

**DOCUMENTS
WITH WHICH OPERATION OF
THE ASSOCIATION OF SPECIAL
EDUCATORS AND
REHABILITATORS OF THE
REPUBLIC OF MACEDONIA IS
REGULATED**

STATUTE

Pursuant to Article 104, in accordance with Article 18 paragraph 1 and Article 23 paragraph 1 of the Law of Associations and Foundations (Official Paper of the Republic of North Macedonia No. 52 of 16 April 2010), as well as on the basis of Article 43 of the Statute of Association of Special Educators and Rehabilitators The Assembly of the Association of Special Educators and Rehabilitators of the Republic of North Macedonia at its session held on 15.04.2015 adopted the following

STATUTE
of the Association of special educators and rehabilitators of the Republic of North Macedonia

I. GENERAL REGULATIONS

Article 1

The Association of special educators and rehabilitators of the Republic of North Macedonia, is professional - expert and humanitarian association of citizens, in which voluntarily join special educators, speech therapists, special (social) pedagogics and other specific profiles working with persons with disabilities, as well as persons with disabilities, their parents or guardians.

Article 2

The name of the Association is: Association of special educators and rehabilitators of the Republic of North Macedonia.

The short name: Association of special educators and rehabilitators.

The headquarters of the Association of special educators and rehabilitators is in Skopje, in the Home of humanitarian organizations "Dare Dzhambaz" st." 11th October" no.42a.

Article 3

The Association has its own seal and stamp.

The seal is round and contains the name of the Association: Association of special educators and rehabilitators of the Republic of North Macedonia-Skopje, and in the middle is the emblem of the Association of special educators and rehabilitators. The stamp is rectangular with the following: Association of special educators and rehabilitators no. _____20__ Republic of North Macedonia, Skopje.

The text of the seal and stamp is in Macedonian Cyrillic alphabet.

Article 4

Association of special educators and rehabilitators of the Republic of North Macedonia a legal entity with rights, obligations and responsibilities arising from the Constitution, the Law of Associations and Foundations and the Statute. The activity of the Association extends to the entire territory of Republic of North Macedonia.

The Association, among other things, is also responsible for its movable and immovable property, i.e. with the funds at its disposal.

Article 5

The Association is represented by the President of the Association of special educators and rehabilitators of the Republic of North Macedonia, or a person authorized by the President of the Association.

Article 6

The Association may join with humanitarian civil association that is established for providing certain types of assistance in fostering, social, education and rehabilitation of persons with disabilities in the Republic of North Macedonia. The status and participation of these states are governed by separate regulation proposed by the Presidency and adopted by the Assembly of the Association.

II. BASIC PRINCIPLES

Article 7

The work of the Association is public. Publicity work is provided by regular reporting to members of the Association about all forms of activities, with insight into the implementation of program tasks by submitting a report to the bodies of the Association, a report on material and other financial operations.

To inform the general public the press, radio and television and other electronic forms of information (official web site, e-mail list) are used.

Article 8

The Association of special educators and rehabilitators is an independent, nonparty and nonprofit organization. If a profit in work is accomplished, it will be used for achieving the objectives set by the Statute.

III. OBJECTIVES AND TASKS

Article 9

The objectives and tasks of the Association are:

- Coordination and harmonization of the work of special educators and rehabilitants on the territory of the Republic of North Macedonia;
- Promoting, organizing and activating the members of the Association in the efforts for affirmation and development of special education and rehabilitation theory and practice;
- Protecting the interests of the special educators and rehabilitators, special education and rehabilitation facilities and labor;
- Direct and indirect assistance to the members of the Association in carrying out their administrative, financial and material-legal-normative obligations;
- Assistance in resolving disputes in professional social practice related to the interests of special education and special education profession;
- Direct and indirect engagement through various kinds of professionalized practice plans, humanization of personality and social status of persons with disabilities in our society;

- A protection plan engagement, amendment and updating of institutional, social and private, base protection, education and rehabilitation of persons with somatic, sensory, mental, communicative and behavioral impairment, disorders, disability and handicap;
- Engaging in the field of early intervention and social disability prevention;
- Provision of services of social protection of persons, families and groups of citizens with disabilities;
- Continuous engagement and programmed operation of the plan amendment, innovation and overall modernization of legislation in the area of prevention, education and rehabilitation of persons with disabilities;
- Engaging and constantly helping the Association membership in their journalistic-publishing business, especially in terms of student printing literature, manuals and other professional and scientific literature in the field of special education and specific science;
- Directly or indirectly engaging in the field of education, specialization and improvement of qualification and additional qualification of special educators and rehabilitators;
- Consulting and training of volunteers;
- Education, counseling and training of different expert profiles, individuals and organizations;
- Organizing Special education and rehabilitation professional and scientific meetings.

Article 10

The Association publishes a scientific-professional and informative magazine. Publishing of magazines and the entire publishing activity is regulated by a rulebook adopted by the Presidency of the Association.

Article 11

The Association, in order to achieve its goals, interests and activities, can establish appropriate legal entities in accordance with the positive legal regulations.

IV. MEMBERSHIP AND ORGANIZATION

Article 12

Membership in the Association is voluntary. Any citizen of the Republic of North Macedonia, as well as an authorized representative of the organizations of citizens, foundation and other legal entity in the capacity of a collective member, who will voluntarily join the Association by signing a written statement, can be a member of the Association.

The number of members is not limited. All special educators and rehabilitators (special educators for intellectual disabilities, speech therapist, special educators for hearing impairment, special educators for visual impairment, special educators for physical disabilities), can be members of the Association; special pedagogues as well as all active citizens who are dedicated to the realization of the rights of persons with disabilities.

Article 13

The Association for its individual and collective members maintains a register of members and evident lists about the members of the bodies, which is updated at least once every two years.

The Association guarantees the anonymity of personal data of its members, if it is required.

Article 14

Joining is done by signing a form, or by issuing a membership card that in the case of exclusion or termination of membership must be returned.

Article 15

Members of the Association of special educators and rehabilitators of the Republic of North Macedonia have rights and responsibilities under the provisions of this Statute and the legal provisions.

A member has the rights and obligations:

- To free, actively and creatively participate in the work of the Association;
- To elect and be elected in the bodies of the Association;
- To make proposals, suggestions and critical reviews of the work of the Association as a whole and of its organs and bodies;
- To be informed for the overall work of the Association;
- Participate equally in the planning, programming and valorization the work of the Association;
- To participate in the execution of tasks, accomplishing the objectives of the programs, implementation and enforcement of decisions and conclusions of the organs of the Association;
- Regularly to carry out its material and financial obligations to the Association;
- To be member of the Chamber of special educators and rehabilitators in Republic of North Macedonia;
- To respect the Code of special educators and rehabilitators of Republic of North Macedonia;
- Active work for promotion of special education and rehabilitation, special education and rehabilitation labor social and private institution and the special educator and rehabilitator.
- To contribute to improving the conditions for the upbringing and education, health care, social protection and employment of persons with disabilities;
- To respect the provisions of this Statute;
- To represent the interests and views of the Association.

Article 16

Members in the Association may be members at the same in similar associations abroad, whose statutory provisions are not contrary to the Association of special educators and rehabilitators of the Republic of North Macedonia.

In order to provide the necessary records and gaining continuous insight into the international activities of its members, there is a permanent body for International Communication in the Association, which includes representatives from the sections that are joined in an international association.

Article 17

Any member may voluntarily withdraw from the Association, for which a written notice shall be submitted.

Member may be expelled because of damaging the reputation and activities of the organization and because of action contrary to the Statute and Acts of the Association.

Membership exclusion proposal is submitted by the section, and decision is on the Presidency of the Association. In the case of final appeal final decision is brought by the

Assembly of the Association of special educators and rehabilitators of Republic of North Macedonia.

Article 18

The main organizational unit of the Association is the institutional board.

Within the Association of special educators and rehabilitators, several institutional boards operate as follows:

- Board of special educators and rehabilitators working in special educational institutions;
- Board of special educators and rehabilitators working in regular educational institutions;
- Board of special educators and rehabilitators working in social institutions and kindergartens;
- Board of special educators and rehabilitators working in health institutions;
- Board of speech and language therapists;
- Board of unemployed special educators and rehabilitators and students;
- Board of persons with special needs.

Each board is represented by a President. Candidates for the Chairman of the board are proposed by the members of the board and elected by the Assembly of the Association. The chairman of the board is a member of the Presidency of the Association.

Institutional boards can form expert sections.

Article 19

For a better access to all members of the Association, a regional organization is established as a supporting organizational unit. There are 8 (eight) regional units that are identical with the statistical regions and municipalities in the Republic of North Macedonia.

Each regional unit shall be represented by a President elected by the Assembly on the proposal of the members of the regional unit or the organs of the Association.

The president of the regional unit is a member of the Presidency of the Association.

The establishment and operation of the regional units is regulated by a Rulebook adopted by the Assembly on the proposal of the Presidency.

Article 20

Special educators and rehabilitators have their own chamber, which is an integral part of the organizational structure of the Association.

The chamber is formed, organized and works on the basis of the Law. The organization of the whole tasks and the manner of acting of the Chamber of special educators and rehabilitators of the Republic of North Macedonia is regulated by a Rulebook proposed by the Presidency, and adopted by the Assembly of the Association.

Article 21

In the Association there are permanent and temporary commissions. Forming, organization, goals, objectives and programs of work are governed by Rules adopted by the Presidency of the Association.

Regular committees are:

- for legislation and normative acts;
- for publishing activities;
- for international and national communication.

V. BODIES OF THE ASSOCIATION OF SPECIAL EDUCATORS AND REHABILITATORS OF THE REPUBLIC OF NORTH MACEDONIA

Article 22

Bodies of the Association of special educators and rehabilitators of the Republic of North Macedonia are:

1. Assembly
2. Presidency
3. President
4. Executive Board

Article 23

Assembly

The Assembly is the highest organ of the Association of special educators and rehabilitators of the Republic of North Macedonia.

