

Asocijacija studenata šumarskog fakulteta Univerziteta u Sarajevu
ASŠF Sarajevo (LC Sarajevo)
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A.S.Š.F SARAJEVO

Association statute

Title I. General principles

Art. 1

Asocijacija studenata šumarskog fakulteta is non-governmental, voluntary organization established by the students of Faculty of forestry Sarajevo to represent the interest of students to achieve better quality of education.

Art. 2

Name of organization: „Asocijacija studenata šumarskog fakulteta“

Also known as: ASŠF

Representative name in international activities: „Students Association of the Faculty of Forestry- Sarajevo“

Art. 3

Organisation is registered in Ministry of justice Kantona Sarajevo. Adress of organisation is Zagrebačka 20, Sarajevo.

Art. 4

Organisation is provided by stamp and sign. Stamp is shaped as a rectangle with the picture of two students holding a book under the tree. The name of organisation Asocijacija studenata šumarskog fakulteta and ASŠF is integrated in stamp on Bosnian language.

Art. 5

The main document of ASŠF is statute.

Art. 6

Statute is used to describe the rules and order inside the organisation, what are the charges of its members and the other questions that are significant for organisation work.

Art. 7

Statute is made and can be changed by the assembly of ASŠF on the suggestion of administrative committee.

Art. 8

Organisation is represented by the president or the vice president or general secretary by president choice in case of president absence. The length of mandate is two years with the possibility of one reelection.

Art. 9

Organisation can join and work with other student associations in Bosnia and Herzegovina and student associations on international level. Joining with other formal and non-formal groups are also permitted.

Negotiations with the other organisations is done by the president. In case of choosing the other representative in these activities they have to inform the president and administrative committee 20 days before ongoing activities. The application is revised by the president who make the final decision.

Title II. Goals and activities of association

Art. 1

Goals of association work are:

- The development of scientific, administrative, economical, sociological, cultural, sport, humanitarian, voluntary, innovation activities and other needs of the ASŠF members.
- Pleading for interests of Faculty of forestry students, members of association, and the representation of members where necessary.
- Keeping and if possible achieving the better level of education.
- Gathering students from different meetings (cultural, sport, stipendy, job training, seminars) and associate them in ASŠF.
- Development of cooperation with associations from other faculties of University of Sarajevo and membership in Student parliament of University in Sarajevo (SPUS).
- Development of cooperation with foreign students associations and organizations.
- Raise of funds for normal function of organisation.

Art. 2

In purpose of making the association goals possible the activities of association are:

- Performing profession and administrative jobs for members of ASŠF.
- Gathering students from faculty of forestry in Sarajevo to association through different activities with no prejudice to students.
- Development of work and business using technical and technological achievement regarding rational use of energy and material.
- Make the development plan for ASŠF.
- Cooperation with social media, interacting in all kinds of manifestations linked with the goals and activities of association.
- Association is able to create sectors which correlates with the development goals.
- Association discuss question of mutual interest.
- Association makes cooperation with the administration of Faculty of forestry Sarajevo, with University of Sarajevo and Ministry of education.
- Association performs all task that secure and represents the interest of students.
- Association represents students questions and problems to administration board of Faculty of forestry in Sarajevo.

Art. 3

Principles of Association of forestry students in Sarajevo are: respecting different attitudes, thoughts and ideas, individualities in working process, publicity and democracy of thoughts and attitudes, with the obligatory responsibility of individuals.

Title III: Membership, rights and responsibility

Art. 1

Members of the forestry students association in Sarajevo can be every student from Faculty of forestry in Sarajevo who accept the association program.

Members of an association pay a membership fee if they want with the price that is proposed by steering committee.

People who works on faculty or University of Sarajevo can't be elected to steering committee because conflict of interests may occur.

The membership in the Association desists:

- With the termination of studies on Faculty of Forestry, University of Sarajevo, except the members that are elected in the Directive board, Supervisory board or on the position of the President, vice-president and the secretary, for whom the membership in the Association desist after the expiry of the mandate.
- Voluntary withdrawal through a written application, sent to the president, directive or supervisory board of the Association.
- Exclusion for violation of the statute or other acts of the Association.

The decision for exclusion is being proposed by the Directive board of the Association.

Art 2.

The rights of the members are: participation in the work of Association, elect or election in the organs of the Association, proposing opinions, suggestions and evaluation of the Association work.

Art 3.

Responsibilities of the members are: abide the statute, principles, guidelines and decisions of the Association; carry out the obligations, preserve and improve the reputation of the Association.

Art 4.

If individual members of the Association are violating the aims and tasks of the Association, the member is being warned by the president, after the procedure, that their actions should be harmonized with the aims and task of the Association.

The procedure can be initiated on the proposal of any member of the Association, and it contains ascertaining of the responsibilities of the member against whom the proceeding is being held.

After the established responsibility a letter of warning is being sent to the member by the president containing a request to harmonize its activity to the aims and tasks of the Association.

The president of the Association should receive suggestions on sanctioning or exclusion of the member, and the final decision is being made by the Directive board

Art 5.

