



Aeronautical Federation of Kosova

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# STATUTE

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# **Aeronautical Federation of Kosova**

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## Terms and definitions

<b>AFK</b>	Aeronautical Federation of Kosova
<b>FAI</b>	Fédération Aéronautique Internationale
<b>CAA</b>	Civil Aviation Authority of Kosova
<b>NOC</b>	National Olympic Committee of Kosovo
<b>MCYS</b>	Ministry of Culture, Youth and Sport of the Republic of Kosova

## AFK Statute amendment record

Amendments and complete amended versions of the FAK Statute are published on AFK web page whenever an amendment is approved by the General Assembly of AFK. The complete new Statute will be published on the official AFK webpage as soon as it is ready after each amendment.

Amendment date	Short description of amendment	Signature chairman
October 2014	Complete amendment of the statute	
April 2018	Complete reformatting and amendment of the statute	



## Chapter 1

### GENERAL PROVISIONS

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#### 1.1 Organization structure

- 1.1.1 Aeronautical Federation of Kosova (AFK) is National Air Sports Federation of Republic of Kosova consisting of national aeronautic and astronautic organizations subscribing to the Statute of AFK.
- 1.1.2 The AFK is a non-governmental and non-profit organization which refrains from involvement in racial, political, and religious differences in the course of its activities.
- 1.1.3 The AFK constitution consists of the AFK Statute and regulations, which are established by the Assembly of AFK, the Executive Board having delegated power to amend and/or create the regulations.
- 1.1.4 AFK activities include ballooning, power flying, gliding, helicopter flight, parachuting, aeromodelling, aerobatics, hang gliding, microlight and paramotor flying, amateur building of aircraft, manpowered flying, paragliding and all other aeronautic and astronautic sporting activities. They are conducted under the FAI Sporting Code.
- 1.1.5 Official bodies/elements of AFK are:
  - 1.1.5.1 **The Assembly**
  - 1.1.5.2 **The Executive Board**
  - 1.1.5.3 **The Supervisory Council**
  - 1.1.5.4 **The AFK technical and professional commissions**
- 1.1.6 The AFK is funded by member subscriptions and revenue derived from other sources.
- 1.1.7 The AFK is a non-governmental and non-profit organization established in accordance with the laws of Republic of Kosova, it is registered in the Ministry of Public Administration of the Republic of Kosova with the registration number 5100411-8 with its headquarters based in Prishtina. This Headquarters may be relocated upon a decision of the Assembly.
- 1.1.8 The AFK acts in accordance with the Statutes of Fédération Aéronautique Internationale (FAI), the regulations of the Civil Aviation Authority of Kosova (CAA), the Law on Sport of the Republic of Kosova and the National Olympic Committee of Kosovo (NOC).



## **1.2 Aims and Objectives of AFK**

- 1.2.1 The AFK as a national organization for the promotion of air sports and recreational flying aims to bring together the air sports men and women of Kosova in national competitions as well as promote these sports people in international competitions.
- 1.2.2 Promote the air sports and other aeronautical activities in the Republic of Kosova, as well as promote the Republic of Kosova abroad through its natural assets as a great potential to organize and host international competitions and other aeronautical events.
- 1.2.3 Promote physical and moral qualities, technical knowledge and skill as basic to aeronautical activities and air sports.
- 1.2.4 Educate young people through sport in the spirit of mutual understanding and friendship and develop professional aeronautical skills for young people in Kosova.
- 1.2.5 Ensure adequate access to airspace for all who wish to fly.
- 1.2.6 Provide a forum for all of its members and other stakeholders on the air sports and recreational flying for the exchange of information and discussion of mutual problems with other elements of civil aeronautics.
- 1.2.7 Assists its members in organization of any kind of activities related to air sports and recreational flying.

## **1.3 Functions and Responsibilities of AFK**

- 1.3.1 Be the final authority for all national air sport competitions and other air sport events including at multi-sport competitions.
- 1.3.2 Enforce FAI rules for all national air sport competitions.
- 1.3.3 Establish, define and verify national air and space records.
- 1.3.4 Work with other Organizations, represent and protect the interests of all AFK members and all sports man and woman in Kosova.
- 1.3.5 Evaluate the practical skills of pilots and distribute the qualification badges according FAI standards.
- 1.3.6 Establish regulations for evaluating air and space performances.

- 1.3.7 Establish regulations defining the minimum criteria required by AFK members and all sports man or woman of Kosova in order to be considered as an active member/sportiest, and be eligible to take part in national and international competitions
- 1.3.8 Establish regulations defining the period of year and criteria to exchange pilots between AFK members.
- 1.3.9 Establish regulations defining the criteria for a pilot to be a member of Kosovo National Team.
- 1.3.10 Send well ranked national pilots to international competitions organized by FAI.
- 1.3.11 Send young and prosperous pilots to the international centers for preparations and special trainings.
- 1.3.12 Reward excellence in performance and outstanding contributions to aeronautics and astronautics by awarding honors, medals, diplomas, titles, and badges, as provided for in the regulations.
- 1.3.13 Create a professional team of air sports Judges capable of representing Kosova in international competitions.
- 1.3.14 Coordinate with other Air Sports Federations on the region with the aim to exchange organizational experiences and further develop the regional cooperation and friendship.
- 1.3.15 Organize seminars and workshops with the aim to share knowledge and educate Air Sports People of Kosova for different aspects of aeronautics.
- 1.3.16 Establish and monitor the aeronautical academy with the aim to professionally train and educate young people for Air Sports and recreational flying.