The Assembly is composed of delegates proposed by the institutional boards according to the number of members, such as:

- to 5 members - 1 delegate;
- from 5 to 10 members - 3 delegates;
- from 10 to 15 members - 5 delegates;
- from 15 to 20 members - 7 delegates;
- from 20 to 30 members - 10 delegates;
- from 30 to 50 members - 12 delegates;
- more than 50 members 15 delegates.

By function, delegates of the Assembly are members of the Bodies of the Association.

Article 24

The Assembly has the following competencies:

- adopts a Statute, program and other acts;
- adopts the Code of special educators and rehabilitators of the Republic of North Macedonia, i.e. changes and gives amendments to the Code;
- gives awards, declarations, plaques and certificates of appreciation for meritorious members and citizens;
- decides to change the objectives of the Association;
- elects and dismisses the Chairman of the Assembly;
- elects and dismisses the President of the Association;
- elects and dismisses members of the Presidency;
- reviews complaints and appeals and makes final decisions after them;
- concludes and confirms agreements between the Association and other legal entities;
- adopts annual plans and programs for material and financial operations;
- adopts annual work report and financial report;
- submit financial report to the competent body of the state administration, i.e. to the body of the municipalities, the municipalities in the City of Skopje and the City of Skopje in cases when it uses funds from the Budget of the Republic of North Macedonia, or budgets of the local self-government units;

- decides on the internal organization and organizational forms of the organs of the Association;
- monitors, evaluates, stimulates, directs and coordinates the work of the institutional boards and regional units of the Association;
- makes decisions on the establishment of funds;
- decides on status changes of the Association;
- makes decisions that regulate the relations of the Association with its associate members;
- makes decisions on the election of honorary members of the Association;
- makes decisions for membership of the Association in the bodies of other associations;
- decides on the termination of the Association by a two-thirds majority vote of all members of the Association;
- performs other activities in accordance with the Statute and the acts of the Association.

Article 25

The Assembly works in sessions. The session of the Assembly is convened by the Chairman of the Assembly. The session may be regular or extraordinary. The regular session is held every year and the extraordinary session is held as needed.

The session of the Assembly is also convened upon proposal of the Presidency, the President of the Association or 1/3 of the total number of members of the Assembly.

If the Chairman of the Assembly fails to convene a session within 15 days from the day of the given proposal, the session shall be convened by the Presidency or the Initiators.

Article 26

The most important decisions, attitudes and conclusions are adopted by the Assembly by a majority of the delegates present.

The decision concerning the interests of an institutional board may be lodged by the competent body of the institutional board not later than 15 days, in writing, from the date of the official submission of the decision by the Executive Board of the Association. In such a case, the decision shall be put to rest and returned to the reconsideration of the Assembly.

Article 27

Presidency

The Presidency of the Association is the governing body of the Association in which each member has equal rights, obligations and responsibilities for the operation and development of the Association in accordance with the Statute.

The Presidency is the highest body of the Association between two Assemblies.

The Presidency consists of: the Chairman of the Assembly who is Chairman of the Presidency, the Presidents of the Institutional Boards and the Presidents of the Regional Units. The Presidency of the Association also participates in the work of the Presidency, without the right to decide.

Article 28

The Presidency is elected by the Assembly with a majority of the total number of present members of the Assembly. In the case of termination or inactivity of member of Presidency, the Presidency on a session elects duty executive till the next session of the Presidency.

Article 29

Candidates for a member of the Presidency are proposed by the institutional boards, regional units and the organs of the Association.

Members of the Presidency are members of the Assembly, i.e. members of the Association.

The mandate of the presidency members is four years with the right to re-election.

Article 30

The Presidency has the following responsibilities:

- proposes amendments to the Statute;
- on the proposal of the President of the Association, elects and dismisses the members of the Executive Board;
- determines and implements the statutory and program tasks of the Association, as well as the decisions and conclusions of the Assembly;
- provides the Rules of Procedure for its work;
- adopts an annual work program;
- establishes a draft of the basic guidelines for the work and development of the Association;
- reviews organizational, professional, scientific, professional and doctrinal issues, takes positions, gives assessments, determines its guidelines and undertakes or proposes to the Parliament measures, procedures and activities;
- reviews proposals and requests of individual members of the Association;
- reviews objections and appeals against its decisions, reviews the appealed decisions and if it does not rectify or reverse the complaints, i.e. sends complaints with its own articles to the Parliament as a second instance body;
- proposes to the Assembly the granting of recognitions, praise, plaques, certificates of appreciation etc. of meritorious members and citizens;
- initiates and proposes meritorious citizens and members for awarding high social recognitions;
- establishes a proposal for the admission of honorary members of the Association;
- monitors and controls the material and financial performance of the Association;
- follows the application of the Statute and the Program of the Association;
- is followed by the execution of the adopted decisions, conclusions and attitudes of the bodies and bodies of the Association;
- examines organizational, financial, property, legal, professional, professional and other issues arising from the relations in which the Union enters into other legal entities and individuals;
- initiates and organizes expert-scientific gatherings in the country;
- reviews and assesses the need for participation in international expert-scientific meetings and makes a decision;
- adopts decisions for authorization of the members of the Executive Board;
- does and confirms decisions.

The Presidency performs all the tasks in accordance with the Statute of the Association, the decisions of the Assembly of special educators and rehabilitators and the Law, and is responsible for the work of the Assembly of the Association of special educators and rehabilitators.

Article 31

The presidency works and decides at sessions, which are held regularly once every three months.

The regular sessions are convened and chaired by the Chairman of the Presidency.

A proposal for convening an extraordinary session may be given by at least five members of the Presidency and the President of the Union. The Chairman of the Presidency is obliged to convene a meeting within a period of five days from the day the request was submitted.

Convening the session is done with an invitation in which the time, place and draft agenda for the session is noted.

The presidency can work and decide if at least half of the number of members are present at the meeting. Decisions are made by majority vote.

The sessions are recorded on a transcript, which is adopted at the next session of the Presidency.

Article 32

Executive Board

The Executive Board is the executive body of the Association. It is composed of 6 (six) members. The function of a member of the Executive Board is the President of the Union, who is also the President of the Executive Board.

The members of the Executive Board elect the Presidency on the proposal of the President of the Association with the majority of the present number of members.

The mandate of the members of the Executive Board is four years with the right to re-election.

Article 33

The Executive Board has the following responsibilities:

- prepares meetings of the Presidency and prepares materials;
- manages and responds to the management of the property of the Association;
- prepares an annual report on the work of the Association;
- prepares an annual plan and program for material and financial performance of the Association;
- adopts a Rulebook on the organization of the work and work tasks and fees of the professional service of the Association;
- decides on business trips at home and abroad;
- approves the idea if it is consistent with the objectives and tasks of the Association as a first step in defining the project and seeking potential donors for its realization;
- performs other activities that arise from the needs of the Statute of the Union and which are not in the competence of another body of the Association.

Article 34

The Executive Board works and decides at sessions, which are held regularly once a month.

The sessions are convened and managed by the President of the Union or in his absence the Vice President.

The Executive Board can work and decide if half of the total number of members is present at the meeting.

Decisions are made by majority vote. Minutes are kept for the work of the sessions.

Article 35

President of the Association

The President is the legal representative of the Association of special educators and rehabilitators of the Republic of North Macedonia. He represents the Association in relations with third parties.

Article 36

The President elects the Assembly with a majority of the present members. The mandate of the President is four years with the right to re-election.

Article 37

The President has in particular the following rights, obligations and responsibilities:

- the President is a full member of the Assembly and the Executive Board and is responsible for the implementation of the Statute, decisions, attitudes and policies of the Association.
- appoints and presides over the sessions of the Executive Board;
- signs all acts adopted by the Executive Board, the Presidency and the Assembly, and is a signatory on the account of the Association;
- signs the implementation of decisions and material-financial work before the Presidency and the Assembly;
- manages and evaluates the programs and operations of the Association;
- identifies, acquires, and manages resources;
- prepares an annual budget;
- proposes policies and strategic initiatives to the Presidency;
- promotes the Association in the community.

Article 38

The organs and bodies of the Association work on the basis of a rulebooks prepared by the Executive Board, adopted by the Presidency and confirmed by the Assembly of the Association.

For the purpose of achieving the common interests and ensuring efficient and rational planning and programmed operation, the bodies and units of the Association adopt long-term and short-term working plans.

V. FUNDING OF THE ASSOCIATION

Article 39

Sources of financing of the Association are:

- membership fees, voluntary contributions, donations, legacies;
- income from own business;
- donation-based projects;
- grants and financial gains from various agencies and foundations;
- funds from the Budget of the Republic of North Macedonia, the budgets of the municipalities, the municipalities in the City of Skopje and the City of Skopje;
- other incomes.

Article 40

The funds of the Association are used to achieve the objectives set forth in this Statute and the Program for work.

The material and financial contractor of the Association is the President and in his absence the vice President, on the basis of a written authorization from the President.

Article 41

Expert-administrative technical work of the Association is performed by a paid person-technical secretary.

Professional administrative-technical operation is regulated by a Rulebook proposed by the Executive Board, and adopted by the Presidency of the Association.

VI. TRANSIENT AND FINAL ACTS

Article 42

The Association stops working if:

- a decision has been taken for the cessation of the existence of the Association in accordance with the Statute;
- twice as much time has been spent than the time provided for holding a session of the highest body established by the Statute, and it has not been held;
- in two consecutive years no final account has been submitted in accordance with the law;
- if the number of members of the Association is reduced to the number established for establishment;
- a decision has been taken by a competent court;

The decision for termination of the work is adopted by the Assembly with a two-thirds majority of the members of the Association.

The President of the Association is obliged to notify the competent basic court within 15 days for the circumstances referred to in paragraph 1 of this Article.