The excluded member has right to complaint to the Supervisory board within 15 (fifteen) days from the day of decision delivery. Directive board is obligated to determine the complaint within 30 (thirty) days from the day of the complaint delivery, and its decision is final.

Art 6.

The excluded member is obligated to reconcile its duties to the Association.

The election of the excluded member, or the member that voluntarily resigned, should be conducted by a special act for the election of the new member proposed by the Directive board.

The Organs of the Association of Forestry Students in Sarajevo

Art 7.

The Assembly can name honorary members of the Association, honorary members can take a part in the work of the Association through discussions or suggestions, but they are not allowed to the decision making.

Honorary member can be any individuals named by the Assembly, without any special requirements.

Art 8.

The voting is public, unless the Assembly decides for a secret vote.

Art 9.

The Organs of the Association are:

- Assembly
- The directive board
- Supervisory board
- The president of association
- The vice-president of the association
- The general secretary

Art. 10 The Assembly of the Association

The Assembly is the highest organ of the Association. The assembly is composed by the members representatives of all years of education, and from all departments. The assembly should be made out of 16 members. The mandate of the assembly members takes one (1) year, and the members of the assembly are being elected by the the students from individual years of education, one month after the beginning of the academic year, latest.

Art.11

The assembly can be in session only if more than a half percent of the members is present. If a member unduly misses the assembly meeting 3 (three) times, the member is being

automatically terminated from the Assembly, and his deputy is being chosen in the period of 7 days.

The decisions of the Assembly are legitimate if they are supported by the majority members.

Art. 12.

The member of the Assembly has following rights and responsibilities are:

- Participates in work and decision process equally with other members of the Assembly
- Launches the debates
- Submits proposals and asks questions
- Launches initiatives for individual actions and measures which could improve activity and work of the Association
- Launches initiatives for changes and amendments of the Association acts
- Works on the implementations of his duties according to the principles of equality mutual accountability and solidarity.

Art. 13

The session of the Assembly is being presided by the President of the Assembly, which is elected by the proposal of President of the Association. The president of the Assembly is elected for a mandate of 2 (two) years, with a possibility of one re-election. The mandatory of the member stops with the cessation of the student status, with the of his resignation or if in the last two years of studies the member didn't reach the minimum of 60 ECTS.

Art. 14

Duties of the Assembly President :

- Convenes the Assembly and presides in the same
 - Is responsible for achieving the Assembly work program
 - Proposes to the Assembly measures and procedures for efficient realization of the Association function
 - Signs the acts proposed by the Assembly
 - Is personally responsible for conscientiously and updated performing of the function
 - Is responsible for the implementation of the statute and other relevant acts of the Assembly.

Art. 15

In case of the absence, the president of the Assembly is being replaced by the vice-president, which in that case has full responsibilities and duties like the president of the Assembly. The vice-president is being elected by the president of the Assembly and the president of the Association.

In the request for convocation of the Assembly the nominators are obligated to propose the agenda for the meeting. From the day of convocation should be a period of at least seven (7) days until the session of the Assembly is held.

Art. 16

The session of the Association is ordinars and non-ordinary.

Ordinary session is held at least once a year, and non-ordinary when demanded, on the proposal of the Directive board, the president of the Association or on the written proposal of 1/3 members.

Art. 17

Members must be informed by writing notice about Assembly holding. Invitations, informations and proposed agenda of Assembly meeting must be deliver 7 days before the meeting. Invitations and materials for Assembly meetings are prepared by president of association, president of assembly and general secretary of association.

Art. 18

Assembly as the highest organization in association have jurisdiction over:

- Making of statute, changes in the statute and other acts ordered by statute.
- Giving agreement on law jobs of Association.
- Chosing and recalling members of Directive board
- Adopting reports prepared by the Directive board or the other institutions mandates to represent.
- Making decisions of joining other associations.
- Making all decisions that are not in juristicion of other sectors in Association.

Art. 19

Assembly can vote distrust to Directive or Supervisory board if they are not completing their tasks. Distrust is accept if its voted with at least 2/3 attending members of Assembly.

Title IV: Directive board

Art. 1

Directive board counts 6 members and it's the directive sector od assembly formed by president and vice president of Association, secretary and leaders of each sector Association is formed.

Mandate of Directive board members is 2 years with possibility of one reelection.

Mandate of Directive board members ends if member lose the student status, if the member resign or if member didn't collect the 60 ECTS in the last ongoing two years od study. The member status ends if the member is expelled from Directive board.

The Directive board makes decisions on the assembly meeting with the presence of most members. Vice president or secretary of association can be suggested by every Assembly member but the final decision is make by the president of Association.

Art. 2

Right and duties of the president of Directive board are:

- President of the Association is also a president of the directive board. President represents Association in his and foreing countries.
- President represents his work to assembly.
- President is authorized representative of Association who closed the deals with other Association within and out of country.
- President organize and leads the sessions of Directive board.
- President signs acts formed by Assembly.
- Juristictions of president in case of his absence or other reasons which stops him for doing job are transferred to vice president.
- President have his veto right on the decision of Assembly which he found inapropriate.
- President have juristiction of financial aspects of Association work.
- In case that president, or any other member of Directive board ends his mandate, the Supervisory board has to start election procces for new members in period of 20 days after resignation.
- President can be fired on the proposal of Directive board if more than 2/3 of total members votes for resignation.