## **1.4 AFK Statute**

- 1.4.1 The Statute, established by the AFK Assembly, is the fundamental rule/s of AFK and it prevails over all other AFK rules and regulations.
- 1.4.2 Changes to the Statute shall only be made by the Assembly meeting at which at least half of the accredited delegates of all Active Members of AFK with the right of vote are present and provided that the amendment/s are placed on the Agenda sent to all the Active Members of AFK at least two weeks before the Assembly meeting, with a detailed description of the proposed text. Decision shall be taken on a two thirds (2/3) majority of the votes belonging

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to the Active Members represented by accredited delegates with the right of vote present, excluding the first year Active Members, delegates of which do not have the right of vote on the Assembly until 12 months have passed from their temporary membership approval by Executive Board of AFK.

- 1.4.3 Unless otherwise defined at the time of decision, changes of the Statute shall become effective on January 1st following the Assembly meeting that approved them.

## **1.5 AFK regulations**

- 1.5.1 The AFK regulations are formal written rules, established by the Assembly or the Executive Board to guide the implementation of the Statute. They deal with operations of the organization (AFK), organization of competitions, definition of national team, rules for pilots to participate on international competitions, definition of minimum activity criteria for pilot and/or member of AFK, definition of ethical code, records, awards, badges, publications, procedural rules for the various AFK bodies and any other matter as necessary for the conduct of AFK operations and aeronautical or astronautically activities.
- 1.5.2 The creation of regulations and changes thereto may be approved and implemented by a simple majority of votes of the AFK Executive Board.

## **1.6 Logo and other representation assets**

- 1.6.1 AFK has its logo (listed below), website, bank account and permanent address.



- 1.6.2 The logo of the AFK is protected and may be used only with the permission of the Executive Board of AFK.
- 1.6.3 AFK has its round and square stamps, the use and protection of the stamps is defined with a special decision of the Executive Board.



## **1.7 AFK representation**

- 1.7.1 AFK is represented by the President. In the absence of the President, the Secretary General represents the AFK. In the absence of the President and Secretary General, the vice president represents AFK, in case the vice presidents absence too, the AFK is represented by its Executive Board member which is defined by the simple majority of the votes of Executive Board before the event of representation takes place.

## **1.8 Relation and association with other organizations**

- 1.8.1 AFK may establish relations with other organizations as are consistent with its aims and objectives. With the approval of the Assembly or the Executive Board it may join such organizations, be represented at their meetings or engage in joint undertakings with them on a permanent or temporary basis.
- 1.8.2 AFK is active member of the following organizations:
- 1.8.2.1 MCYS - Ministry of Culture, Youth and Sport of the Republic of Kosova
  - 1.8.2.2 NOC - National Olympic Committee of Kosova
  - 1.8.2.3 CAA - Civil Aviation Authority of Kosova
  - 1.8.2.4 FAI - Fédération Aéronautique Internationale

## **1.9 Management principles of AFK**

- 1.9.1 The Assembly is the highest body of the AFK, it sets the objectives of the AFK, approves the short term and long term development strategy of the AFK, elects the President, Executive Board and the Supervisory Council. The assembly may delegate some of its roles to the Executive Board only if approved by the two thirds (2/3) of accredited delegates of active members with the right of vote present at the Assembly meeting.
- 1.9.2 Executive Board of AFK is in charge of all the operations of the organization and it shall exercise authority over the other bodies of AFK, excluding the Supervisory Council of AFK.
- 1.9.3 Supervisory Council monitors the work of Executive Board and presents its report regarding the work of the Executive Board to the Assembly in the Assembly meeting.

- 1.9.4 AFK Commissions prepare and present sport/discipline advancement strategies, policies and regulations to the Executive Board of AFK. Executive Board may fully/partly approve and implement the recommendations, or disapprove the recommendation of the Commission.

## **1.10 Dissolution**

- 1.10.1 The dissolution of AFK may only be decided by an Extraordinary Assembly Meeting specially convened for that purpose. The required majority shall be two thirds (2/3) of the votes belonging to the accredited delegates of Active Members with the right of vote. The assets of AFK on dissolution shall be transferred to one or more other non-profit-making air sport organizations with similar aims to AFK's. These shall be selected by the same Extraordinary Assembly Meeting that decides on dissolution.

## Chapter 2

### Membership and Participation in AFK

#### 2.1 Classes of AFK Membership

- 2.1.1 Membership of AFK consists of national aeronautical and air sports organizations, aero clubs and associations of aeronautics registered and operating in the Republic of Kosova. There are four classes of AFK memberships, based on the number of licensed pilots which are subscribed to the member organization:
- 2.1.1.1 **Class A member** - Organization with at least five (5) pilots licensed by CAA or AFK subscribed to the organization.
- 2.1.1.2 **Class B member** - Organization with two (2) pilots licensed by CAA or AFK subscribed to the organization.
- 2.1.1.3 **Class C member** - Organization with one (1) pilot licensed by CAA or AFK subscribed to the organization.
- 2.1.1.4 **Class D member** - Organization with zero (0) pilots licensed by CAA or AFK subscribed to the organization, but with proof that there are student pilots and other aeronautics enthusiasts subscribed to it and it has some aeronautical activity recognized by AFK.
- 2.1.1.5 Organization may decide to subscribe to AFK at lower class membership (where A is the highest class and D is the lowest) than the class that it is qualified to according to the number of licensed pilots that are subscribed to it, this can be done in order to minimize the organization's membership fee towards the AFK.  
The other way around does not apply, so regardless the membership fee that the organization may be ready to pay it is not qualified for higher class if the required numbers of licensed pilots are not subscribed to it.
- 2.1.1.6 Membership evaluations are done on yearly basis, on January of each year. Organizations membership progress from lower to higher classes is strictly limited to one class a year increase, whereas the regress on classes is not limited!



## **2.2 Application for Membership**

- 2.2.1 Any organization that meets the criteria defined in 2.1.1 may submit membership application to AFK to become an active member. Applicant shall forward to the AFK Head Office a letter of application appropriately signed by its President, Secretary General or other duly authorized persons. This application shall be accompanied by:
- 2.2.1.1 Completed and signed membership application form (can be downloaded on the official webpage of AFK).
  - 2.2.1.2 Organizations Statute and other regulations.
  - 2.2.1.3 Copy of the registration certificate for organizations.
  - 2.2.1.4 The name/s of its officers and the members of its Board of Directors and the address of its headquarters.
  - 2.2.1.5 Confirmation of organizations registration to any of the municipalities of the Republic of Kosovo.