The termination of the Association is determined by the Basic Court with a decision under the rules of the non-procedural procedure.

Article 43

Amendments to the Statute are made by the same procedure as for its adoption.

Any member of the Association can propose an initiative for amending the Statute.

The proposal is reviewed by the Presidency and, together with its opinion, it is submitted to all members of the Assembly, fifteen days before the session of the Assembly.

The Assembly shall adopt the Statute with a majority of the members present.

Article 44

The right to authentic interpretation of the provisions of this Statute is carried out by the Assembly, and between the two Assemblies the Presidency of the Association of special educators and rehabilitators of the Republic of North Macedonia.

Article 45

This Statute shall enter into force on the day of its adoption, and thus the Statute of the Association of special educators and rehabilitators on March 15, 2011 ceases to be valid.

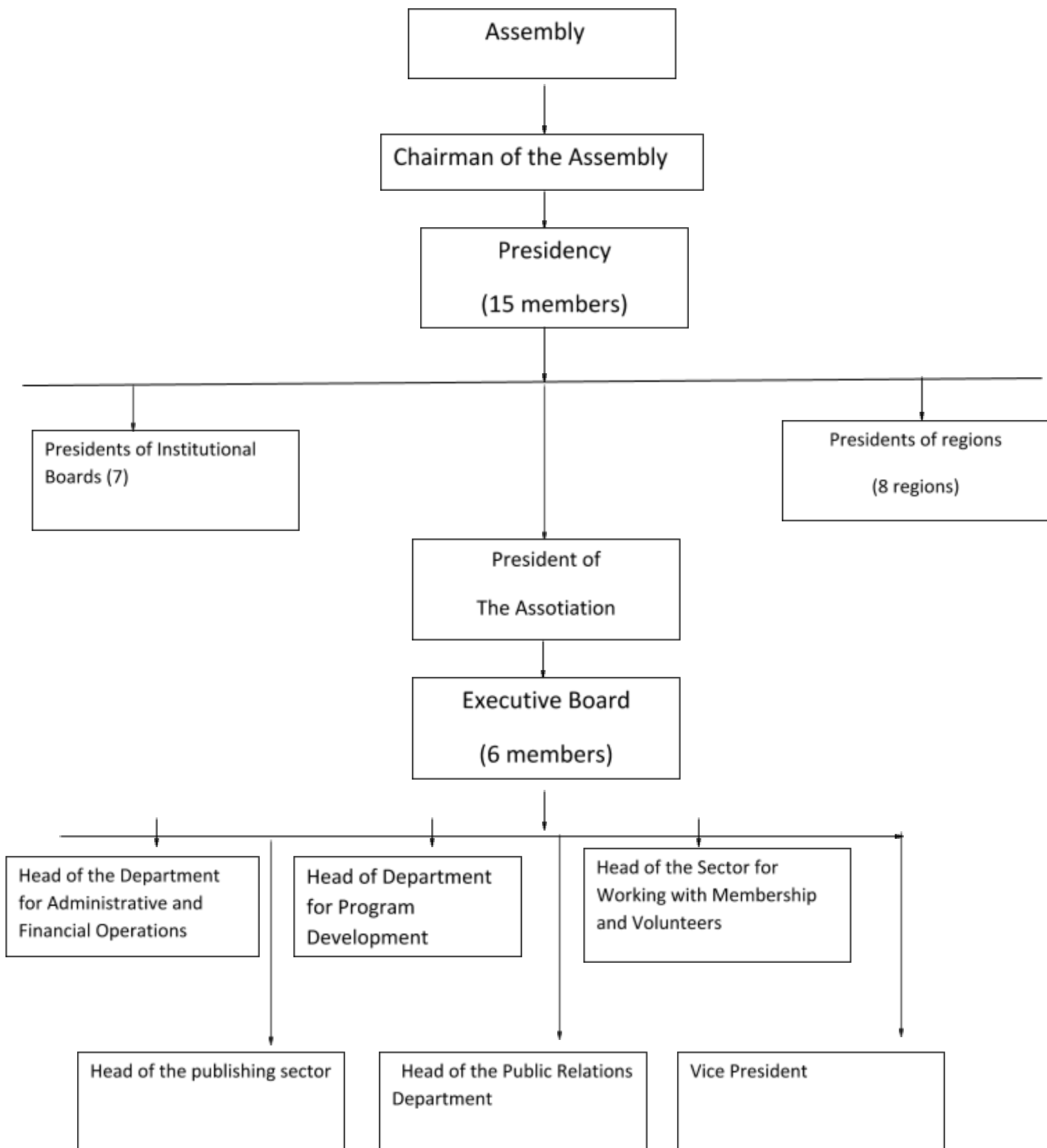
15.04.2015

Association of special educators and
rehabilitators of Republic of Macedonia

Skopje

President
Goran Petrushev

ORGANOGRAM OF THE ASSOCIATION OF SPECIAL EDUCATORS AND
REHABILITATORS OF
REPUBLIC OF NORTH MACEDONIA



**PROCEDURES
FOR WORK OF THE BODIES**

PROCEDURE

For the work of the Assembly of the Association of Special Educators and Rehabilitators of the Republic of North Macedonia

Article 1

The Assembly of the Association of Special Educators and Rehabilitators of the Republic of North Macedonia may be regular, elective and extraordinary.

The Assembly can work and decide in full if it is attended by more than half of the total number of delegates in the Assembly.

The work of the Assembly takes place in a plenary session.

Article 2

The Assembly also opens and manage with its work The Chairman of the Assembly (in his absence the most senior proxy member headed with the Assembly of the Association.

The working presidency of five members is elected at the election assembly, and at the proposal of the working presidency, a verification commission composed of three members is elected, a three-member panel of candidates, an Election Commission composed of five members, a record-holder and two witnesses on the minutes.

Article 3

The agenda for the work of the Assembly shall be adopted by a majority of the present members.

The verification commission based on the attendance records, submits a report on the number of members present and confirms that the Assembly can work and decide in a valid manner.

Article 4

Each participant in the debate on the proposed documents has the right to a discussion lasting up to ten minutes and the right to one replica of up to three minutes.

Delegates for discussion report to the Working Presidency in writing, stating their name and surname.

The reporters receive the word in the order in which they are registered and they are obliged to speak from the speaker desk.

The participants in the discussion are obliged to adhere to the agenda.

The working presidency may take away the word of the participant in the discussion that does not adhere to the agenda or with his behavior violates the order of the Assembly despite the previous warning.

Article 5

A delegate who wishes to ask a procedural question or remark is reported verbally and the working presidency as a rule gives the word nonmatter of the order of the discussion.

The delegate to whom the question is addressed has the right to respond.

The question, the remark, and the response can not last more than three minutes.

Article 6

The proposals for amendments and supplements to the proposed documents of the Assembly are submitted to the working presidency, which is presented to the delegates of the Assembly.

The decision to accept or reject the proposals for amendments to the parliamentary documents shall be adopted by the Assembly.

Article 7

Candidates for President of the Association, President of the Assembly and members of the Presidency may be propose buy the organs of the Association of special educators and rehabilitators of the Republic of North Macedonia, the institutional boards and regional units.

Article 8

Proposals for President of the Association, President of the Assembly and members of the Presidency are submitted to the Candidate Commission

The candidacy commission announces the candidates, after which it passes to voting.

Article 9

Decisions of the Assembly shall be made by public voting, unless otherwise provided in this Rulebook.

Article 10

A record is kept for all discussions of the Assembly.

Article 11

This Rulebook enters into force on the day of its adoption.

PROCEDURE

For the work of the Presidency of the Association of Special Educators and Rehabilitators of the Republic of North Macedonia

Article 1

The Presidency of the Association of Special Educators and Rehabilitators of the Republic of North Macedonia (hereinafter referred to as the Association) is the governing body of the Association in which each member has equal rights, obligations and responsibilities for the operation and development of the Association in accordance with the Statute.

The Presidency is the highest body of the Association between two Assemblies.

The Presidency consists of: the Chairman of the Assembly, the Presidents of the Institutional Boards and the Presidents of the Regional Units. The Chairman of the Assembly is also the Chairman of the Presidency. In the work of the Presidency, the President of the Association also participates without the right to decide.

Article 2

The presidency is elected by the Assembly of the Association. In the event of termination of the function of a member of the Presidency or its inaction, the Presidency elects an acting leader until the meeting of the Assembly is performed.

Article 3

Candidates for a member of the Presidency are proposed by the institutional boards, regional units and the organs of the Association. Members of the Presidency should be prominent citizens who with their activities are distinguished in the environment in which they work and who agree with their work on a volunteer basis to represent the goals and programs of the Association.

Members of the Presidency are members of the Assembly, that is members of the Association.

The term of the presidency members is four years with the right to re-election.

Article 4

The Presidency performs all the tasks in accordance with the Statute of the Association, the decisions of the Assembly of special educators and rehabilitators and the Law, and is responsible for the work of the Assembly of the Association of Special Education and Rehabilitators.

Article 5

The presidency establishes permanent and temporary commissions. The formation, organization, goals, tasks and programs of work are regulated by a rulebook.

Standing committees are:

- for legislation and normative acts;
- for publishing activity;
- for international and national communication;

Article 6

Members of the Presidency of each session report on their work between two sessions, after which a report on the work of the Presidency as a whole is made.

Members of the Presidency do not receive compensation for their work.

Members of different places of residence from the venue of the meeting are entitled to cover the travel costs in the amount of the bus ticket.

Article 7

The presidency can validly work and decide if more than half of the total number of members is present.

The presidency works and decides at sessions, which are held regularly once every three months.

Article 8

The meetings of the Presidency are convened and managed by the Chairman of the Presidency.

A proposal for convening an extraordinary session may be given by at least five members of the Presidency and the President of the Association. The Chairperson is obliged to convene a meeting within five days from the day the request was submitted.

