



BUSINESS
CONSULTANTS
COUNCIL

THE STATUTE OF BUSINESS CONSULTANTS COUNCIL

This statute will govern the non-profitable association **Këshilli i Konsulentëve të Biznesit/Business Consultants Council**, established in accordance with the **Law 06/L- 043** on Freedom of Association in Non-Governmental Organizations in the Republic of Kosovo.

Article 1 – Name, type and address

- 1.1 The organization shall be named **Këshilli i Konsulentëve të Biznesit/Business Consultants Council**.
- 1.2 It shall also be known as **KKB/BCC**.
- 1.3 The organization is a non-profitable association, according to the definition set in the Law on NGO-s – 2009.03-L-134 in Kosovo.
- 1.4 The organization shall not distribute any net income or profit as such to any individual. The property, income and profit of the organization shall be used to support the non-profitable objectives of the organization and shall not be used to create particular individual benefits, either directly or indirectly, with none of the establishers, director, worker or any member of the association, employee or donor of the NGO. However, payment of a reasonable compensation can be carried out for the work done by these individuals for this organization.
- 1.5 Any transaction between members, members of Board of Directors, individuals or employees of the organization shall be concluded in real market value or with the most favorable conditions for the organization.
- 1.6 The organization has its office in: Bulevard “Nëna Terezë” 30/1, Prishtinë, Kosovë.

Article 2 –Founders

- 2.1. The founders of the organization are:
 - Bedri Drini (N.K.I. Drini Sh.p.k), address: Sulejman Vokshi 20, Prishtinë, Kosovë
 - Luan Dalipi (MDA), address: Perandori Justinian 12), Prishtinë, Kosovë
 - Astrit Hysen (Rrota), address: Blloku I 12/7, Prishtinë, Kosovë
 - Uliks Osmani (UBO Consulting), address: Bajram Curri #5, Prishtinë, Kosovë
 - Isa Mulaj (Integra), address: Nënë Tereza, 45/11, 10000, Prishtinë, Kosovë
 - Christian Weber (MCI), address: Enver Berisha 4, Prishtinë, Kosovë
- 2.2. The authorized representative of the organization in Kosovo is Mr. Ardian Jashari, (Chairperson of the Board) address: Bulevardi “Nëna Terezë” 30/1 Prishtinë, Kosovë.
- 2.3. The authorized person is appointed by the Board of Directors, and s/he serves as the Executive Director of the Organization, with its mandate provided by the Law on Freedom of Association into non-governmental organizations and provisions of this Statute governing the position of Executive Director. In principle, the Authorized Person represents the organization in Kosovo and beyond, and receives all official correspondence on behalf of the organization, subject to limitations

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provided in this Statute. S/he is responsible to inform relevant administrative authorities related to any change within the organization.

Article 3 – Vision, Mission, Goals and Activities

3.1 Business Consultants Council's is the leading association of management consulting providers and committed to maintaining the highest professional standards among its members

3.2 Business Consultants Council mission is to promote an environment that fosters and instills standards of excellence in and develops the management consulting industry in the region

3.3 Business Consultants Council was established with the goal to:

- Build domestic capacities in consultancy services
- Promote ethical business standards accepted by industry enterprises and wider business community
- Provide support for a transparent business environment
- Increase the awareness of the market in terms of values and contributions of consultancy service industry
- Stabilize and unify the consultancy market in the country by serving as a source of professionalism and security for other relevant businesses/institutions

3.4. In order to fulfill its goals, Business Consultants Council shall undertake, but not be limited to, following activities:

- Enhance the capacities of its members for a higher level of sophisticated needs of clients through educational programs such as workshops, conferences, and presentations
- Establish, maintain and promote the Council of Management Consulting Institute (CMCI) - Këshilli i Menaxhimit të Institutit Për Konsulencë, and all other bodies that follow the vision and goals of BCC
- Ensure that quality management standards are implemented
- Design and promote the Code of Professional Conduct and encourage members to be part of it
- Monitor and contribute in the development of legal and regulatory framework that fosters competitive environment focused on the consultancy service market.
- Monitor through the establishment of working groups and contribute in the development of legal and regulatory framework that influences upon competitiveness of Kosovo business environment
- Monitor and contribute in the development of legislation and policies that have impact on economic and business development in Kosovo.
- Educate the market in relation to the values of services of service providers for a business
- Business Consultants Council serves as a reference for business information of all kinds for: its members, Kosovo businesses and government institutions when required.
- Business Consultants Council enhances the interests of its members and its credibility in Kosovo
- Business Consultants Council develops and maintains relations with other similar and relevant associations in the region and beyond, as well as with other commercial and noncommercial organization in the region and worldwide
- Business Consultants Council or its bodies organize seminars and exercise other functions that help BCC achieve its objectives and aims
- Business Consultants Council develops cooperation programs between businesses and the government, as long as those programs are not in conflict with the work and services of BCC members
- Business Consultants Council undertakes every other legal action that helps BCC achieve its objectives and aims

Article 4 – Membership

4.1. Membership in the association is open to any **consultancy company or individual consultant** (who have individual fiscal number issued by the Tax Administration of Kosovo)

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- 4.2. Board of Directors proposes to the General Assembly the levels of membership fees as well as various membership categories
- 4.3. Membership fee is paid annually.
- 4.4. Failure to pay the membership fee, after a written notice 1 (one) month in advance, shall serve as a basis to propose to dismiss a member from the association. Hence the member is ineligible to participate and vote in the General Assembly. The Board of Directors shall decide for dismissal of members with simple majority votes, of all Board Members.
- 4.5. Membership and payment procedures are determined by the Board of Directors
- 4.6. Membership may also be terminated by a decision of the Board of Directors as a result of the behavior that is dishonest or harmful to the goals, objectives and aims of BCC, or due to failure to respect the statute and Code of Conduct of BCC. The Board of Directors shall decide for dismissal of members with simple majority votes, of all Board Members.
- 4.7. The termination of a membership by the Board of Directors is decided with 2/3 of members based upon the proposal submitted by the Executive Director or 1/3 of Board Members.

Article 5 – General Assembly

- 5.1. General Assembly is the highest governing body of the organization. It is comprised of all members of the organization
- 5.2. General Assembly has the highest responsibility regarding policy and strategic matters of the organization
- 5.3. In addition to the competences deriving from the statute, General Assembly has the following competences:
 - Approves the statute of BCC and its regulations, as well as every change in these documents
 - Approves the programs of BCC
 - Elects the Board of Directors
 - Reviews the activities of BCC, its incomes and financial statements as well as property (assets)
 - Reviews strategic directions and financial statements as well as property (assets) of BCC
 - Decides on the liquidation of BCC and distribution of assets prior to approval of final dissolution.
- 5.4. All executive competences of BCC are delegated to the Board of Directors, unless explicitly reserved for the General Assembly, or unless the General Assembly decides to reserve a specific competence in a voting process.

Article 6 – Meetings of General Assembly

- 6.1. General Assembly shall meet at least once a year at the General Annual Meeting (GAM) where it shall approve means, obligations, expenses and programs for previous and upcoming year
- 6.2. General Assembly may also meet at General Extraordinary Meeting (GEM) whenever requested by 1/3 of the Assembly or 2/3 of the Board of Directors. Such a request shall be directed to the Secretary who will announce the meeting to all members, in accordance to procedures set in paragraph 6.3.
- 6.3. Written announcement about GAM and/or GEM, including date of the meeting, together with agenda of the meeting shall be distributed to all its members not later than 10 workdays prior to the meeting
- 6.4. The meeting requires the participation of at least half the members. If this minimum (quorum) is not met, the meeting shall be postponed for an undetermined later date and a new announcement shall be sent to all members
- 6.5. Every member of the organization that has paid membership fee has the right to vote in the Assembly of Members General Assembly
- 6.6. Decisions in the General Assembly are taken with the majority of present members
- 6.7. Every member of the General Assembly may abstain from voting or take the decision on whichever matter of her/his personal or economic interest

