



**Mednarodna  
ustanova  
Forum  
slovanskih  
kultur**  
International  
Foundation  
Forum  
of Slavic  
Cultures

Pursuant to Article 18 of the Foundations Act (Official Gazette of the RS No. 60/95) and Article 16 of the Act Founding the International Foundation – Forum of Slavic Cultures, at its regular session on 22 October 2004, the Board adopted the following Statute, which was modified according to the Board's agreement at its regular session on 2 July 2010, 5 April 2011, 21 April 2012, 11 November 2013, 4 September 2018, 20 June 2019 and in the correspondence session in December 2008, 13 September 2010, 20 February 2014 and 7 August 2015.

## **STATUTE INTERNATIONAL FOUNDATION – FORUM OF SLAVIC CULTURES**

### **Article 1**

This Statute shall lay down in detail:

- the organisation of the International Foundation – Forum of Slavic Cultures (hereinafter: International Foundation),
- the bodies of the International Foundation, their responsibilities and method of work,
- decision procedures of the bodies within the Foundation,
- the method and procedure for appointing new Board members and members of other bodies of the International Foundation,
- the extent of authorisations given to Board members and the Chairperson,
- how income is distributed,
- how the International Foundation's initial capital may be increased,
- how the International Foundation's initial capital may be decreased,
- the drawing up of the annual financial plan, programme of work and financial operations,
- the criteria for determining awards and reimbursement of travel and other expenses incurred by Board members,
- the supervision of the management and the operations of the International Foundation,
- the procedure for adopting the changes to the Statute,
- the public nature of operations,
- other issues important for the unhindered operation of the International Foundation.



**Mednarodna  
ustanova  
Forum  
slovanskih  
kultur**  
International  
Foundation  
Forum  
of Slavic  
Cultures

## **Article 2**

The name of the foundation shall be International Foundation – Forum of Slavic Cultures. The seat of the International Foundation is at Mestni trg 18, Ljubljana, Slovenia.

The International Foundation is a legal person of private law, with all the rights, obligations and responsibilities determined by the Foundations Act, this Statute and other general acts.

In accordance with Law on Foundations the Forum of Slavic Cultures is a non for profit and non-governmental organization working in public interest.

## **Article 3**

The International Foundation shall use its symbol and seal (stamp is round with inscription International Foundation Forum of Slavic Cultures on the outer edge).

## **Article 4** ***Purpose***

In order to realise its purpose the activities of the International Foundation shall be the following:

- 1) encouraging the flow of information in the area of culture among all the countries whose inhabitants speak Slavic languages;
- 2) encouraging the realisation of joint cultural projects in all areas involving the countries whose inhabitants speak Slavic languages;
- 3) setting up education programmes in the form of grants for art academies;
- 4) encouraging the mobility of artists among the countries whose inhabitants speak Slavic languages;
- 5) promotion of cultural projects, exchanges and guest appearances by participants from all the countries whose inhabitants speak Slavic languages and assistance in finding suitable partners in these countries;
- 6) supporting joint research in the area of culture;
- 7) supporting co-operation in the area of linguistics and Slavic studies in general;
- 8) organising conferences, colloquia and other gatherings;
- 9) promoting the flow of information in the area of culture, cooperation and realisation of joint cultural projects with third countries.

The internal organisation of the International Foundation must facilitate a rational and efficient functioning of the International Foundation and guarantee the fulfilment of the purpose for which it was founded.

## **Article 5** ***International Foundation Bodies***

The International Foundation shall have the following bodies:



**Mednarodna  
ustanova  
Forum  
slovanskih  
kultur**  
International  
Foundation  
Forum  
of Slavic  
Cultures

- a Board,
  - a Programme Council,
  - National Programme Councils
  - a Director,
  - Economic Club.
- Natural or legal persons that show an interest in cooperating in the International Foundation may also be admitted to membership (members).

Members (natural or legal persons) participate in the activities of the International Foundation Forum of Slavic Cultures through proposals, initiatives and other activities. Members may participate in the Board and Programme Council meetings, in which they have no right to vote, but only to express their opinion.