Call for meeting is done with an invitation with a time, place and draft agenda at the meeting.

The invitation is submitted electronically at least seven days before the session is held.

If the member of the Presidency is prevented from attending it, he should notify the Chairman electronically at least three days before the session, otherwise the absence will be considered unjustified.

After two unjustifiable absences of a member of the Presidency, his mandate ends.

Article 9

The agenda for the work of the Presidency shall be adopted by a majority of the members present.

The participants in the discussion are obliged to adhere to the agenda.

The Chairperson may deny the word to that participant in the discussion that does not adhere to the agenda or with his behavior violates the order of the session despite the previous warning.

Article 10

For all discussions at the session a minutes is adopted that is adopted at the next session.

The minutes are kept and prepared by the Professional Service.

Article 11

This Rulebook enters into force on the day of its adoption.

Association of Special Educators and Rehabilitators of the Republic of North Macedonia

PROCEDURE

For the work of the Executive Board of the Association of Special Educators and Rehabilitators of the Republic of North Macedonia

Article 1

The Executive Board of the Association of Special Educators and Rehabilitators of the Republic of North Macedonia (hereinafter referred to as Association) is the executive body of the Association in which each member has equal rights, obligations and responsibilities for the operation and development of the Association in accordance with the Statute.

The Executive Board is composed of six members of the Heads of Departments and the President of the Association, who is also the President of the Executive Board.

Article 2

The members of the Executive Board elect and dismiss the Presidency of the Association, on the proposal of the President of the Association. In case of termination of the function of a member of the Executive Board or its inaction, the Executive Board at its session elects the acting leader until the next session of the Presidency.

Article 3

The members of the Executive Board are heads of departments. There are five sectors:

- Sector for administrative and financial operations
- Sector for Program Development
- Sector for membership with volunteers
- Sector for Public Relations
- Department for publishing and scientific-professional activities

The members of the Executive Board are members of the Assembly, that is members of the Association.

A member of the Executive Board can not simultaneously be a member of the Presidency.

The mandate of the members of the Executive Board is four years with the right to re-election.

Article 4

The Executive Board performs all the activities in accordance with the Statute of the Association, the decisions of the Assembly and the Law, and for its work it is responsible before the Presidency of the Association.

Article 5

The Executive Board shall establish time commissions. The formation, organization, objectives, tasks and programs of work shall be governed by a rulebook.

Article 6

The members of the Executive Board at each session report on their work between two sessions, after which a report on the work of the Executive Board as a whole is made.

Article 7

The Executive Board can validly work and decide if more than half of the total number of members is present.

The Executive Board works and decides at sessions, which are held regularly once a month.

Article 8

The sessions of the Executive Board are convened and managed by the President (in his absence the Vice President) of the Association.

Citing the session is done with an invitation with a time, place and draft agenda at the session.

The invitation is submitted electronically at least three days before the session is held.

If the member of the Executive Board is prevented from attending it, he should notify the President electronically at least two days before the session, otherwise the absence will be considered unjustified.

After two unjustified absences, the term of office of the member of the Executive Board terminates.

Article 9

The agenda for the Executive Board's work is adopted by a majority of the members present.

The participants in the discussion are obliged to adhere to the agenda.

The President may deny the word to the participant in the discussion that does not adhere to the agenda or with his behavior violates the order of the session despite the previous warning.

Article 10

For all discussions at the session a minutes is adopted that is adopted at the next session.

The minutes are kept and prepared by the Professional Service.

Article 11

This Rulebook enters into force on the day of its adoption.

Association of Special Educators and Rehabilitators of the Republic of North Macedonia

JOB TASKS DESCRIPTION

Description of work responsibilities

Position:	President

Organization:	Association of Special Educators and Rehabilitators of the Republic of North Macedonia
Responsible before:	Assembly
Responsible for:	Management, representation and advocacy of the Association

Date of preparation / revision: 04.02.2013

Main tasks of the position:

1. Management of the Executive Board of the Association;
2. Representation and representation of the organization;
3. Planning, organizing and conducting all financial operations of the Association;
4. Preparation of organizational, program budgets and financial reports
5. Implementation of the Association policies in the direction of achieving the mission and the vision.

Tasks and responsibilities:

1. Represent the Association in the legal transactions and to third parties;
2. Manages the funds of the Association in accordance with the possibilities and needs and in accordance with the positive legal regulations and the internal regulations of the Association;
3. It implements the policy, conclusions and decisions adopted by the Presidency or the Assembly;
4. Defines the working teams that will prepare and implement the projects and programs of the Association and monitor their implementation;
5. Proposes to the Presidency the organizational structure of the executive board and the executive office;
6. Defines and implements the human resources policy of the executive office;
7. Manages the implementation of financial procedures in accordance with the positive legal regulations and the internal regulations and regulations of the Association;
8. Preparing financial plans in accordance with established standards;
9. Maintains regular communication and coordination with external accountant
10. He is responsible for preparing and submitting the annual program and financial report to the Presidency of the Association;
11. Manages the process of fundraising for the Association;
12. Manages the process of preparation of the Strategic, Annual and Action Plans of the organization;
13. It is responsible for implementing the Organization's Strategic Plan;
14. Coordinates the preparation of project, program budgets;
15. Approves the payment of salaries to employees;
16. Manages the Association's capacity building component;
17. In agreement with the Presidency, performs other tasks and assumes responsibilities that are within the framework of the position and provided for in the Statute and the Rules of the Association.

KEY INDICATORS FOR SUCCESSFUL PROVISION:

1. Provision of program and financial sustainability;
2. Management of personnel leading to the implementation of high quality programs and projects, to the satisfaction of the key stakeholders and towards the achievement of the mission and the vision;
3. Provides continuous development of the organizational and implementation capacities of the organization.

RESTRICTIONS IN AUTHORIZATIONS:

1. The work and the activities are in accordance with the agreed directions from the Presidency, as well as according to the adopted strategic plans and the developed action plans;
2. All transactions and other financial operations shall be mandatory in accordance with the respective organizational procedures and within the approved budgets;
3. Activities that have legal implications should be carried out in cooperation with the Chairman of the Presidential and the Assembly.

INDIVIDUAL CHARACTERISTICS AND QUALIFICATIONS

POSITION: President

ORGANIZATION: Association of Special Educators and Rehabilitators of the Republic of North Macedonia

CATEGORY	NECESSARY	DESIRABLE
QUALIFICATIONS	B.S.c. special education and rehabilitation Minimum 5 years relevant work experience in the field of special education and rehabilitation	Post-graduate studies in the relevant field 10 years of appropriate working experience in subjects with over 5 employees
SPECIFIC KNOWLEDGE AND EXPERIENCES RELATED TO THE APPROPRIATE POSITION	Proved work experience in: Financial management Human resource Management Program and project management of projects financed by international donors	Knowledge of English Knowledge of relevant legislation
PERSONAL CHARACTERISTICS AND SKILLS	Leadership skills Professionalism and dedication Communication skills Working under stress and with short timelines Transparency and Teamwork Loyalty to the organization and its goals	Presenting skills Negotiation skills Commitment to inclusion of target groups

Description of work responsibilities

Position:	Head of Sector for Administrative and Financial Operations
Organization:	Association of Special Educators and Rehabilitators of the Republic of North Macedonia
Responsible before:	The President
Responsible for:	Execution of administrative functions and provision of functionality and operability of the Central Office and the programs of the Association.

Location Position: Central Office of the Association.

Date of preparation / revision: 04.02.2013

Main tasks of the position:

1. Planning, organizing and implementing all the administrative functions of the Association of Special Education and Rehabilitators.
2. Ensuring transparency and accessibility to all administrative organizational documents. (archiving of general organizational documents)
3. Helps in planning and organizing all financial operations of the Association
4. Conducting specific financial activities related to the project and program work of the Association.

Tasks and responsibilities:

1. Reporting with the office activities, procedures and office supplies in accordance with the positive legal regulations and with the internal rules and regulations of the Association;
2. Responsible for archiving in the organization;
3. Providing the necessary Office and other materials for the functioning of the Central Office of the Association;
4. Providing the necessary Office and other materials for the functioning of the Association's programs;
5. Keep minutes of the Working and Coordinative Meetings and circulate them in agreement with the President;
6. Participate in the annual assessment of the performance of employees, trainings and professional development activities in the context of ensuring a high standard of implementation of work assignments and continuous professional progress in the relevant field of work or in another area of interest of the Association.
7. Manage the auxiliary personnel in the Association (drivers, hygienists ...)
8. Collaborates with Program Managers and Project Managers in securing the high standard of services offered by the Alliance
9. Under the supervision of the President, conducts financial procedures in accordance with the positive legal regulations and with the internal regulations and regulations of the Association;
10. Conducts financial transactions for projects, programs and for the Association as a whole and assists in providing accurate data on all revenues and expenditures of the organization;
11. Aid in the preparation of project, program budgets;
12. Participates in the preparation of financial plans in accordance with established standards;

13. Participates in the treasury operations, performs timely payments of the invoices and accounts in coordination with the President and the corresponding Program Manager;
- 14 Participates in the preparation of the payroll calculations of the employees;
15. Keeps records of all decisions and procedures related to the financial performance of the Association;
16. In agreement with the superior, he performs other tasks and assumes the responsibilities that are within the position.

KEY INDICATORS OF SUCCESSFUL IMPLEMENTATION:

1. Quality of administrative and office support in the functioning of the programs of the Association;
2. Quality and timeliness of administrative information submitted to Program Managers and the President.
3. Quality, adequacy and timeliness in the implementation of the financial activities of the Association;

Limitations in authorizations:

1. The activities are in accordance with agreed work plans agreed with the direct supervisor and program managers;
2. All office supplies are compulsorily carried out in accordance with the respective organizational procedures within the approved budgets.
3. Does not make public statements related to the Association unless it is agreed with the President.
4. All transactions and other financial operations shall be mandatory in accordance with the respective organizational procedures and within the approved budgets;

INDIVIDUAL CHARACTERISTICS AND QUALIFICATIONS

POSITION: Head of Sector for Administrative and Financial Operations

ORGANIZATION: Association of Special Educators and Rehabilitators of the Republic of North Macedonia.