Article 7 – Board of Directors

- 7.1. In addition to the competences deriving from this statute, Board of Directors shall be responsible to oversee matters and assets of the organization. Board of Directors always acts in accordance to the vision and the goals of the organization
- 7.2. In addition to the competences deriving from this statute, Board of Directors shall also have following competences:
 - 7.2.1 Approves the structure and staff of BCC and sets forth rules and procedures of employment and payment for all BCC employees as well as payment for potential contractors
 - 7.2.2 May revoke contractual agreements made by the Executive Director whenever it considers that these agreements are contrary to the interests of BCC
 - 7.2.3 Approves the action plan of BCC as well as strategic reports produced by BCC and its bodies such as: The International Council of Management Consulting Institutes (ICMCI)
 - 7.2.4 Recommends the Assembly the dismissal of whichever member of BCC and the acceptance of a new members as well as amendments in the statue
 - 7.2.5 Reviews and approves narrative reports and financial statements every three months
 - 7.2.6 Appoints, assesses, supports and terminates work relations with Executive Director with simple majority of its members;
 - 7.2.7 Reviews and approves annual financial control of the association.
 - 7.2.8 Strategic plan is developed and monitored with the contributions of the board members, in accordance with the requirements and principles of this plan.
 - 7.2.9 Occasionally reviews the compliance of the association with its mission and declaration of values
 - 7.2.10 Represents the association to its constituents—with the request of the Executive Director
 - 7.2.11 Serves in the Committees of the association and follows the meetings as planned
- 7.3. The Board of Directors is comprised of seven members each representing member companies of the organization or the individual members. They are elected individually by the General Assembly with the majority of votes of all members present and voting.
- 7.4. The Board of Director shall have amongst its members, a Chairperson, a Secretary and a Treasurer, who shall be elected to serve a two-year mandate, in order to ensure the continuation of the work of each Board configuration.
- 7.5. The remaining four Members of the Board serves a one-year mandate and remain in the office until a new director is appointed, a Board Member may serve a maximum of two consecutive mandates.
- 7.6. The Assembly may decide to appoint additional two observers in the Board, who represent the important donors of the organization and who are entitled to participate in all Board Meetings, without the right to vote.
- 7.7. The Board of Directors is comprised of: Chairperson, Deputy-Chairperson, Secretary, Treasurer and three other common member of the Board.
- 7.8. Board of Directors has 7 voting members with the right to vote.
- 7.9. Members of the Board of Directors may be dismissed before the termination of the mandate with 2/3 of votes of GAM and GEM of the General Assembly, if there are proves of the dishonest or harmful behavior and conflicts of interests between BoD member's actions and the goals, objectives and aims of BCC, or due to failure to respect the statute and Code of Conduct of BCC
- 7.10. Decisions at the Board of Directors are taken with the majority of votes of the members present in the meeting and constituting quorum (five members).
- 7.11. Board of Directors may decide to address any matter to the General Assembly to take a decision
- 7.12. No payment or compensation shall be made to directors without the approval of the General Assembly and only when the payment or compensation is reasonable and made for the work done for the organization.
- 7.13. Every member of the Board of Directors shall abstain from voting when taking a decision or for any other matter for which s/he has personal or economic interest
- 7.14. The Board of Directors should establish permanent Committees: Disciplinary Committee and ICMCI Committee and may establish other temporary or permanent Committees to draft

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recommendations of the Board of Directors. Such Committees may include, but are not limited to: Financial Committee, Development Committee, Membership Committee and ad-hock Committee.

7.15. The Board of Directors delegates to the Executive Director the authorization to run the everyday activity of the organization, employ or dismiss staff, and enter contractual arrangements

7.16. The Executive Director shall be employed with a written agreement setting forth in detail the compensation to be made. Every compensation shall be reasonable and made only for the work done for the organization

Article 8 – Election, Resignation and Recall of Board Members

8.1 Elections for the vacant Board of Directors positions are conducted in the General Assembly, in accordance with provisions of Article 8 of this Statute.