Members (individuals, institutions and businesses) are entitled to the Membership privileges and are obliged to pay the specified annual fee.

### ***Article 6*** ***Board Members***

Each country whose inhabitants speak Slavic languages shall appoint one member of the Board.

The Minister appointed in each country is directly also appointed as FSC Board member, upon fulfillment of the provision from the Paragraph 4 of this Article.

Pursuant to the Act founding the International Foundation, the first Board consists of 8 (eight) members. Other countries whose inhabitants speak Slavic languages can appoint their representatives at a later stage. Their mandate expires together with the mandate of other members.

Every member of the Board shall have a deputy who has full rights when deputizing for the member at Board meetings. If a board member is detained, the member country must in good time inform the Chairperson of the Board that his or her deputy will attend a meeting in his or her place.

Candidates for Board membership must give their prior consent to their membership to the Board.

### ***Article 7*** ***Mandate***

The mandate of the Board members shall last until the appointment of a new member by the member country, unless otherwise stated by the member country for its representative.

After the expiry of a mandate, a Board member may be re-elected.



**Mednarodna  
ustanova  
Forum  
slovanskih  
kultur**  
International  
Foundation  
Forum  
of Slavic  
Cultures

Six months before the expiry of a mandate the Chairperson of the Board invites the Ministries competent for FSC in the countries whose inhabitants speak Slavic languages, to appoint their member of the Board for the next mandate.

### **Article 8**

#### ***Chairperson of the Board and his or her Deputy***

The Board shall at its first meeting select a Chairperson from among the Board members. Within the interval of 3 (three) months the Board shall also elect his or her deputy.

The Chairperson shall represent the International Foundation independently and without limitations.

The Chairperson can authorize the Director as in Article 21 for certain tasks.

For transactions based on income and funds as in Article 25, with financial consequences exceeding 45.000 EUR a decision of the Board is required.

In the Chairperson's absence, the deputy shall replace the Chairperson.

### **Article 9**

#### ***Competencies of the Board***

Competencies of the Board of the International Foundation shall be the following:

- attending to the realisation of the purpose of the International Foundation,
- administrating the International Foundation,
- adopting changes and amendments to the Statute of the International Foundation,
- adopting programme of work and annual financial budget,
- adopting the financial report and the report on work for the preceding calendar year;
- managing the assets and the income belonging to the International Foundation,
- approving internal acts,
- adopting acts regulating issues important for the operation of the International Foundation,
- appointing the members of Economic Club,
- appointing the Honorary Ambassadors,
- deciding on the reduction or increase of the initial capital,
- deciding on the dissolution of the International Foundation in line with the reasons in Article 33,
- carrying out other duties in line with the founding act, this Statute and the law.



**Mednarodna  
ustanova  
Forum  
slovanskih  
kultur**  
International  
Foundation  
Forum  
of Slavic  
Cultures

In case the International Foundation has a Director and professional services, the Board:

- authorizes the Chairperson of the Board to appoint and terminate the appointment of the Director and supervise his or her work,
- authorizes the Chairperson of the Board to carry out the work of the Director in case he or she dies or becomes incompetent until a new Director is appointed, and to decide on the criteria for determining the salaries received by the Director and those employed in the professional services.

#### **Article 10** ***Operation of the Board***

The Board shall meet at least once a year.

The sessions of the Board are called and chaired by the Board Chairperson or his or her deputy.

A Board session may take the form of a correspondence session. Decision on the form of a session shall be taken by the Chairperson or the deputy or the Director.

A correspondence session may be chaired by the Director, when authorised for this by the Board Chairperson or his or her deputy.

Board members are entitled to reimbursement of their actual travel expenses and to daily allowances in an amount laid down by the regulations of the country of which they are representatives. Expenses shall be covered by the sending country.

#### **Article 11** ***Adopting Decisions***

The Board shall adopt valid decisions when the majority of Board members are present.

The Board shall base decisions on the majority of votes of all its present members.

The Board may adopt a decision by correspondence.

Decision adopted by the Board is binding for a member state only when it is agreed upon by the representative of the member state in question.