CATEGORY	NECESSARY	DESIRABLE
QUALIFICATIONS	Minimum B.sc.; A minimum of 3 years of relevant experience	Bsc. (law, administration); 5 years of appropriate work experience
SPECIFIC KNOWLEDGE AND EXPERIENCES RELATED TO THE APPROPRIATE POSITION	Minimum 1 year experience as an office manager in an NGO Practical experience in archiving Excellent IT knowledge	Experience in conducting tender procedures Experience in budgeting and financial planning Knowledge of English Knowledge of appropriate legislation

PERSONAL TRAITS AND SKILLS	Professionalism and dedication Organizational skills Working under stress and with short timelines Transparency and Teamwork Loyalty to the organization and its goals	Presenting skills Leadership skills
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Description of work responsibilities

Position:	Head of Department for Program Development
Organization:	Association of Special Educators and Rehabilitators of the Republic of North Macedonia
Responsible before:	President
Responsible for:	Management of program and project activity

Location Position: Central Office of the Association

Date of preparation / revision: 04.02.2013

Main tasks of the position:

1. Responsible for the organization's program activity.
2. Responsible for the project activity.
3. Strengthen the capacities of the employees in the area of project activity.

Tasks and responsibilities:

1. In co-ordination with the President, prepares annual and multi-year Programs for the work of the Association;
2. Coordinates and takes care of the project activity of the Association;
3. Plan, organize and participate in the preparation of the projects and activities of the Association;
4. Organizes staff capacity assessment for project preparation and organizes training and capacity building activities;
5. Together with project managers, develop plans for promotion of their activities;
6. Suggests the working teams that will prepare and implement the projects and programs of the Association and monitor their implementation;
7. Prepare and renew a project activity manual for the employees and members of the Association;
8. Participate in the preparation of the budgets of the programs and projects of the Association;
9. Maintains working communication with all domestic and foreign donors;
10. Under contract with the President, performs other tasks and assumes responsibilities that are within the scope of the position.

LINE OF COMMUNICATION

- The Head of the Sector for PR responds to the President;
- The Head of the Sector for PR coordinates all the employees of the Association who carry out project activities;
- The Head of the PR Department is follow the work of the Project Managers;
- The Head of the PR Department cooperates with the Head of the Sector for Working with Membership and Volunteers;
- If necessary, engage in ad hoc project teams and working groups in a role previously agreed with the President of the Association.

KEY INDICATORS FOR SUCCESSFUL PROVISION:

1. Successful implementation of the Association's programs;
2. Quality of the developed projects and programs;

RESTRICTIONS IN AUTHORIZATIONS:

1. The work and the activities are in accordance with the agreed work plans agreed with the President;
2. Apply with projects and programs to domestic and foreign donors in agreement with the President.

INDIVIDUAL CHARACTERISTICS AND QUALIFICATIONS

POSITION: Head of Department for Program Development (PR)

ORGANIZATION: Association of Special Educators and Rehabilitators of the Republic of North Macedonia

CATEGORY	NECESSARY	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> -Bcs. in the field of special education and rehabilitation; -Minimum 3 years of experience in the field of project activity -Minimum manufactured and received 3 projects 	<ul style="list-style-type: none"> -Proved working experience in communicating with donors; -1 year work experience as Program Manager.
SPECIFIC KNOWLEDGE AND EXPERIENCES RELATED TO THE APPROPRIATE POSITION	<ul style="list-style-type: none"> -Expertization in the field of project preparation -Get knowledge of appropriate computer programs -Program and project management of projects financed by international donors - Excellent command of written and spoken English 	<ul style="list-style-type: none"> -Experience in project work with EU funds -Access to the preparation and application of standard and ad hoc projects to domestic institutions and international organizations and institutions - Excellent knowledge of relevant legislation

PERSONAL TRAITS AND SKILLS	Professionalism and dedication Creativity Transparency and Teamwork Presenting skills Loyalty to the organization and its goals	Leadership skills Efficiency at work under stress and with short timeframes
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Description of responsibilities

Position:	Head of the Department for activities with members and volunteers
Organization:	Association of Special Educators and Rehabilitators of the Republic of North Macedonia
Reports to:	the President
Responsible for:	Activities with Association's members and volunteers

Location of the Position: Association's Head office

Date of arrangement / revision: 04.02.2013

Main assignments of the Position:

1. He / she is responsible for the records and contacts with the Association's members and volunteers;
2. He / she manages the Program for volunteers;
3. He / she strengthens capacities of Association's departments referring to communication with the members.

Assignments and responsibilities:

1. In close coordination with the President, he / she presents and promotes Association's attitudes, events and programs to the members and volunteers;
2. He / she coordinates procedures of subscription, payment of membership fees, and the updating of lists of Association's members;
3. He / she is responsible for the database and the register of individual and collective members of the Association;
4. He / she prepares and updates Association's Program for volunteering and works on its implementation;
5. He / she organizes assessment of staff's capacity for communication with members and organizes trainings and other activities for capacity building;
6. He / she cooperates with the Department for Program Development and proposes engagement of members and volunteers in relevant program and project activities;
7. He / she participates in development of training programs intended for members;
8. He / she maintains communication with all members;

9. Following prior consultations with the President, he / she performs other tasks and assumes responsibilities that are within the scope of the Position.

LINE OF COMMUNICATION

- The Head of the Department reports to the President;
- The Head of the Department coordinates all the employees of the Association who carry out activities directed towards members and volunteers;
- The Head of the Department cooperates directly with the Presidents of the Institutional Boards and Regional organizations;
- The Head of the Department cooperates with the Head of the Department for Program Development;
- If necessary, the Head of the Department participates in working groups of Regional organizations, taking a role previously agreed with the President of the Association.

KEY INDICATORS OF SUCCESSFUL PERFORMANCE:

1. A solid database of members and volunteers of the Association is established;
2. Quality of the volunteer program.

RESTRICTIONS IN AUTHORIZATIONS:

1. The undertaken activities are in accordance with the work plans agreed with the President and Program Managers;
2. He / she organizes the database of Association’s members in close cooperation with the Presidents of the Institutional Boards and Regional organizations.

PERSONAL QUALITIES AND QUALIFICATIONS

POSITION: Head of the Department for activities with members and volunteers

ORGANIZATION: Association of Special Educators and Rehabilitators of the Republic of North Macedonia

CATEGORY	NECESSARY	DESIRABLE
QUALIFICATIONS	High education in the field of Special Education and Rehabilitation; Minimum 3 years of experience in working with membership and volunteers programs.	Proven work experience in communication with the Association’s members and target groups; 1 year work experience as an office manager.

SPECIFIC KNOWLEDGE AND EXPERIENCE RELATED TO THE POSITION IN QUESTION	Knowledge of appropriate computer programs; Excellent knowledge of relevant legislation; Experience in formal communication.	Excellent command of both written and spoken English; Experience in preparation of record and updating of programs.
PERSONAL QUALITIES AND SKILLS	Communication skills; Professionalism and dedication; Creativity; Transparency and Teamwork; Presentation skills; Loyalty to the organization and its goals.	Leadership skills; Efficiency at work under stress and with short timeframes.

Description of responsibilities

Position:	Head of the Publishing Department
Organization:	Association of Special Educators and Rehabilitators of the Republic of North Macedonia
Reports to:	the President
Responsible for:	Management of publishing activities

Location of the Position: Association's Head office

Date of arrangement / revision: 04.02.2013

Main assignments of the Position:

1. He / she is responsible for the implementation of the organization's plan for publishing;
2. He / she is responsible for arrangement of funds for publishing activities;
3. He / she strengthens the capacities of the employees regarding publishing activity.

Assignments and responsibilities:

1. In close coordination with the Publishing Committee, he / she participates in the preparation of annual and multi-year publishing programs;
2. He/ she coordinates and takes care of the Association's publishing activities;
3. He / she make plans, organizes and participates in preparing, printing and distribution of Association's publications;
4. He / she evaluates the employees' capacities for preparing and editing of publications, and organizes trainings and other activities for capacity building;
5. He / she cooperates with the Heads of Departments referring to the promotion of their activities;

6. He / she proposes working teams which prepare Association's publications, and monitors their implementation;
7. He / she prepares and updates relevant regulations for publishing activities intended for the employees and members of the Association;
8. Participates in preparing budgets for the respective Association's publications;
9. He / she maintains working communication with all legal and natural persons interested in the publications of the Association;
10. Following prior consultations with the President, he / she performs other tasks and assumes responsibilities that are within the scope of the Position.

LINE OF COMMUNICATION

- The Head of the Publishing Department reports to the President;
- The Head of the Publishing Department coordinates all the employees of the Association involved in the publishing activities;
- The Head of the Publishing Department monitors and coordinates the work of the Editorial boards, reviewers, lecturers and other stakeholders in the publishing activities;
- The Head of the Publishing Department cooperates with the Head of the Department for Program Development;
- If necessary, the Head of the Publishing Department participates in working groups, taking a role previously agreed with the President of the Association.

KEY INDICATORS OF SUCCESSFUL PERFORMANCE:

1. Successful realization of the Association's publishing activities;
2. Quality of printed and electronic publications.

RESTRICTIONS IN AUTHORIZATIONS:

1. The undertaken activities are in accordance with work plans agreed with the Publishing Committee and the President;
2. He / she ensures funds for publishing activities from domestic and foreign donors in consultation with the Program Development Manager and the President.

