

One set of minutes shall be kept in respect of the General Assembly. The resolutions shall be recorded in chronological order. The minutes are to be signed by the recording secretary and one other member of the Institute.

#### 12.4 Date of the General Assembly:

For the purposes of receiving and deciding on approval of the annual reports – academic, financial, administrative and auditing – the General Assembly shall hold at least one meeting during the first half of the financial year.

### **13 Board of Directors**

#### 13.1 Composition

The Board of Directors shall comprise a Chair, Vice-Chair, Secretary, Treasurer. The Board of Directors shall be appointed by the Board of Directors of EFP-INTERNATIONAL from among the individuals nominated by the membership of the General Assembly.

#### 13.2 Duties of

- a. manages the overall implementation of the Education for Peace programs, in all their forms;
- b. ensures the proper functioning of EFP-BALKANS;
- c. formulates the agenda for the General Assembly, based on proposals from any of its members, the Senior Faculty or the Program Faculty;
- d. represents the Institute to the public;
- e. coordinates all activities of the Institute within Bosnia and Herzegovina and throughout the Balkan region.

#### 13.3 Election

The officers of the Board of Directors of the Institute shall be elected internally by secret ballot majority vote of the members of the Board of Directors.

13.4 Term of Office

The term of office for the members of the Board of Directors shall be three years, or until their successors are elected.

**14 Senior Faculty**

14.1 The Board of Directors shall appoint a senior faculty, in consultation and collaboration with the Board of Directors of EFP-INTERNATIONAL and the Governing Board of Landegg International University, to develop and supervise the education programs of the Institute.

**15 Financial Management**

15.1 Auditor

The auditor is responsible for examining the balance sheet and the operational account after the end of the accounting year and for presenting a written report and proposal to the General Assembly each year.

15.2 Income

The income of the Institute comprises:

- a. donations, gifts and legacies;
- b. contributions and grants from public and private institutions;
- c. interest from the Institute's assets;
- d. grants from EFP-International.

15.3 Expenditure

The funds will be used for the operation of the Institute and all its programs, including the costs of the normal administration of the Institute, according to the resolutions of the General Assembly of the Institute.

15.4 Accounting

The accounts of the Institute shall be kept in accordance with commercial principles and shall close on 31 March annually.

**VI. CONCLUDING PROVISIONS**

16. Institute Year

The Institute and accounting year shall be from 1 April to 31 March of the following year.

17. Coming into Effect of the By-Laws

Amendments to the By-Laws of the Institute shall come into effect immediately.

18. Revision of the By-Laws (Statutes)

The amendment of the By-laws shall require a 3/4 majority of all members of the Institute.

19. Dissolution of the Institute

The Institute shall be dissolved in accordance with the statutory provisions. The dissolution by resolution of the members shall require a three-quarters majority of all Institute members.

20. Liquidation of the Institute

The General Assembly is empowered to liquidate the Institute. Any net assets are to be transferred to a like-minded organization, enjoying a similar tax-exempt status and pursuing similar aims and objectives. The members of the Institute in any case have no right to assets of the Institute.