## **2.3 Evaluation of Membership application**

- 2.3.1 Executive Board of AFK shall evaluate any membership application on the first Executive Board meeting after the application has been submitted, but not later than sixty (60) days after the application has been submitted.
- 2.3.2 Executive Board may request additional information, additional documents and/or interview with the representative of applicant.
- 2.3.3 Executive Board with the simple majority of the votes may decide for approval of the organization as a Temporary Member or may reject the application.
- 2.3.4 In case when membership application is rejected the Executive Board shall issue a document with clear explanation of reasons for such decision of the Executive Board.
- 2.3.5 In case when membership application is approved, the organization immediately is granted the status of Temporary Member and its membership application is included on the agenda for the next/upcoming Assembly Meeting for voting for Active Membership as the last point of the agenda of the Assembly meeting.
- 2.3.6 Assembly shall take decision for granting the Active Member status to the applicant on a two thirds (2/3) majority of the votes belonging to accredited delegates of Active Members present in the meeting, excluding the first year Active Members delegates of which do not have the right of vote on the Assembly for 12 months from their initial membership to AFK.

- 2.3.7 In case when membership application is approved by the Assembly vote, the organization is immediately granted the status of Active Member.
- 2.3.8 In case when membership application is rejected by the Assembly vote, the organization immediately loses the status of Temporary Member and shall not submit any membership application for period of 24 months from the date of the Assembly decision.

## **2.4 Maintaining the Active Member status**

- 2.4.1 Executive Board of AFK establishes the regulation which clearly defines the required minimum criteria for a member to maintain its Active Membership status on AFK.
- 2.4.2 The evaluation of the membership status shall be performed on annual basis on the beginning of the year, and the Executive Board of AFK shall publish on AFK official website its members list including their membership status not later than 7 April of the year for the current year of membership.
- 2.4.3 In case when the Executive board of AFK evaluates that any member of AFK did not met the required minimum criteria for maintenance of Active membership status, that member should be informed for such evaluation/decision not later than 28/29 February of the year. The member which does not agree with such evaluation, has the right to complain for such decision of Executive Board and provide additional information to Executive Board that proves the member fulfills the minimum criteria defined by AFK regulation to maintain the active membership status, such complain shall be filed not later than 15 March.
- 2.4.4 In case when during the final evaluation the minimum criteria for maintenance of Active Membership status is not met by any member, the status of the member immediately is changed to Suspended Member of AFK and its membership status assessment is included as the last point of the agenda of the Assembly meeting for the next/upcoming Assembly Meeting where with the two thirds (2/3) majority of the votes belonging to accredited delegates of Active Members with the right of vote present in the meeting, the membership status is defined as Active Member or Inactive Member or for the complete removal of the organization from the list of AFK members.
- 2.4.5 In case when the status of a member changes from Active Member to Inactive Member or the complete removal of membership, the Executive Board shall immediately publish such decision of status change of member organization, and shall immediately notify the member for the change. The Executive Board cannot perform any reevaluation of membership status for inactivated member until the next period of status evaluations by the Assembly Meeting.

## **2.5 Active Member**

- 2.5.1 Active members shall define one (1) person from the organization, responsible for communication with AFK on behalf of the organization. Thus all the communication on both directions (AFK -> Active Member; Active Member -> AFK) shall be considered official only if communicated between the responsible officials and via official communication channels.
- 2.5.2 The person responsible for communication with AFK on behalf of the organization may be changed unlimited times by the organization. Whenever such change is required the AFK shall be notified immediately by the organization, otherwise the AFK continues the communication with the last person defined as responsible.
- 2.5.3 Licensed pilots, sports man and woman of any aeronautics branch/discipline of Active member have the absolute right to take part on the national competitions organized by the AFK for the branch/discipline, unless they are suspended by disciplinary commission or Executive Board.
- 2.5.4 Licensed pilots, sports man and woman of any aeronautics branch/discipline of Active member shall take part in international competitions as defined by the Executive Board regulation for participating in international competitions, unless they are suspended by disciplinary commission or Executive Board.
- 2.5.5 Active members shall be represented on AFK Assembly meetings with their delegates. The number of the delegates, voting rights, voting nature and the weight of vote for Active Members are clearly defined on Chapter 3 – The Assembly.
- 2.5.6 Active members may organize competitions for any aeronautics branch/discipline and if it is suitable ask the AFK Executive Board to include the competition on National competitions list.

## **2.6 Temporary Member**

- 2.6.1 Temporary members shall enjoy the same sporting rights as any Active Member, excluding the right to organize national competitions approved and supported by AFK.
- 2.6.2 Temporary members may be represented on the AFK Assembly Meeting with one (1) delegate as an observer with no voting power.
- 2.6.3 The communication between a Temporary Member and AFK is placed on the same level as with AFK and Active Member, and the communication is managed by the same communication principles and channels.

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## **2.7 Inactive Member**

- 2.7.1 Inactive members do not enjoy any of the sporting rights as any Active Members do.
- 2.7.2 Inactive members may be represented on the AFK Assembly Meeting with one (1) delegate as an observer with no voting power.
- 2.7.3 The communication between an Inactive Member and AFK is set to the lowest level of communication until the status of member changes.
- 2.7.4 Inactive member may contact the Executive Board of the AFK through official contacts of the Executive Board as defined on the web page of the AFK.