#### **Article 12**

The Board may appoint expert advisors for specific activities or projects in accordance with the programme of work and the financial plan. Expert advisors or project managers report to the Board and may be remunerated for their work by the Board.



**Mednarodna  
ustanova  
Forum  
slovanskih  
kultur**  
International  
Foundation  
Forum  
of Slavic  
Cultures

### **Article 13** ***Rules of Procedure***

The Board shall regulate its activities in more detail in the rules of procedure.

---

### **Article 14** ***Programme Council***

The Programme Council is a professional body of the International Foundation with the following competencies:

- formulating and proposing the broadest possible guidelines for the work programme of the International Foundation,
- advising the Board regarding the implementation of individual activities of the International Foundation,
- offering opinions and recommendations in connection with the activities of the International Foundation,
- it may request detailed reports on individual activities of the International Foundation.

Each country whose inhabitants speak Slavic languages can appoint its own programme council.

### **Article 15** ***Programme Council Members***

Members of the Programme Council shall be appointed by the countries whose inhabitants speak Slavic languages from the ranks of people with professional knowledge and in possession of internationally recognised experience in the area of culture or from the ranks of donors.

The following cannot be members of the Programme Council:

- Board members,
- members of the Economic Club,
- Honorary Ambassadors.

The number of Programme Council members is limited to three (3) members from each country.

The Board shall invite the competent bodies of the member countries, within a set deadline that may not be less than 14 days, to propose their representatives.

On behalf of the countries mentioned in the first paragraph of this Article, the ministers or government members that are in their own countries responsible for the operation of the



**Mednarodna  
ustanova  
Forum  
slovanskih  
kultur**  
International  
Foundation  
Forum  
of Slavic  
Cultures

International Foundation appoint the members of the Programme council. A minister or a government member of a country that is represented in the Board appoints the members of the programme council at the suggestion of the Board member from their own country.

—

**Article 16**  
***Operation of the Programme Council***

The Programme Council shall meet at least once a year.

The first meeting of the Programme Council shall be called by the Chairperson of the Board. The members of the Programme Council elect the chair of the Programme Council from among themselves.

Subsequent meetings of the Programme Council shall be called by the chair of the Programme Council at least thirty days prior to the date of the next meeting.

A Programme Council meeting may take the form of a correspondence session, which is decided by the chair of the Programme Council.

Meetings mentioned in the third and fourth paragraph of this Article may be convened by the Chairperson of the Board, who is present at these meetings but shall not have the right to vote.

**Article 17**  
***Quorum and Adoption of Decisions***

Decisions adopted by the Programme Council shall be deemed valid if the majority of countries, which appointed their representatives to the Programme Council, take part in the session.

Each country has the right of one (1) vote.

The Programme Council shall pass decisions on the basis of the majority of votes of the present countries, which appointed their representatives to the Programme Council; the only exception to this rule are the elections of the Chairperson, where the Programme Council shall pass decisions on the basis of the majority of votes of all countries, which appointed their representatives to the Programme Council.

**Article 18**  
***Mandate***

The mandate of the members of the Programme Council shall be 4 years. After the expiry of a mandate, a member of the Programme Council may be re-elected.



**Mednarodna  
ustanova  
Forum  
slovanskih  
kultur**  
International  
Foundation  
Forum  
of Slavic  
Cultures

The mandate of the chair of the Programme Council shall be 2 years.

### **Article 19** ***Rules of Procedure***

The Programme Council shall regulate its operations by the rules of procedure.

### **Article 20**

The members of the Programme Council are entitled to reimbursement of their actual travel expenses and to daily allowances in an amount laid down by the regulations of the country of which they are representatives. Expenses shall be covered by the sending country.

### **Article 21** ***Director***

The Director of the International Foundation is a management body appointed and relieved of duties by the Chairperson of the Board.

The mandate of the Director shall be 5 years. The Director can be re-appointed after expiry of this mandate.

The Director shall be authorised to represent the International Foundation in line with the authorisations given by the Board in order to conclude all legal transactions related to the activities of the International Foundation.

The Director shall organise and manage the work of the International Foundation in line with the decisions passed by the Board and on the basis of the principle of rational and efficient management.