PERSONAL QUALITIES AND QUALIFICATIONS

POSITION: Head of the Publishing Department

ORGANIZATION: Association of Special Educators and Rehabilitators of the Republic of North Macedonia

CATEGORY	NECESSARY	DESIRABLE
QUALIFICATIONS	High education in the field of Special Education and Rehabilitation;	Proven work experience in communication with donors;

	Minimum 1 year experience in publishing activities.	One year experience as financial manager of a journal.
SPECIFIC KNOWLEDGE AND EXPERIENCE RELATED TO THE POSITION IN QUESTION	Expertise in the field of preparation of publications; Knowledge of appropriate computer programs; Knowledge of marketing and distribution.	Experience in publications' printing; Experience in technical preparation of publications; Excellent command of both written and spoken English.
PERSONAL QUALITIES AND SKILLS	Professionalism and dedication; Creativity; Transparency and Teamwork; Loyalty to the organization and its goals.	Leadership skills; Efficiency at work under stress and with short timeframes.

Description of responsibilities

Position:	Head of the Public Relations Department
Organization:	Association of Special Educators and Rehabilitators of the Republic of North Macedonia
Reports to:	the President
Responsible for:	Management of the Public Relations Department

Location of the Position: Association's Head office

Date of arrangement / revision: 04.02.2013

Main assignments of the Position:

1. He / she is responsible for public relations in the organization,
2. He / she manages the Association's web contents;
3. He / she strengthens the employees' capacities regarding their communication skills.

Assignments and responsibilities:

1. In close coordination with the President and Program managers, he / she presents and promotes Association's attitudes, events and programs in all relevant electronic and printed media;
2. He / she coordinates the updating and maintenance of Association's website;
3. He / she plans, organizes and participates in preparation of promotional materials related to Association's programs, projects and activities;

4. He / she evaluates the employees' capacities for communication and organizes trainings and other activities for capacity building;
5. He / she cooperates with the Program managers referring to elaboration of plans for promotion of their activities;
6. He / she participates in preparation of messages and communication channels in Advocacy campaigns and activities;
7. He / she prepares and updates a manual for communication with media intended for the Association's employees;
8. He / she participates in preparation of budgets intended for Association's programs and projects referring to promotion and marketing;
9. He / she participates in development of new projects and programs;
10. He / she maintains working communication with all relevant media;
11. Following prior consultations with the President, he/ she performs other tasks and assumes responsibilities that are within the scope of the Position.

LINE OF COMMUNICATION

- The Head of the Public Relations Department reports to the President;
- The Head of the Public Relations Department coordinates all Association's employees who participate in activities for which promotion is planned;
- The Head of the Public Relations Department cooperates with the Head of the Department for Administration and Finances;
- If needed, he / she participates in ad hoc project teams and working groups, taking a role previously agreed with the President of the Association.

KEY INDICATORS OF SUCESSFUL PERFORMANCE:

1. Promotion of Association's mission and activities;
2. Quality of produced materials and website.

RESTRICTIONS IN AUTHORIZATIONS:

1. The undertaken activities are in accordance with work plans agreed with the President and Program managers;
2. He / she makes statements in public related to the Association, following previous consultations with the President or with the Chairman of the Presidency (if President is absent).

PERSONAL QUALITIES AND QUALIFICATIONS

POSITION: Head of the Public Relations Department
ORGANIZATION: Association of Special Educators and Rehabilitators of the Republic of North Macedonia

CATEGORY	NECESSARY	DESIRABLE
QUALIFICATIONS	<p>High education in the field of Special Education and Rehabilitation or Social Sciences;</p> <p>Minimum 3 years of experience in the field of Public Relations;</p> <p>Experience in websites maintenance.</p>	<p>Proven experience in communication with both media and Association's target groups;</p> <p>One year experience as Program manager.</p>
SPECIFIC KNOWLEDGE AND EXPERIENCE RELATED TO THE POSITION IN QUESTION	<p>Expertise in the field of preparation of Public Relations materials;</p> <p>Knowledge of appropriate computer programs;</p> <p>Excellent knowledge of relevant legislation;</p> <p>Excellent command in both written and spoken English.</p>	<p>Experience in program and project work;</p> <p>Experience in preparation of standard and ad hoc reports for domestic institutions and international organizations.</p>
PERSONAL QUALITIES AND SKILLS	<p>Professionalism and dedication;</p> <p>Creativity;</p> <p>Transparency and Teamwork;</p> <p>Presentation skills;</p> <p>Loyalty to the organization and its goals.</p>	<p>Leadership skills;</p> <p>Efficiency at work under stress and with short timeframes.</p>

RULEBOOKS

In accordance with Article 19, 24 and 30 of the Statute of Association of Special Educators and Rehabilitators of the Republic of North Macedonia, and in accordance with the Act of establishing Regional units adopted on 20.10.2011, the Presidency of the Association of Special Educators and Rehabilitators of the Republic of North Macedonia, on its session held on _____, adopted the following

R U L E B O O K

**Of functioning of Regional units of the Association of Special Educators and Rehabilitators
of the Republic of North Macedonia**

I. GENERAL REGULATIONS

Article 1

The Association of Special Educators and Rehabilitators of the Republic of North Macedonia (hereinafter referred to: Association) establishes 8 (eight) regional units identical with the statistical regions and municipalities in the Republic of North Macedonia:

- Regional unit for Eastern region
- Regional unit for North-Eastern region
- Regional unit for South-Eastern region
- Regional unit for Vardar region
- Regional unit for Pelagonia region
- Regional unit for South-Western region
- Regional unit for Polog region
- Regional unit for Skopje region

Regional units are being establish with an Act of the Assembly of the Association.

Article 2

Regional units are being established with an aim of quality access to all members of the Association.

Regional unit is being established if there are at least 20 Association's members whose address is within the territory of the respective Regional unit.

The headquarters of the Regional unit is at the municipality where the number of Association's members is greatest, or in the largest municipality in the respective Regional unit.

Article 3

The Regional unit has its seal.

The seal is round and it contains the name of the Association: Association of Special Educators and Rehabilitators of the Republic of North Macedonia. It also contains the name of the respective Regional unit. In the middle of the seal the Association's emblem is placed.

The seal text is written in Macedonian, with Cyrillic alphabet.

Article 4

The Association's Regional unit is auxiliary organizational unit with its own rights, obligations and responsibilities arising from the Statute of the Association of Special Educators and Rehabilitators of the Republic of North Macedonia and this Rulebook.

Article 5

The regional unit on local level is represented by the President of the respective Regional unit, in accordance with the decisions and acts adopted by the Association's bodies.

II BASIC PRINCIPLES

Article 6

The work of the Regional unit is public. Publicity work is provided by regular reporting to members of the respective Regional unit and the Association, referring to all forms of work, information of implementation of program tasks, reports for financial operations, etc.

In order to inform the publicity, Regional unit uses press, radio and television, as well as other electronic forms of informing (official website, e-mail list).

Article 7

Association's Regional unit is independent, nonpartisan and nonprofit form of internal organization.

In its activities the Regional unit is obligated to respect objectives and goals established with the Statute of the Association of Special Educators and Rehabilitators of the Republic of North Macedonia.

III. MEMBERSHIP AND ORGANIZATION

Article 8

Membership in the Association is voluntary. Any citizen of the Republic of North Macedonia that will voluntarily join the Association by signing a written statement, can be a member of the Association.

A member of regional unit can be only a member whose address belongs to the municipalities within the respective statistical region.

The number of members is not limited. All special educators and rehabilitators (special educators for intellectual disabilities, speech therapists, special educators for

hearing impairments, special educators for visual impairments, special educators for physical impairments); special pedagogues, as well as active citizens who are dedicated to the realization of the rights of persons with disabilities can be members of the Association.

Article 9

The regional organization, in close coordination with the Secretary of the Association, maintains a register of members and list of members of bodies, which is being updated at least once every two years.

The Association guarantees the anonymity of personal data of its members, if it is required.

Article 10

Joining is done by signing a form or by issuing a membership card which must be returned in case of exclusion or termination of the membership.

Each member is obligated to pay a monthly fee which amounts 50 denars.

Article 11

Members of the Association have rights and responsibilities under the provision of the Association's Statute and the legal provisions.

Article 12

Any member may voluntarily withdraw from the Association, for which a written notice shall be submitted.

A member may be expelled because of causing harm on the reputation and activities of the Organization, as well as because of actions contrary to the Statute and the Acts of the Association.

Membership exclusion proposal is submitted by the section or the Regional unit, and the decision is on the Presidency of the Association. In case of appeal, the final decision is made by the Assembly of the Association of Special Educators and Rehabilitators of the Republic of North Macedonia.

If a member does not pay the membership fee continually for 3 months, his / her membership is automatically terminated. In order to join the Association again, he / she must pay the accrued membership fees.

Article 13

The main organizational unit of the Association is the Institutional Board. The members of the Regional unit participate in activities of the institutional board to which they belong.

Within the Regional unit there may be subsections established as parts of the sections of Association's Institutional Boards, in accordance with the Statute of the Association.

The decision of establishment of subsection(s) adopts the Assembly of the Regional unit, in close coordination with the President of the respective Section or Institutional board of the Association.

IV. BODIES OF THE REGIONAL ORGANIZATION OF THE ASSOCIATION

Article 14

Relevant bodies of the Regional organization of the Association of Special Educators and Rehabilitators of the Republic of North Macedonia are:

1. Assembly
2. President

Article 15

Assembly

The Assembly is the highest organ of the Regional unit of the Association of Special Educators and Rehabilitators of the Republic of North Macedonia.

The Assembly is composed of all members of the respective Regional unit.

Article 16

The Assembly has the following competencies:

- adopts program of activities of the respective Regional unit;
- adopts Rules of Procedures for operation;
- nominates candidate for President of the Regional unit;
- elects Secretary of the regional unit;
- reviews appeals and submits them to the Association's bodies;
- adopts annual operational and financial report;
- makes decisions for establishment of subsections within the Regional unit;
- reviews proposals and petitions from individual members of the Regional unit;
- initiates and proposes to the Association's bodies to award high social appreciations for meritorious citizens and members;
- implements other activities in accordance with the Statute and the Acts of the Association.