## **2.8 Enforcement standards for members**

- 2.8.1 All members of AFK are obliged to fully respect and obey to the statute of AFK and other regulations of AFK. It is the responsibility of any member to keep informed and updated its pilots, sports man and woman and other individuals with the rules and regulations of AFK.
- 2.8.2 Any disrespect and/or violation of the statute and/or other AFK regulation/s by a pilot, sportsman and woman or other individual is considered violation of the statute and/or other regulation of AFK by the member to whom the individual belongs and is subscribed to.
- 2.8.3 Any such violation shall be addressed by the Executive Board and other relevant AFK commissions immediately upon the reception of the information for such statute and/or regulation violation by a member.
- 2.8.4 In case of any violation the Executive Board shall establish the expert's group/disciplinary commission of three (3) up to four (4) individuals including the President of AFK, Secretary General, Head of the disciplines professional commission if applicable and if the violation has its roots from an event/competition that took place outside of country the Head of Delegation/Team for that event/competition. The commission shall evaluate the alleged violation, and provide the Executive Board with all the facts, the circumstances when the violation occurred, whether the alleged violation was willingly or knowingly committed.
- 2.8.5 The experts group/commission shall within four (4) weeks from the day of acceptance of the case, submit a report with their findings for alleged violation to Executive board, conclusion of the report may or may not include recommendation for any penalty based on the findings.

- 2.8.6 In case when experts group/commission report recommends a member to be penalized, the final approval of the penalty should be approved by the Executive Board with the simple majority of the votes.

## 2.9 Annual membership fee

- 2.9.1 All members of AFK in order to maintain the active membership status are obliged to fully execute the membership fee payment by bank transfer to AFK, latest on 31 March of the year for the membership of current year. Following are the membership fees according to the members class of membership:
- 2.9.1.1 **Class A member** - Annual fee: 400 EUR. If paid by 15 February the annual fee is: 200 EUR.
- 2.9.1.2 **Class B member** - Annual fee: 200 EUR. If paid by 15 February the annual fee is: 100 EUR.
- 2.9.1.3 **Class C member** - Annual fee: 150 EUR. If paid by 15 February the annual fee is: 75 EUR.
- 2.9.1.4 **Class D member** - Annual fee: 100 EUR. If paid by 15 February the annual fee is: 50 EUR.
- 2.9.2 In case any member fails to execute the membership payment by bank transfer within the set deadline, the member automatically loses the active membership status and gets the inactive member status.
- 2.9.3 All licensed pilots registered to AFK and subscribed as pilot to any AFK active member, in order to benefit from AFK licensing and to be eligible to take part on national and international events supported by AFK are obliged to fully execute the pilot membership fee payment by bank transfer to AFK, latest on 31 March of the year for the membership of current year. Annual pilot membership fee is: 40 EUR. If paid by 15 February the annual pilot membership fee is: 20 EUR.
- 2.9.4 All licensed pilots registered to AFK and NOT subscribed as pilot to any AFK active member, in order to benefit from AFK licensing and to be eligible to take part on national and international events supported by AFK are obliged to fully execute the pilot membership fee payment by bank transfer to AFK, latest on 31 March of the year for the membership of current year. Annual membership fee for this pilot category is: 300 EUR.

## Chapter 3

### The Assembly

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#### 3.1 The Assembly meeting

- 3.1.1 As AFK's supreme body, the Assembly shall consist of accredited delegates appointed by Active Members, AFK Executive Board, AFK Supervisory Commission, Presidents of Honor if any, and other accredited guests defined by Executive Board or observers as defined by the statute.
- 3.1.2 The Assembly of AFK shall be gathered at least once annually on a regular meeting.
- 3.1.3 The Assembly may be called for:
- 3.1.3.1 **Regular Assembly meeting**
  - 3.1.3.2 **Extraordinary Assembly meeting**
  - 3.1.3.3 **Electoral Assembly meeting**
- 3.1.4 Work of the Assembly shall be called and organized according to the regulation "Work of Assembly", regulation which is defined and approved by Assembly, and such regulation shall change only by the two thirds (2/3) of the votes of accredited delegates of Active Members present on the Assembly meeting with the right of vote.
- 3.1.5 Regular and Extraordinary Assembly meetings shall be called and organized by the Executive Board of the AFK.
- 3.1.6 Extraordinary Assembly meetings may be called and organized by the approval of fifty percent (50% + 1 vote) of accredited delegates of Active Members of AFK which have been Active Member of AFK for more than twelve (12) months.
- 3.1.7 Electoral Assembly meeting of AFK shall be called and organized by the Executive Board of the AFK upon the finalization of the mandate of the Executive Board and President.
- 3.1.8 Extraordinary Assembly meeting shall be converted to Electoral Assembly meeting only if two thirds (2/3) of accredited delegates of the Active Members with right of vote on Assembly, and present in the Assembly meeting vote for such conversion.



### 3.2 The assembly composition

- 3.2.1 Active Members official delegation to the Assembly meeting shall consist with the number of delegates accredited and guaranteed to organization based on the class of the membership of organization, such:

**Class A membership** - Four (4) delegates with the right of vote, with at least one woman delegate mandatory on delegation.

**Class B membership** - Two (2) delegates with the right of vote.

**Class C membership** - One (1) delegate with the right of vote.

**Class D membership** - One (1) delegate with the NO right of vote.

One of the delegates shall serve as Head of Delegation and its spokesman. Other members of the delegation shall obtain that individual's permission before they may address the Assembly.

A delegate representing an Active Member organization in order to be accredited must be subscribed to the organization and the AFK must be informed for such subscription at least 90 days before the date on which the Assembly Meeting takes place.