The Director shall report to the Board.

The Director is in charge of the following tasks:

- financial operation in accordance with the financial plan,
- preparation of the draft of the programme of work and of the annual financial plan,
- preparation of the proposals of annual and periodic reports,
- preparation of the proposals of general Acts, amendments and their changes,
- organising the work of the International Foundation,
- taking part in and reporting at the sessions of the Board and the Programme Council,
- ensuring that the public and the bodies of the Foundation are regularly informed about the Activities of the Foundation,





**Mednarodna  
ustanova  
Forum  
slovanskih  
kultur**  
International  
Foundation  
Forum  
of Slavic  
Cultures

- performing other tasks in compliance with the law, this Statute, internal Acts and the instructions of the Chairperson of the Board.

The post of Director shall be based on an employment contract, concluded between the Director and the Board and signed by the Board Chairperson. The contract shall be concluded for a definite period, that is the period of the mandate.

- When the Director is absent for a considerable period of time, he or she may be deputised by a person authorised by the Director.

### **Article 22** ***Relieving the Director of his or her Duties***

The Director may be relieved of his or her duties by the Board for the following reasons:

- if the Director asks to be relieved of his or her duties,
- when the Director acts in contradiction to the purpose for which the International Foundation was established,
- the Director's employment ceases pursuant to the law for any of the reasons stated in the regulations on employment,
- if the Director in his or her work does not follow the regulations and the general acts of the International Foundation or if he or she groundlessly fails to fulfil the decisions of the Board or acts contrary to these decisions,
- if the Director by his or her actions incurs considerable damage to the International Foundation or is negligent of his or her duties so that there are or could be severe interruptions in the activities of the International Foundation.

The Board must, prior to passing a decision on relieving the Director of his or her duties, inform the Director of the reasons for this and offer him or her the chance to present his or her views on the matter.

Until a new Director is appointed, his or her duties shall be performed by the Board Chairperson or by an acting director appointed by the Board for a maximum of one year.

### **Article 23** ***Professional Services***

The International Foundation shall have its own Professional Services. The professional services shall operate under the direct supervision of the Director and are not an independent body of the International Foundation.

The professional services shall, in carrying out their duties, follow the Act on Internal Organisation and Systematisation of Employment Posts which shall be adopted by the Chairperson of the Board.

### **Article 24**



**Mednarodna  
ustanova  
Forum  
slovanskih  
kultur**  
International  
Foundation  
Forum  
of Slavic  
Cultures

### ***Economic Club and Honorary Ambassadors***

The Board may appoint Economic Club and Honorary Ambassadors of the International Foundation.

Members of the Economic Club shall be esteemed economists of the international community with merits in the area of culture.

Honorary Ambassadors shall be esteemed representatives of the international community with merits in the area of culture.

Members of the Economic Club and Honorary Ambassadors must be regularly informed on the activities of the International Foundation and its bodies.

Honorary Ambassadors shall participate in the search for new donors to the International Foundation.

The number of members of the Economic Club and Honorary Ambassadors shall not be limited.

Members of the Economic Club and Honorary Ambassadors may attend any session of the Board or the Programme Council, however, they shall not have a right to vote, only the right to express opinions and give advice.

### **Article 25**

#### ***Assets Belonging to the International Foundation and the Disposal Thereof***

The International Foundation shall obtain income and funds for fulfilling its purpose primarily from:

- the assets belonging to the International Foundation,
- annual membership fee of the member countries,
- donations (grants, gifts, inheritance and legacies donated by physical or legal persons),
- income from carrying out various activities.

In addition, the International Foundation may acquire income by:

- depositing the available financial resources in banks.

The assets may be used for:

- the fulfilment of the purpose for which the International Foundation was established,
- the management and functioning of the International Foundation.



**Mednarodna  
ustanova  
Forum  
slovanskih  
kultur**  
International  
Foundation  
Forum  
of Slavic  
Cultures

The annual membership from the second indent of the first paragraph of this Article, which is accepted by all member countries as an obligation, amounts to 15.000 EUR. The amount of the membership fee may be amended by the Board by consensus.