The Assembly of the Regional unit operates in accordance with the Association's Statute, decisions of the Assembly and the Law, and reports for its work to the Presidency and the Assembly of the Association of Special Educators and Rehabilitators of the Republic of North Macedonia.

Article 17

The Assembly works in sessions. The session is convened by the President of the Regional unit who, at the same time, is President of the Assembly. Sessions are held at least once in a year.

Assembly session can also be convened by proposal given by the President of the Association or 1/3 of the total number of Assembly members.

If the Chairman of the Assembly fails to convene a session within 15 days from the day of the given proposal, the session shall be convened by the Presidency or the Initiators.

Article 18

The incontestable decisions, attitudes and conclusions are adopted by the Assembly by a majority of the present delegates.

The decisions are then submitted to the Association's bodies, in accordance with the Statute and this Rulebook.

Article 19

President of the Regional unit of the Association

The President is representative of the Regional unit of the Association of Special Educators and Rehabilitators of the Republic of North Macedonia. He / she represents the Regional unit of the Association in relations with third parties at local level.

Article 20

The President is elected by the Assembly of the Association of Special Educators and Rehabilitators of the Republic of North Macedonia, following proposal given by the Assembly of the Regional organization by a majority of present members.

The mandate of the President is four years, with a right to be re-elected.

Article 21

The President of the regional unit has the following rights, obligations and responsibilities:

- He / she is a full member of the Assembly and the Presidency of the Association, and is responsible for implementation of the Statute, decisions, attitudes and policies of the Association within the respective Regional unit;

- He / she appoints and presides the sessions of the Assembly of the Regional unit;

- He / she prepares, defines and implements the statutory and program objectives of the Association, as well as the decisions and conclusions of the Assembly of the Regional unit;

- He / she signs all the Acts adopted by the Assembly of the Regional unit and submits them to the relevant bodies of the Association of Special Educators and Rehabilitators of the Republic of North Macedonia;

- He / she is responsible and reports to the Presidency and the Assembly regarding implementation of adopted decisions.

Article 22

Organs and bodies of the Regional organization of the Association work in accordance with rulebooks prepared by the Presidency and confirmed by the Assembly of the Association.

V. FINANCING OF THE REGIONAL ORGANIZATION OF THE ASSOCIATION

Article 23

Sources of financing of the Regional unit of the Association are:

- voluntary contributions, donations, legacies;
- donations form projects;
- grants and financial gains from various agencies and foundations;
- funds from the budgets of the municipalities, budgets of the municipalities in the City of Skopje, and budget of the City of Skopje;
- other incomes.

Article 24

Finances for the Regional unit of the Association are granted strictly with the remittance „for the regional organization _____“, and are used for achievement of the objectives set forth in the Statute and the Program for work.

Material and financial contractor is the President, and in case when he / she is absent contractor is the Vice President, based on a written authorization by the President.

Article 25

Expert-administrative and technical work of the Regional organization of the Association is performed by the Secretary of the Regional unit.

Expert-administrative and technical operations are regulated by the Rulebook adopted by the Presidency of the Association.

VI. TRANSITIONAL AND FINAL PROVISIONS

Article 26

The Regional unit of the Association stops its operations when:

- a decision for cessation of the Regional unit has been adopted , in accordance with the Statute;
- the number of members of the respective Regional unit has decreased under the number determined for establishment;

Decision for termination of a regional unit of the Association is adopted by the Assembly of the Association of Special Educators and Rehabilitators, by a majority of present members.

Article 27

Amendments to this Rulebook are made following procedures identical as for its adoption.

Initiatives for amendments of the Rulebook can be proposed by any member of the Association.

The proposal shall be reviewed by the Presidency which submits it, altogether with its opinion, to all members of the Assembly, 15 days prior to the Assembly's session.

The Assembly adopts the Rulebook by a majority of present members.

Article 28

The right for authentic interpretation of the provisions of this Rulebook has the Assembly, and between two Assemblies this right belongs to the Presidency of the Association.

Article 29

This Statute shall enter into force on the date of its adoption.

Date _____

Skopje

Association of Special Educators and Rehabilitators of the

Republic of North Macedonia

PRESIDENT

Goran Petrushev

Pursuant to Articles 9, 10, 21, 24 and 30 of the Statute of the Association of Special Educators and Rehabilitators of the Republic of Macedonia (in the further text referred as the Association), the Presidency of the Association held on 15.03.2011, bring:

RULEBOOK

for Publishing Activities of the Association of Special Educators and Rehabilitators of the Republic of Macedonia

1. BASICS ON WHICH PUBLISHING ACTIVITY IS ORGANIZED

Article 1

Rulebook for Publishing Activities of the Association (in the following text referred to as Rulebook) regulates the organization and accomplishment of publishing activities of the Association which includes publishing textbooks, monographs, studies, magazines, yearbooks, collections and other manual literature.

Article 2

The Association in the field of publishing activities performs:

- determining the conditions and needs of the publishing activities;
- improvement and modernization of the publishing activities;
- provision of material assets for publishing activities;
- coordinating publishing activities with other publishers in The Republic of Macedonia;
- encouraging the translation activities of internationally acclaimed quality textbooks, manuals and other material;
- promotion of the professional service of the publishing activities and
- other measures and activities.

Article 3

In order to organize and promote the publishing activities, the Association establishes a Publishing Commission. The Commission is a permanent committee and is composed of five members who are elected by the Presidency of the Association. The Publishing Sector is responsible for the implementation of the publishing plan and publishing activities.

Article 4

The responsibilities of this Commission are:

- proposes measures for promotion of the publishing activities of the Association;
- prepares draft plan and program for publishing activities for each school year;
- makes proposals for the publication of textbooks and teaching materials issued by the Association and proposes a print run;

- performs other activities of its field of work.

The competencies of the Publishing Sector are:

- organizing the publishing activities of the Association;
- realizing the plan for publishing and distribution activities and proposes measures for their publishing improvement;
- decides on the participation of the Alliance and the amount of funds it will participate in publications;

2. PUBLISHING ACTIVITIES

Article 5

The Association provides the funds for publishing from:

- Ministry of Finance;
- Direct cooperation with enterprises and other institutions;
- Sale of textbooks, monographs and other publications;
- The author of the textbook that the Association publishes;
- Other sources.

3. TERMS AND METHOD OF PUBLISHING TEXTBOOKS

Article 6

The costs of publishing may be covered by:

1. the author
2. The Association

1. If the author covers all costs (for printing, reviewing, proofreading, technical preparation of the text), the publishing committee should provide reviewer and seal of the Association. In that case 5% of all sales remain to the Association.

2. If the Association covers all costs, it reserves the copyright but pays for the authors rights and takes the responsibilities for the sales.

4. CATEGORIES, SCOPE AND COPIES OF THE TEXTBOOKS

Article 7

The number of copies of the books is determined by the number of readers for which it is intended, with the assumption that it will meet the needs of the readers for at least three years.

Edition of 100 copies is considered as a minimum.

4. PROCEDURE FOR PUBLISHING BOOKS

Article 8

Each textbook must be peer-reviewed.

The review is prepared by at least two experts in the scientific field from which the textbook, script or the teaching aid it is.

Article 9

The publishing committee reviews the textbook proposal and determines whether the handwriting procedure is conducted according to the provisions of this Rulebook, and that the conditions for publishing of the manuscript are fulfilled.

Article 10

Each manuscript undergoes language proofreading.

Article 11

All textbooks published by the Association on the inside of the cover sheet carry it title of the Association of Special Educators and Rehabilitators of Republic of Macedonia, number of the solution and the date of the manuscript, the categorization of the manuscript, as well as the names, titles and institutions in which the reviewers are employed.

5. COPYRIGHT FEES AND OTHER COPYRIGHT COMPENSATIONS

Article 12

Copyright fees for textbooks covered by the Association and their cost are determined by the Presidency of the Association on the proposal of the Publishing Commission.

Article 13

For a reprint with no changes and chances not more than 25%, the author is entitled to a authors fee in amount to 70%, for third and more reprinting, the author is entitled to a fee in amount to 50% of the existing authors fee.

Article 14

After the first edition of the manuscript, the author is entitled to 20, and to the following unchanged editions up to 10 free samples.

Article 15

When formulating the price, a methodology is used according to which the price of the publications is determined by the:

- printing costs,
- costs of authors rights,
- proofreading and technical editing,
- sale of the printed material/book and
- financial-administrative keeping costs and other costs.

6.

7. PROMOTION OF BOOKS

Article 16

The promotion of the textbook is done at an appropriate ceremony where the general public is present and through the promotion it introduces with the textbook.

7. TRANSITIONAL AND FINAL PROVISIONS

Article 17

This Rulebook shall enter into force on the date of its adoption.

15.03.2011

Skopje

President of the Association

Goran Petrushev

RULES ON OFFICE AND ARCHIVE OPERATION

I. GENERAL PROVISIONS

Article 1

This Rulebook is prepared on the basis of Article 42 from the Statute of the Association of Special Educators and Rehabilitators of the Republic of Macedonia, for expert-administrative technical work. It regulates the method of work and rules of dealing with documented materials in the office and archival work, created in the work of the National and Regional Office units of the Association of Special Educators and Rehabilitators (hereinafter: the Association).

II. OFFICE OPERATION

Article 2

Office work includes: receipt, review and deployment of records, keeping the acts, submission of the acts into operation, administrative-technical processing of the acts, sending of acts, divorce and classification of acts.