- 3.2.2 AFK Executive Board including the President, Vice president, Secretary General and other members of Executive Board shall be represented on Assembly meetings with the right of vote.
- 3.2.3 AFK Supervisory Council members shall be represented on Assembly meetings with NO right of vote.
- 3.2.4 AFK Technical and Professional Commissions shall be represented on Assembly Meeting with one (1) representative per commission with NO right of vote.
- 3.2.5 AFK partners and other parties of interest for sport and aeronautics shall be present at the Assembly meeting as observers only if such participation is explicitly stated on the agenda of the Assembly Meeting which is sent to all Active Members on call for Assembly meeting.
- 3.2.6 Temporary Members of AFK shall be represented with one (1) delegate on the Assembly Meeting as an observer with NO right of vote.
- 3.2.7 Inactive Members of AFK shall be represented with one (1) delegate on the Assembly Meeting as an observer with NO right of vote.

### **3.3 The assembly quorum and validity**

- 3.3.1 The Assembly is considered to have a minimum quorum and shall be valid only if sixty six percent (66%) of accredited delegates of Active Members of AFK which have been Active Member of AFK for more than twelve (12) months each are present and accredited at the Assembly meeting.
- 3.3.2 In case when called and gathered Assembly meeting does not meet the minimum required quorum to be considered valid, the Assembly meeting is considered invalid and failed. The caller of the Assembly has the right to properly call another Assembly Meeting which should take place not earlier than 14 days from the failed gathering and not later than 28 days from the failed Assembly gathering. In this case the minimum quorum for the Assembly meeting to be valid is set to fifty percent (50%) of accredited delegates of Active Members of AFK which have been Active Member of AFK for more than twelve (12) months each are present and accredited at the Assembly meeting.
- 3.3.3 In case when the second called and gathered Assembly meeting does not meet the minimum required quorum to be considered valid, the Assembly meeting is considered invalid and failed. The caller of the Assembly has the right to properly call another Assembly Meeting which should take place not earlier than 28 days from the failed gathering and not later than 56 days from the failed Assembly gathering. In this case the minimum quorum for the Assembly meeting to be valid is set to forty percent (40%) of accredited delegates of Active Members of AFK which have been Active Member of AFK for more than twelve (12) months each are present and accredited at the Assembly meeting.

### **3.4 Powers of the Assembly**

- 3.4.1 In accordance with the Statute and regulations, the AFK Assembly shall deal with and decide on all AFK legislative, executive and financial matters, including:
- 3.4.2 Definition of the aims, objectives and policies of the AFK, and establishment of courses of action to achieve AFK goals.
- 3.4.3 Consideration of the reports of the President, the Executive Board, Supervisory Council, Heads of Professional and Technical Commissions and other individuals and bodies as appropriate.
- 3.4.4 Approval of the AFK accounts and of the financial statements prepared by the Auditor.
- 3.4.5 Approval of the AFK development strategy for the coming year.
- 3.4.6 Decide on the classification, subscriptions and voting rights of Members.

- 3.4.7 Expulsion of Members under the provisions of the Statutes.
- 3.4.8 Taking decision on appeals against decisions of the Executive Board or the Commissions.
- 3.4.9 Approval of amendments to the Statutes.
- 3.4.10 Assignment of tasks to the Executive Board and other bodies as appropriate.
- 3.4.11 Election of the AFK President, Vice-President, Supervisory Council and the Executive Board.
- 3.4.12 Acceptance of new Members and establishment of their initial classification, subscriptions and voting rights.
- 3.4.13 Approval of proposed awards and honors.
- 3.4.14 Decisions on all other matters brought before and submitted accordingly by the Executive Board, Supervisory Council and by Active AFK Members at least 14 days before the Assembly Meeting.
- 3.4.15 Approval of the actions of the Executive Board and release of responsibility for those actions.

### **3.5 Voting at the Assembly**

- 3.5.1 Each Active Member of AFK that has been a Member of AFK for more than twelve (12) months from the initial membership to AFK and represented on the Assembly Meeting by accredited delegates shall have from zero (0) up to four (4) votes, according to the class of membership as defined at article 3.2.1. Of this document.
- 3.5.2 Decisions of the Assembly shall be taken (approved) on simple majority vote of all accredited delegates of Active Members present on the Assembly with the right of vote unless the question is a specific issue/case of AFK or its Members that is defined by any specific article of this statute and defines it differently or requires two thirds (2/3) of vote of all accredited delegates of Active Members present on the Assembly with the right of vote. Active Members of AFK holding Membership status for less than twelve (12) months from the date of Assembly meeting in which voting takes place do not have the right of vote.
- 3.5.3 For approval of AFK Statute amendment/s two thirds (2/3) of the votes of all accredited delegates of Active Members present on the Assembly with the right of vote is required.
- 3.5.4 Voting shall be by open or secret ballot. Open balloting/voting may be carried out by the hand rise; use of voting paddles or by roll call. Secret balloting shall be carried out by written

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ballots prior to which a committee of not less than three (3) persons to count the votes shall be elected by opens ballot/vote.

- 3.5.5 When voting by secret written ballot, each delegate shall be required to place in the ballot box its vote.
- 3.5.6 In the event of a tie (on open or secret voting), a second voting round shall be taken immediately.
- 3.5.7 In the event of a second tie (on open or secret voting), Assembly chairman shall place an additional vote to break the tie!



## Chapter 4

### The Executive Board of AFK

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#### 4.1 Executive Board composition

4.1.1 The AFK Executive Board shall consist of:

4.1.1.1 The President of AFK, which is the chairman of the Executive Board too

4.1.1.2 The Vice-President of AFK

4.1.1.3 The Secretary General

4.1.1.4 Four (4) board members which are elected by the Assembly

4.1.1.5 It is highly recommended that one elected board member is female or a member belonging to national minorities living in the Republic of Kosova.

4.1.2 Work of the Executive Board shall be called and organized according to the regulation "Work of the Executive Board", regulation which is defined and approved by Assembly, and such regulation shall change only by the two thirds (2/3) of the votes of the accredited delegates of Active Members present on the Assembly meeting with the right of vote.

#### 4.2 Executive Board election

4.2.1 AFK Executive Board shall be elected for a four-year (4) mandate by the Assembly of AFK on the same day when the AFK president is elected.