Art. 4

The Directive board meeting are organized by president or in case of his absence the vice president or general secretary of the Association. Assembly meeting must be held if at least two members of Directive board request it.

Art. 5

General secretary prepares all paperwork for the work of association. General secretary deals with all the administration work of the Association.

Art. 6

To make acts of Association valid they most be signed by president or vice president in case the president is absent. Directive board declares intern acts of Association.

Art. 7

Directive board perform the following jobs and tasks:

- Organise reception of new members and associations.
- Prepare and suggest draft of statute change and of other acts decided by assembly.
- Prepare and make meetings of Assembly sessions.
- Performing decisions and conclusions of Assembly meetings.
- Manage with property and budget or other belongings of Association.
- Make cooperation with the country administrations and public informing systems.
- Make decisions of budget spend for travels and other activities.
- Make plans for work and activities for a period of one year or mandate.
- Make financial plan for a period of ongoing year.
- Prepare and elaborate a report of assembly work.
- Choose the representatives for the SPUS (Studentski parlament Univerziteta u Sarajevu).
- Choose the representatives in sectors of Faculty of forestry.
- Do jobs of interest to Association which aren't in jurisdiction of association Assembly.

Art. 8

Mandate of Directive board members last 2 years with the possibility of one reelection. Members of Directive board can be released from a duty in the following situations:

- In case they demand resign.
- If they are not acting with the rules of Association.
- If they acts illegal and opposite to statute of Association.
- If they weakens the reputation of Association by personal bad behaviour.
- If they demission is voted by at least 2/3 of total members of Association.

Art. 9

The Directive board is made by the following sectors:

- Sector for sport and culture
- Sector for informing and public relations
- Sector for international cooperation

Sectors are lead by the leaders chosen by Directive board. Directive board is allowed, if necessary to found new sectors and chose their representatives.

Title VI – The Supervisory Board

Art. 1

The Supervisory Board shall be established with the task of monitoring the legality of the Association which, at least once a year, report to the Assembly.

The Supervisory Board shall be elected from among the members of the Assembly and it disciplines and imposes measures to members of the Steering Committee.

The Supervisory Board consists of 3 (three) members.

The Supervisory Board appoint one of its members as Chairman.

The Supervisory Board members must not be Steering Committee members.

The mandate length of Supervisory Board members is 1 (one) year with the possibility of reappointment.

The mandate ends upon: expiration, resignation or dismissal.

In the event of termination of office of members of the Supervisory Board, the Assembly is required start the procedure for the election of new within twenty (20) days.

Art. 2

The Supervisory Board has the following responsibilities:

- Supervision of the Association,
- Monitoring financial affairs of the Association,
- Submits initiatives to the Steering Committee,
- Submits other propositions and objections to the Steering Committee and the Assembly of the Association.

Art. 3

The Supervisory Board reports identified irregularities to the relevant authority of the Association, and, upon the failure of that body to remove them within its scope of authority, reports the issue to the competent state administration authority.

Art. 4

The Supervisory Board adopts decisions at meetings, which are held when needed, while decision-making requires simple majority of the Supervisory Board.

Title VII – Transparency of work of the association

Art. 1

The work of the Association, its bodies and working bodies are public.

Transparency is provided through publicity of meetings, continuous and periodical reporting of students about current issues of the Association.

Exceptionally, a session of the Assembly's bodies can be closed to the public, with an official statement to be given at the end of such session.

Art.2

Exceptionally, a trade secret will not be communicated to the public.

A trade secret consists of documents and information whose communication to unauthorized persons would be contrary to business and harmful to the reputation and interests of the Association.

Members of the Association are obliged to protect trade secrets.

Disclosure of trade secrets entails criminal liability, as well as material and legal and moral responsibility as regulated by the Rules of Procedure of the Association.

Title VIII- The financial reports and the work reports of the association adoption procedure

Art. 1

At the end of a calendar year, the Steering Committee issues a Work Report and a Financial Report of the Association, which are presented to the Assembly for approval.

The reports are adopted when a qualified majority of (2/3) of the present Assembly members votes in favour.

Upon failure to be adopted, reports will return to the Steering Committee for revision, and will be presented at the next session of the Assembly.

Title IX – Statute and other general acts adoption and revision procedure

Art. 1

When it is determined that there are reasonable grounds, the Assembly of the Association can be addressed with a new application for the adoption of a new statute or amendments to the existing Statute.

Initiative can be put forward by:

- a. 1/3 of the members of the Association,
- b. The Steering Committee of the Association,
- c. The Supervisory Board.

The initiative is submitted to the President of the Assembly who presents it at the first next session, and, if it is deemed justified, it is forwarded to the Steering Committee in order for it to draft the Statute or the proposal for amendments.

Art. 2

Identified proposals are sent by the Steering Committee to the Assembly for approval.

The proposals are adopted when a qualified majority of (2/3) of the present Assembly members votes in favour.