8.2 Board vacancies that result from the departure of Board Members who have served out their regular terms shall be filled by way of elections held during the BCC’s Annual General Assembly meetings whereas Board vacancies that result from resignations and recalls shall be filled as provided in Article 8.9 of this Statute.

8.3 Unless the General Assembly decides otherwise with a simple majority vote, voting shall be conducted through written, secret ballots listing Members who have been nominated for vacant positions by other eligible Members. Those candidates who receive the highest number of votes shall be declared Members of the Board.

8.4 In the event of ties in voting, both candidates shall be elected. If such is not possible, the vote of the Chairperson of the General Assembly shall prevail.

8.5 Nominations for Board positions may be submitted to the BCC’s Executive Director by any eligible Member as soon as vacancies are announced. Nominations must be submitted in writing at least seven (7) days prior to the relevant General Assembly meeting.

8.6 Board positions provided in Article 7.4. of this Statute, that become vacant in any given calendar year shall be filled prior to voting for regular Board positions, if in any General Assembly all Members of the Board have to be re-elected. Nominations for titled positions shall be called for by the Chairperson of the General Assembly, following the approval of the Agenda of the relevant General Assembly meeting. Only those Members who have been nominated for Board positions in accordance with Article 8.5 of this Statute may enter into the election process.

8.7 A Board Member may be recalled if he/she abuses his/her authority or does not duly fulfill his/her function, provided such an action is supported by a written and secret vote of two-thirds of those present and entitled to vote at any Annual or Extraordinary Session of the General Assembly.

8.8 Any Board Member who intends to resign from the Board shall notify the Chairperson of this intention in writing. If the resignation is accepted, the respective Board member’s position shall become vacant, and said vacancy shall be filled as soon as is practicably possible in accordance with Article 8.9 of this Statute.

8.9 Vacancies resulting from resignations or other unanticipated departures from the Board of Directors for positions provided in Article 7.4 of this Statute, shall be filled by way of an election conducted by the Secretary, or if the Secretary resigns, by the Treasurer, or if both resign, by any member of the Board appointed by the Board, among the remaining Board members. Such positions shall be filled by that Board Member who has not served in that mandate as a Chairperson, Deputy-Chairperson, Secretary or Treasurer, and who receives a majority of the votes casted in such an election. The remaining open positions shall be filled with the new Board member being elected from among the ranks of the General Assembly in accordance with the latest voting conducted in the most recent General Assembly.

8.10 The Secretary shall advise the Assembly and the Chairperson of the organization on all matters related to the election process, pursuant to the provisions of this Statute.

Article 9 – Meetings of the Board of Directors

9.1. Minimal presence (5 out of 7) of the Board of Directors is required for the meetings of the Board of Directors in order to run the organization. If this minimum (“quorum”) is not met, the meeting shall be postponed for a future date and a new announcement shall be sent to all directors

9.2. Meetings may be called by two member of the Board of Directors who submits a written request to the Chairperson to call for a meeting. The Chairperson shall, in coordination with the Secretary,

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send written notice about the meeting, stating date and place of the meeting, together with agenda of the meeting shall be distributed to all directors no later than 7 days prior to the day of the meeting

Article 10 – Chairperson, Deputy-Chairperson, Secretary, Treasurer, Employees and Employees of the Organization