4.2.2 Immediately upon the election of the AFK President, the President elected has the right to propose to the Assembly the Executive Board composition, including: the Vice-president, the Secretary General, and four (4) board members. In order for the proposed Executive Board to get the mandate, the Assembly shall approve with vote of simple majority for the proposition as package. If approved by simple majority vote of the Assembly the Executive Board members are mandated and announced immediately by the chairman of the meeting.

4.2.3 In case when the proposed Executive Board composition by the President elected does not get the approval of the Assembly by the simple majority of votes, the President elected has the right to propose for the last time the Executive Board composition. The President elected may propose the same individuals or may change the Executive Board composition package partially or fully. After the second proposition the Assembly shall vote with simple majority for the proposition as package.

4.2.4 In case when the proposed Executive Board composition by the President elected does not get the approval of the Assembly by the simple majority of votes for the second time, the Executive Board members are elected by the following procedure:

4.2.4.1 Three (3) members of the Executive Board are elected directly by the Assembly vote. The accredited delegates with the right of vote on Assembly shall be given a voting ballot list, which should contain the names of all accredited delegates with the right of vote on the Assembly. Each delegate with the right of vote shall vote for exactly three (3) individuals from the list, in case when the voting ballot list has less or more than three (3) votes, the ballot is considered invalid! Upon the completion of the voting the Assembly electoral commission shall collect the ballots and shall publicly count the number of votes for each candidate and announce the results. In case there is a tie of votes, the alphabetical order by first name and last name is used to sort the list and the top 3 candidates from the list are announced the elected Executive Board members.

4.2.4.2 The candidate with the highest number of votes is directly elected the vice-president of AFK.

4.2.4.3 The President elected directly appoints two (2) board members for the Executive Board of AFK.

4.2.4.4 Secretary General in this case shall be elected directly by the Executive Board with the simple majority of votes on the first meeting of the Executive Board.

4.2.5 In case the President elected does not agree and approve to be the chairman of the elected Executive Board, the President Elected shall immediately resign, and the Assembly shall immediately announce the next Electoral meeting of the Assembly which shall take place not later than 28 days from the day of current Assembly meeting.

4.2.6 The chairman of the Executive Board due to lack of engagement, non-responsiveness and failure to properly execute the duties and obligations given by the Executive Board to any member of the board, during the Executive Board mandate may expel and replace up to two (2) Executive Board members.

4.2.7 In case the chairman of the Executive board of AFK wants to replace additional members of the board after two (2), the chairman shall get the written approval of more the 50% of the accredited delegates of Active Members with the right of vote on Assembly of AFK, or may call an Assembly meeting and ask to get such approval with simple majority of the votes.



### **4.3 Executive Board meetings**

- 4.3.1 The Executive Board of AFK shall be gathered on need basis, but not less than once quarterly.
- 4.3.2 Executive Board shall be called, organized and moderated by the President of AFK which is the chairman of the Executive Board too, whereas the notifications and other paperwork shall be handled by the Secretary General.
- 4.3.3 The immediate past President of AFK may attend Executive Board meetings with the right to speak but not right of vote.
- 4.3.4 A quorum of the Executive Board shall be not less than four (4) voting members. In the case that only four voting members are present, any decision of the Executive Board must be unanimous, and if more than four (4) voting members are present the Executive Board takes decisions on simple majority of votes.

### **4.4 Powers and Duties of the Executive Board**

- 4.4.1 The Executive Board is the executive body of the AFK, implementing the policies and decisions of the Assembly and exercising those powers of the Assembly that are delegated to it by that body.
- 4.4.2 The Assembly has delegated the power to create and/or amend the AFK regulations to the Executive Board, excluding the regulation for the "Work of Assembly", "Work of Executive Board" and "Work of Supervisory Council".
- 4.4.3 The Executive Board, chaired by the AFK President, is jointly responsible to the Assembly for all decisions made and actions taken between Assembly meetings. Its duties shall include, but not be limited to:
  - 4.4.3.1 Ensuring that the Statute and regulations are duly observed and enforced and delegated duties to its members and/or other parties are correctly exercised.
  - 4.4.3.2 Monitor and control the work of the Secretary General and provide budgetary limits and policy guidelines. Decide on any matter presented by the Secretary General and any other matter as necessary for the conduct of AFK operations and aeronautical activities.
  - 4.4.3.3 Responsibility to the Assembly for all financial and accountancy matters.
  - 4.4.3.4 Presenting to the Assembly the accounts for the past year and the proposed budget for the coming year.

- 4.4.3.5 Presenting to the Assembly the proposed classification of Active Members for the coming year along with the proposed voting rights for each class.
- 4.4.3.6 Presenting to the Assembly the projected income from members subscriptions, air sport and school activities.
- 4.4.3.7 Ensuring implementation of Assembly decisions.
- 4.4.3.8 Making decisions or recommendations on matters not covered by the Statute.
- 4.4.3.9 Establishing professional sporting and technical commissions, supervision and mentoring of the work of such commissions.
- 4.4.3.10 Establishing such working groups or commissions as it finds necessary to support its work, and disestablishing those whose work has been completed.
- 4.4.3.11 Approval of the AFK annual Sporting Calendar.
- 4.4.3.12 Appointing an Acting AFK President in the event of the AFK President's death or incapacitation or resignation.
- 4.4.3.13 Reporting on financial matters to the Assembly.
- 4.4.3.14 Evaluating new membership applications and approving or rejecting such applications.
- 4.4.3.15 Establishing the regulations for selection of national team pilots, pilot ranking regulation, regulation for registering records and other sporting regulations.
- 4.4.3.16 Appointing the AFK representatives responsible for communication with other national and international organizations.
- 4.4.3.17 Reporting on need basis to the Supervisory Council of AFK.