Article 3

The terms used in office work have the following meaning:

Act is any written composition that initiates, supplements, modifies, interrupts or terminates some action;

Attachment is a written or otherwise recorded composition (graph, chart, drawing, etc.) or a physical object annexed to the act and served to supplement, explain, or provide the content of the act;

Subject is the sum of all acts and annexes which are kept under the same basic number and refer to the same issue or task and constitute a single whole;

Documentary material is all original and reproduced material (written, cartoon, filmed, printed, photographed, mechano-graphed, phono-graphed, computer recorded and else);

Archive material is selected, original and reproduced material (written, cartoon, filmed, printed, photographed, mechano-graphed, phono-graphed, computer recorded, and the like) by lasting value of importance to the state, science, culture and other needs that arose in the work with the holder.

Article 4

Acts by their content may be of a general nature and acts of internal use.

Acts of a general nature are available to the general public while acts of internal use are available to the members of the Association.

Article 5

A basic record of the acts is kept in a Workbook. The rules of procedure are followed system of basic numbers and sub-numbers. The basic record contains the following elements: base number and sub-number and transfer of the act or object, date of receipt, data on sender or consignee, number and date of dispatch, archive sign of Association and divorce of the act or object.

The Rules of Procedure may also be run through a computer system with a special program in accordance with the provisions of this Rulebook.

Article 6

In addition to the Rules of Procedure for easier and faster handling of the acts, SDDR maintains auxiliary books on records. These are internal delivery book, mail book, inventory of acts and register.

Article 7

Applications to the national office must be registered on the same day basic record-books and auxiliary records and are submitted for work in regional units.

Article 8

Submission of cases and acts is done through the Secretary of the national office and Secretaries of regional units.

Article 9

Each regional unit has its own rules of procedure. Last year's bookstores that are lead in the regional units shall be submitted to the national office no later than the first half a month January next year.

Article 10

The acts of the Association are written in a memorandum. The memorandum must include a name and address of the recipient, brief indication of the content of the text (subject of the text), text of the act, signature of authorized person and imprint of official stamp.

Article 11

The official seal and the stamp that the Association possesses are handled by an authorized person.

III. ARCHIVE OPERATION

Article 12

Archive work includes: selecting, arranging, recording, storing and storing documented material, listing the documented material that has expired to store and destroy the proposed materials.

Article 13

To enable selection and separation of the documented material, a Plan for archival signs is adopted, List of permanent archive material, List of documented material with deadlines for its storage. The Plan and Lists are developed each year by the commission.

Article 14

Professional help in making the Plans for archival signs and Lists for the documented materials is required from the Archive of Macedonia.

30.01.2013

President of the Association

Skopje

Goran Petrushev

Pursuant to Article 9, Article 24 and Article 30 of the Statute of the Association of Special Educators and Rehabilitators of the Republic of Macedonia (in the further text referred as the Association), the Assembly of the Association at its session held on 15.03.2011, brings

THE RULEBOOK

on the manner, conditions and procedure of the awards, recognitions, charters, plaques and gratitude to honorable members and citizens

I-GENERAL PROVISIONS

Article 1

This Rulebook regulates the manner, conditions and procedure of awarding certificates, cash prize, charters, plaques and gratitude (in the further text referred as awards) to members and citizens, as well as the composition and work of the award committee as well other questions about awards, cash prizes, charters, and plaques, acknowledgments for meritorious members and citizens.

Article 2

Honorable members and citizens are physical and legal entities in the field of protection, education and rehabilitation of persons with disabilities, who are active members of the Association.

Article 3

The rewards are also given to the users, the institutions where special educators work, for creative work or continuous success in teaching or extracurricular activities.

Article 4

The awards are presented by the Association of Special Educators and Rehabilitators of the Republic of Macedonia.

Article 5

The prizes are provided by the Prof. Ljupco Ajdinski Foundation.

Article 6

The prizes are awarded on the basis of a competition announced before the regular annual meeting of the Assembly of the Association.

Article 7

The awards are given once a year in May during professional gatherings organized by the Association for a good working in the period of one year before publishing the competition.

II - COMMISSION FOR AWARDING AWARDS

Article 9

A transparent Award Commission is hereby established for transparent awarding (in the future text referred as the Commission) consisting of one representative of each institutional board operating within the Association.

Article 10

The Commission is chaired by the President elected by the members of the Commission. He/she is obliged to convene at least two sessions of the Commission.

Article 11

The first session of the Commission shall be held prior to the opening of the competition and the meeting shall be held keep minutes containing: date of the session, names of attendees and absentees members, agenda, information on the criteria for applying for awards.

The second session of the Commission shall be held no later than 10 days after the end of the competition a record containing: date of the meeting, names of attendees and absent members, agenda, information on how proposals were submitted, number of proposals that do not comply with the criteria and an explanation of them as well as information on the method of ranking the submitted proposals.

III-PROCEDURE FOR SUBMITTING AND AWARDING

Article 12

The ranking of the data received for the proposed candidates is numerical. Any satisfaction of the criteria is graded with points. The Commission prepares draft lists of the candidates who have the most points, as follows:

- List of legal entities - candidates for cash prize
- List of beneficiaries - candidates for cash prize
- List of individuals to receive recognitions, charters, gratitude.

Article 13

The draft lists are signed by the President of the Commission and submitted to the Presidency of the Association.

Article 14

The decision for awarding the prizes by public vote is made by the Presidency of the Association, and is confirmed by the Assembly of the Association.

The award decision is published in the media.

Article 15

The Assembly of the Association cannot decide on the Award without a proposal from the Commission.

Article 16

The selection of the winners is made at least 15 days prior to the holding of professional meetings in May.

Article 17

The Rulebook shall enter into force on the day of its adoption.

15.03.2011

Skopje

President of the Association

Goran Petrushev

PROGRAMES

Pursuant to Article 6 of the Law on Volunteering (“Official Gazette of the Republic of Macedonia” No. 85/07 and 161/08), Article 23 and Article 29 of the Statute of the Association of Special Educators and Rehabilitators of the Republic of Macedonia, the Assembly of the Association of Special Educators and Rehabilitators of the Republic of Macedonia brought:

P R O G R A M

For volunteering of the Association of Special Educators and Rehabilitators of the Republic of Macedonia

I. GENERAL TERMS

Article 1

This Program regulates the volunteering, the conditions and the way of performing volunteering, the rights and obligations of volunteers and the Association of Special Educators and Rehabilitators of the Republic of Macedonia (in the further text referred as the Association), the volunteering agreements and volunteering records.

Article 2

Volunteering involves the voluntary provision of personal services, knowledge and skills, and/or performing other activities for the benefit of the Association without compensation.

Volunteering under this program does not imply volunteering length of service, in accordance with the Labor Law.

Article 3

A volunteer is a person who provides services, skills and knowledge for the benefit of the Association on a voluntary basis in order to link education with work in the context of providing quality services.

Article 4

The purpose of volunteering is to provide the volunteer with in-depth training for work that requires possession of specific components, knowledge and skills of the organization or operating activities.

Volunteering contributes to improving the quality of life of people with disabilities through their active inclusion in social life, by which humane and equitable democratic society is developed.

II. TERMS, CONDITIONS AND NEEDS OF VOLUNTEERING

Article 5

A volunteer may be a domestic or foreign person under the conditions provided by law.

A volunteer may also be a minor with the written consent of his or her parents/guardians.

Article 6

The Association must not put the volunteer in an unequal position due to race, skin color, gender, age, health, that is, disability, religious, political or other beliefs, national or social origin, family status, property status, gender or gender other personal circumstances.

Article 7

The Association needs to hire volunteers to carry out their work competencies arising from the Statute and the work program or other activities in the interest of the needs of the citizens of the Republic of Macedonia and within its competences.

Article 8

This volunteering program may include:

- students who are studying
- persons with completed education (secondary, higher and higher) in order to acquire certain knowledge and skills derived from volunteering and
- other persons selected on a public call for voluntary services.

The need for engaging volunteers and the type of services of the Association provides is announced by public call on its website.

The Association of Special Education and Rehabilitation Specialists does not exclude the possibility of volunteers in particular important things to emphasize and through a public advertisement published in two daily newspapers.

Volunteers with voluntary registration can also be hired.

The need and the type referred to in paragraph (2) of this Article shall be determined by special decision of the President of the Association.

III. Rights and obligations of the volunteer and volunteer organizer

The volunteer who is engaged in providing services in the Association has the right to:

- obtain a written description of the rights and obligations that needs to be fulfilled and to be familiar with the conditions and hazards associated with volunteering before starting volunteering,
- to be familiar with the general acts of the Association, i.e. those parts which are refer to the volunteer services for which he/she is engaged,
- use occupational safety devices in accordance with occupational safety and health

regulations,

- training, if it is necessary to provide the service that is subject to the contract,
- have a leave during volunteering, if there are justifiable reasons for this,
- have a break during the day,
- be consulted and informed when deciding how to provide the services,
- compensation of pre-agreed costs related to volunteering and
- protection of privacy and personal data.

TYPE OF SERVICES

Candidates need to be proficient in computer and foreign language.

The manner of engaging the volunteers will be in accordance with the needs of the Association and the number of volunteers who will be needed to be hired will also be determined.

MANNER AND PROCEDURE FOR ENGAGEMENT

Hired volunteers will be people who believe in their own capacities, have skills to perform specific tasks, can work in teams, have a sense of depth commitment to work, people with a strong commitment and with a capacities to face challenges.

RIGHTS AND OBLIGATIONS

In order to carry out the tasks, a contract will be concluded with the selected volunteer. The contract will more closely regulate the rights and obligations of the volunteers and the Association as the organizer of the volunteer work in accordance with the legal provisions.

The Association will issue a volunteer booklet.

The volunteering contract shall specify the period for performing the volunteering work and the costs of executing it.

RECORDS

Volunteer work will be recorded by the Association i.e. by the technical secretary of the Association.

This program is adopted for the period 2013-2014.

This program comes into force on the day of its adoption and will be published on the Web site of the Association.

30.01.2013

President of the Association

Skopje

Goran Petrushev