Funds obtained from donors may be used in line with the purpose of the donation.

- A part of the income may, on the basis of a Board decision, be used to increase the initial capital of the International Foundation. The initial capital may not be reduced except under exceptional circumstances established by the Board and following consent from the body responsible for foundations.

The Board shall be under obligation to take good care of the assets belonging to the International Foundation.

#### **Article 26**

##### ***Financial Year, Financial Plan and Financial Affairs***

The financial year shall commence on 1<sup>st</sup> of January and end on 31<sup>st</sup> December of each year.

The Director shall submit the report on work and financial operations for passing by the Board.

The Chairperson of the Board shall submit a report on the previous year's work and financial operations to the body responsible for foundations.

The International Foundation shall keep accounts in line with the legislation applying in the Republic of Slovenia.

#### **Article 27**

##### ***Cooperation with international organizations***

The International Foundation - Forum of Slavic Cultures may enter partnerships with and become member of any international organization that can help the Foundation to achieve its goals, carry out projects and reach considerable publics, if the accessed organization does not work or support ideas against any of the values that the Forum fosters in compliance with the Constituent Instrument and the Statute of the International Foundation. After becoming a member of such an organization, the Forum of Slavic Cultures with its members and personnel may act for the benefit of the accessed organization and vice versa.

#### **Article 28**

##### ***Business Confidentiality***

All documents and data determined as such by the law and other regulations shall be considered confidential.



**Mednarodna  
ustanova  
Forum  
slovanskih  
kultur**  
International  
Foundation  
Forum  
of Slavic  
Cultures

All documents and data, in particular when labelled confidential by the Board or the Director, the conveyance of which to unauthorised persons would be in conflict with the functioning of the International Foundation and would harm the interests thereof, shall also be considered confidential.

---

**Article 29**  
***Protection of Business Confidentiality***

Members of the bodies of the International Foundation, the Director, employees and associates who in any way find out about a matter labelled confidential, shall be bound to protect this confidentiality for a period of at least two years.

The Director and members of the bodies of the International Foundation shall be obliged to protect confidentiality after they have been relieved of their duties, and employees and associates after the cessation of their employment or any other form of co-operation with the International Foundation.

Members of the bodies of the International Foundation, the Director, employees and associates shall be liable for damages and criminally liable for betraying business confidentiality.

**Article 30**  
***Public Nature of the Work of the International Foundation***

The work of the bodies and professional services of the International Organisation shall be public.

Board members shall have a right to be regularly informed about the operation of the International Foundation. The Director shall be obliged to enable Board members to view the books kept by the Foundation.

**Article 31**  
***Amendments to the Statute of the International Foundation***

Any amendments to the Statute of the International Foundation shall be adopted by the Board.

The Chairperson of the Board shall submit all amendments to the competent ministry which keeps records of institutions.



**Mednarodna  
ustanova  
Forum  
slovanskih  
kultur**  
International  
Foundation  
Forum  
of Slavic  
Cultures

### **Article 32** ***Official languages***

Official languages of the Forum of Slavic Cultures are all the official Slavic languages of the countries that are members or observers in the International Foundation, while English is also used to facilitate communication.

—

### **Article 33** ***Dissolution of the International Foundation***

The International Foundation is a permanent institution.

The International Institution shall be dissolved:

- if the assets no longer suffice for the fulfilment of the purpose for which the International Foundation was established,
- if the purpose cannot be realised or becomes impossible,
- if the body responsible for foundations establishes that the conditions for the continuing existence of the International Foundation are no longer fulfilled.

In the case of dissolution of the foundation its property shall belong to the countries which contributed to the foundation's assets in the proportion in which the assets have been contributed, taking into account the entirety of the foundation's assets.

### **Article 34**

The decision on the dissolution of the International Foundation shall be adopted by the Board, taking into account the will and aim of the founder and donors.

The decision of the Board shall be carried out by the competent ministry.

### **Article 35** ***Final Provision***

This Statute shall enter into force when it has been passed.

The Board shall submit this Statute to the competent ministry.

Ljubljana, 20 June 2019

Za Forum slovanskih kultur

Andreja Rihter, PhD