## **4.5 Voting at the Executive Board**

- 4.5.1.1 Each Executive Board Member of AFK shall have the right for one (1) vote on any issue that is to be voted by the Executive Board.
- 4.5.1.2 Unless differently regulated by the regulation "Work of the Executive Board", decisions of the Executive Board shall be taken (approved) on simple majority vote of all Executive Board Members present on the Executive Board meeting.

4.5.1.3 Voting on the Executive Board shall be by open ballot. Open balloting shall be carried out by the hand rise.

4.5.1.4 Voting on the Executive Board may be electronic too; conditions for such voting shall be defined on the regulation "Work of the Executive Board".

4.5.1.5 In the event of tie on voting, the chairman of the board shall place a tie-breaking vote!

## Chapter 5

### Supervisory Council

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#### 5.1 Supervisory Council composition

- 5.1.1 The AFK Supervisory Council shall consist of three (3) members with the right of vote which are appointed directly by the Assembly.
- 5.1.2 One of the members of Supervisory Council shall be named the Head of Supervisory council. The Head of Supervisory Council is named directly by the council members itself.
- 5.1.3 It is highly recommended that one elected Supervisory Council members is female or a member belonging to national minorities living in the Republic of Kosova.
- 5.1.4 Work of the Supervisory Council shall be called and organized according to the regulation "Work of the Supervisory Council", regulation which is defined and approved by Assembly, and such regulation shall change only by the two thirds (2/3) of the votes of accredited delegates of Active Members present on the Assembly meeting with the right of vote.

#### 5.2 Supervisory Council election

- 5.2.1 AFK Supervisory Council shall be elected for a (4) four-year mandate by the Assembly of AFK on the same day when the AFK president and Executive Board are elected.
- 5.2.2 Three (3) members of the Supervisory Council are elected directly by the Assembly vote. The accredited delegates with the right of vote on Assembly shall be given a voting ballot list, which should contain the names of all accredited delegates with the right of vote on the Assembly, excluding the President elected of AFK and Executive Board members elected. Each delegate with the right of vote shall vote for exactly three (3) individuals from the list, in case when the voting ballot list has less or more than three (3) votes, the ballot is considered invalid! Upon the completion of the voting the Assembly electoral commission shall collect the ballots and shall publicly count the number of votes for each candidate and announce the results. In case there is a tie of votes, the alphabetical order by first name and last name is used to sort the list and the top 3 candidates from the list are announced the elected Supervisory Council members.



### **5.3 Supervisory Council meetings**

- 5.3.1 The Supervisory Council of AFK shall be gathered on need basis, but not less than once yearly.
- 5.3.2 Supervisory Council shall be called, organized and moderated by the Head of Supervisory Council.
- 5.3.3 A quorum of the Supervisory Council shall be not less than three (3) voting members.

### **5.4 Powers and Duties of Supervisory Council**

- 5.4.1 Supervisory Council monitors the work of Executive Board.
- 5.4.2 Verifies if the Executive Board exercises its duties and powers according to the AFK statute and other regulations, verifies if the Executive Board is implementing the duties delegated by the Assembly.
- 5.4.3 Reports directly to the Assembly of AFK and presents its findings and recommendation for the Executive Board to the Assembly.
- 5.4.4 Head of Supervisory Council may request to participate on specific Executive Board meeting; in this case the President of AFK and Secretary General shall be notified by the Head of Supervisory Council prior to the meeting.
- 5.4.5 Supervisory council may interview the President of AFK and the Secretary General.
- 5.4.6 Supervisory council may request that Executive Board provide different documents with regard to the work of Executive Board.

### **5.5 Voting at the Supervisory Council**

- 5.5.1 Each Supervisory Council Member of AFK shall have the right for one (1) vote on any issue that is to be voted.
- 5.5.2 Decisions of the Supervisory Council shall be taken (approved) on simple majority vote of all Supervisory Council Members present on the meeting.
- 5.5.3 Voting on the Supervisory Council shall be by open ballot. Open balloting shall be carried out by the hand rise.

## Chapter 6

### The President of AFK

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#### 6.1 Election

- 6.1.1 The President of AFK shall be elected for a (4) four-year mandate by the Assembly from among the nominated individuals.
- 6.1.2 This election shall be by secret ballot. On the first round of voting, an absolute majority of votes of all accredited delegates of Active Members with the right of vote present of the Assembly meeting shall be required for election. If no such majority is obtained by any candidate, a second round of voting shall be conducted, and the President shall be elected by a simple majority. If there are more than two individuals standing for President and no such majority has been obtained in the second round, a third round of voting shall be conducted with the choice limited to the two candidates who received the largest numbers of votes in the second round; and the President shall be elected by a simple majority. If the second round of voting results in a tie for the second largest number of votes, there shall be a run-off round between the tied candidates to determine who shall stand against the candidate who received the largest number of votes.
- 6.1.3 A newly elected President shall take office immediately after the close of the Assembly meeting at which that election was held.

#### 6.2 Nomination of the President

- 6.2.1 Any Active Member of AFK may nominate a candidate for President of AFK. Nominee for the President of AFK must fulfill the following criteria:
- Hold the Nationality of Republic of Kosovo,
  - Shall be at least thirty (30) years old and not older than sixty five (65) years,
  - Shall be a sport/s supporter with known results on organizing of sportive activities,
  - Shall be holder of a diploma from university, collage or professional education organization,
  - Shall be fluent on speaking and writing in English language,
  - Shall hold a good record of relationship with major partners and institutions related to AFK, such: CAA, Ministry of Sports, FAI, NOC,



- Shall have a good reputation and relationship with other national and international Federations.
- 6.2.2 Nomination of a candidate for President on an Electoral Assembly Meeting shall be sent officially to the Executive Board not later than twenty one (21) days from the date that has been set for the Electoral Assembly Meeting. Direct and or ad-hoc nominations for President of AFK on Electoral Assembly Meeting are NOT allowed by the statute of AFK.
- 6.2.3 Executive Board shall inform all the Active Members for any nomination as soon as the nomination has been submitted and the nomination criteria has been fulfilled by the nominee.
- 6.2.4 In case when an Extraordinary Assembly meeting is converted to Electoral Assembly Meeting, any delegate taking part in the Assembly meeting may nominate directly a candidate for president, in this case the nominee has to fulfill the nomination criteria set by statute, in this case if there are documents required to be verified, the successful nominee which has been elected President of AFK shall provide the Assembly with such documents within fourteen (14) days. Failure to do so automatically results with discharge and expulsion of the President and limits the right of candidate to be nominated for AFK president for four (4) years.
- 6.2.5 All nominated candidates accepting the nomination for the President of AFK are obliged to present (not more than 20 min each) their plan for organizing and running the AFK and the Executive Board, before the voting for the President takes place.