- 10.1. The Chairperson of the organization shall preside over all General Assembly meetings and Board of Director Meetings. She/he shall report to the General Assembly.
- 10.2. The Deputy-Chairperson shall assume the duties and responsibilities of the Chairperson in his/her absence. Should the Chairperson resign, be recalled, or in any way fail to meet his/her duties as Chairperson, the Deputy-Chairperson shall replace the Chairperson until an extraordinary meeting of the General Assembly to elect the new Chairperson takes place.
- 10.3. The Secretary of the Board is to support the Chair in ensuring the smooth functioning of the Board. This involves ensuring that Board meetings are properly called and organized.
- 10.4. The Treasurer shall bear primary responsibility for all funds collected or received for the operations of the Organization, as well as its expenditures. The Treasurer may, at any time, request that the Executive Director provide him/her with financial reports, for review and possible referral to the Board.
- 10.5. When deemed necessary, the Board of Directors shall appoint employees and accept individuals who will take over the exercise of daily tasks of the organization. The timeframe of their employment shall be set by the Board of Directors, which should inform the General Assembly about such appointments
- 10.6. The employees shall be hired through a contract which sets forth in details all incomes and other incentives to be paid to the employee. All payments shall be reasonable and be paid only for the work done for the organization
- 10.7. A detailed description of job position, duties and responsibilities, and the rights of employees of BCC as well as rules of conduct in the workplace shall be regulated with an internal regulation of the organization

Article 11 – Executive Director

- 11.1. BCC shall have an Executive Director, selected by and reporting to the Board, who shall be responsible for the day-to-day management of the organization. Specifically, unless the Board decides otherwise, the Executive Director's duties and responsibilities shall at minimum include the following:
 - 11.1.1 Proposing and leading implementation of an active program of services, activities, and events in support of the BCC's membership (with particular attention to those services, activities, and events outlined above, under Article 3 of this Statute).
 - 11.1.2 Promoting the public image of the Organization
 - 11.1.3 Establishing and maintaining productive working relationships with organizations and individuals relevant to BCC and its purpose (mission).
 - 11.1.4 Working closely with the Board and addressing all relevant matters to the Board for consideration and approval.
 - 11.1.5 Preparing the Annual Program, and presenting it to the Board for approval.
 - 11.1.6 Supervising the work of the employees, evaluating their work, and making recommendations to the Board regarding salaries and staff recruiting.
 - 11.1.7 Drafting budgets and budget reviews for the Board, including those used to prepare for activities and events, reports by the Board to the General Assembly, and the General Assembly meetings).
 - 11.1.8 Managing the Bank Account and preparing reports for the Treasurer with regard to the deposit/receipt and withdrawal/payment activity of said account on a monthly basis.
 - 11.1.9 Invoicing Members in a manner that ensures timely payment of Annual Dues or other fees that may be charged to Members for services rendered by the organization.
 - 11.1.10 Providing updates to the Chairperson and/or the Secretary on a monthly basis, and to all other members of the Board, by email, at least quarterly.

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11.1.11 Serving as organizations Authorized Representative pursuant to the applicable Laws including Law on Freedom of Association into Non-governmental Organizations.

Article 12 – Dissolution of the Organization

12.1 BCC may be dissolved only with the decision of the 2/3 of the members present in the General Assembly Meeting.

12.2 When deciding to dissolve the organization, the General Assembly shall decide upon the name of the association or foundation that will take over the remaining assets after being released of the liabilities of the organization. The selected association(s) or foundation(s) shall have same or similar aims to those of the organization

Article 13 – Changes in the statute

13.1 The current statute may be changed with the decision of two thirds of the majority of members of the General Assembly

Article 14 – Reporting period, Financial year and Accounting

14.1 CEO and appointed Employees shall submit annual reports to the General Assembly, GAM or whenever requested by GEM

14.2 Board of Directors and appointed Employees shall submit annual reports and financial statements to the Assembly of Members, GAM or whenever requested by GEM

14.3 The financial year of the organization corresponds to the calendar year

14.4 BCC accounting and finances are kept using the accrual system

14.5 Annual financial reports will be audit by an external auditor, approved by the Board of Directors.

These amendments to the statute were approved in Pristina

On 16.10.2020

By the General Assembly of the organization, the new board members positions 2020-2022 are:

Arben Ymeraga (President of the board)

Hamez Morina (Vice President of the Board)

Violeta Haxhillazi (Secretary of the Board)

Donjeta Sahatçiu (Treasurer of the Board)

Agon Dula (Board Member)

Gazmend Avdiu (Board Member)

Lorik Gjonbalaj (Board Member)