### **6.3 Powers and Duties of President**

- 6.3.1 The President shall represent AFK on all occasions. The President shall exercise the widest powers permissible within the framework of the Statute and the regulations and decisions of the Assembly. The President's duties shall include:
- 6.3.1.1 Convening or having convened the Assembly meeting and Executive Board meetings.
- 6.3.1.2 Signing contracts and financial instruments, where necessary jointly with other Executive Board Members.
- 6.3.1.3 Delegating duties and to Executive members and monitoring the work delegated to any Executive Board member.
- 6.3.1.4 Designing the AFK development strategy with the board members and presenting such strategy to the Assembly.

- 6.3.1.5 Act as an ex-officio member of all AFK Commissions, attending any Commission meetings with the right of speaking and recommendations but without the right of vote, unless otherwise defined for any specific commission, such disciplinary commission.
- 6.3.1.6 When deemed appropriate, inviting any person to attend an AFK Executive Board meeting for a specific official purpose.
- 6.3.1.7 Reporting to the Assembly for the Executive Board, with recommendations for future actions.

## **6.4 President of Honor**

- 6.4.1.1 By a two thirds (2/3) majority vote of accredited delegates of Active Member with the right of vote present, the Assembly may bestow the title of President of Honor upon a former President of AFK or any other individual that the Assembly evaluates worth for the title.

## Chapter 7

### Vice President

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#### 7.1 Role and responsibility

- 7.1.1 The Vice President shall represent AFK and replace the President or Acting President of AFK in all the works determined by the Statute, anytime he/she is absent.

## Chapter 8

### The Secretary General

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#### 8.1 Duties and Responsibilities

- 8.1.1 The Secretary General shall serve as the Managing Director of AFK under the authority of the President of AFK and Executive Board and be responsible for the day to day executive and administrative functions of the AFK.
- 8.1.2 The Secretary General reports to President and the Executive Board.
- 8.1.3 The Secretary General shall administer such operations and activities as are determined by the Executive Board. Secretary General is responsible for monitoring and controlling all the projects carried out by AFK and ensuring they are finished in time and within the planned budget.
- 8.1.4 The Secretary General shall co-ordinate relations with other national and international organizations.
- 8.1.5 Each year, the Secretary General shall present an annual report to the AFK Assembly with details of Membership development, air sports development and any administrative matters he/she wishes to bring to the attention of the Assembly.
- 8.1.6 The Secretary General may participate in Commission meetings.



## Chapter 9

### AFK Finances

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#### 9.1 AFK financial accounts and Audit

- 9.1.1 The AFK financial year shall be the calendar year.
- 9.1.2 AFK income shall be applied solely in support of the aims and objectives set in statute and shall be derived from two principal sources:
  - 9.1.2.1 Membership subscriptions.
  - 9.1.2.2 Existing and future income from Government, Air sports activities, AFK training School, Donations, Marketing and other activities.
  - 9.1.2.3 The membership subscriptions payable and payment deadlines by each member class and the training school fees shall be established by Executive Board.
  - 9.1.2.4 AFK Executive Board shall maintain bank accounts and deposits as it finds appropriate for the conduct of AFK affairs and may authorize signature rights for such accounts/deposits to AFK Officers as it finds practical and appropriate
  - 9.1.2.5 Establishment of accounts/deposits and authorization of signatures shall be done by joint signature of the AFK President and the Executive Board.
  - 9.1.2.6 The AFK accounts shall be audited annually by an External Auditor approved by the Executive Board. A summary report shall be made available to all AFK Active Members.
  - 9.1.2.7 AFK shall accept responsibility for all acts carried out by the President, and the Secretary General of AFK under the terms of the AFK Constitution and in good faith.
  - 9.1.2.8 AFK may possess immovable and movable assets.
  - 9.1.2.9 The Assembly decides how the movable and immovable assets are managed and/or transferred to another legal entity, individual and/or organization.

## Chapter 10

### Transparency and Final Provisions

#### 10.1 Transparency and Public Relations

- 10.1.1 All the work of the Federation is public.
- 10.1.2 The Executive Board of AFK shall immediately publish any decision taken by this body, by emailing all Active Members and publishing the same document of the official web page of AFK.
- 10.1.3 AFK shall annually publish its annual report approved by the Assembly.
- 10.1.4 AFK shall publish the Executive Boards reports, news and other publications on its official web page.

#### 10.2 Final Provisions

- 10.2.1 Clarifications and interpretation of the Statute of AFK are done by the Assembly of AFK.
- 10.2.2 In case of amendments of statute, all the active regulations and normative acts of AFK shall be harmonized with the provisions of the amended statute, latest within 3 months from its entry into power.
- 10.2.3 In case of any discrepancies and/or missing provisions, the statutes of FAI prevail.
- 10.2.4 In cases when Kosovo Law for sports changes and due to any change the AFK statute is not in the harmony with the law, the Law of Sport prevails.
- 10.2.5 This statute has been approved in English and Albanian languages, in case of discrepancies the English version prevails.

*J. Hoxha*  
30/04/2018