



# **REGULATION**

## **of the structure and activities**

### **of Bilitis Resource Center Foundation**

#### **SECTION I: General Provisions**

**Article 1.** This Regulation governs the structure and activities of Bilitis Resource Center Foundation.

**Article 2.** The annexes to this Regulation are an integral part of it and have the force of the primary text.

#### **SECTION II: Definitions**

**Article 3.** in this Statute and its Annexes:

1. Activity should be understood as exercise of powers by decisions and actions taken or carried out based on established rules and procedures.
2. Program activity should be understood as an activity, which Bilitis Resource Center Foundation carried out in fulfillment of its mission, set in the Regulations (Statute) of the Foundation, as well as in the decisions of its authorities.
3. Administrative and financial activity should be understood as activity, performed by the Foundation, which ensures the program activity.
4. The Body of Bilitis Resource Center Foundation should be understood as managing and / or operating structures that are part of the Foundation and through which it implements its activities.
5. Staff of Bilitis Resource Center Foundation should be understood as persons in labor relations with the Foundation.
6. A project / program should be understood as a separate part of the program activity of the Foundation with its goals, activities and budget.
7. Conflict of interest should be understood as a legally regulated relationship between a member of the body or employee of the Foundation and a person in a potential contractual relationship with the Foundation.
8. Program costs should be understood as costs directly related to the activity or administering a program or project.
9. Allocating costs should be understood as identifying the link between expenditure and budget.

#### **SECTION III: Structure of Bilitis Resource Center Foundation**

**Article 4.** The activities of Bilitis Resource Center Foundation are performed by:

1. Board
2. Employees

### 3. Volunteers

**Article 5.** The administration of Bilitis Resource Center Foundation consists of:

1. Administrative Director
2. Executive Director
3. Financier
4. Communication Manager
5. Program / Project Coordinators

**5.1.** The assignment of functions to positions is regulated by an order of the Chair or Co-Chair.

**5.2.** The Co-Chair acts as Administrative Director.

## **SECTION IV: Status, rights and obligations of the authorities and employees of Bilitis Resource Center Foundation**

**Article 6.**

1. The Board manages Bilitis Resource Center Foundation within the meaning of its Statute.
2. The Administrative Director and the Financier manage the financial resources. They perform this activity in accordance with the requirements of the Statute and under the direction of the Board.
3. The Executive Director and the Coordinators carry out the program activities of Bilitis Resource Center Foundation in fulfillment of the Foundation's mission.
4. The Foundation attracts, trains and introduces volunteers to the activities, who work under the guidance of the Executive Director and the Coordinators and perform program functions.

**Article 7.**

1. The number of the Board is at least 5 (five) members.
2. The members of the Board do not receive remuneration for their activities as part of the Board.
3. The members of the Board may perform expert functions as part of the program activity of the Foundation, when this is necessary for the fulfillment of the goals of the Foundation.
4. The Board can decide on the establishment of subsidiary bodies when this is necessary to fulfill the objectives of the Foundation.

**Article 8.** The Board elects persons who are members of subsidiary bodies of Bilitis Resource Center Foundation on the basis of the following criteria:

1. Respect for the values of civil society and human rights.

2. Knowledge of the mission and activities of Bilitis Resource Center Foundation and acceptance of its goals.
3. Professional experience and contacts useful for the implementation of the activities of the Foundation for which they are engaged.

Prerequisites for objectivity in decision-making:

1. The same individuals cannot simultaneously participate in the Board and the subsidiary body.
2. Employees of Bilitis Resource Center Foundation may be included ex officio in the composition of subsidiary bodies as: members of a subsidiary body or representatives of Bilitis Resource Center Foundation in management bodies of other legal entities.

#### **Article 9.**

1. The main and auxiliary bodies of Bilitis Resource Center Foundation are elected and mandated. They are filled in by a decision of the Board. The mandate is defined in the Statute of the Foundation.
2. The employees of the Foundation are appointed by a decision of the Chair or Co-Chair of the Board.

**Article 10.** The members of the bodies, employees and volunteers of Bilitis Resource Center Foundation are obliged:

1. To know and accept its Statute and this Regulations.
2. To work to fulfill its mission.
3. To treat its property as good stewards.
4. To not disseminate inside information of Bilitis Resource Center Foundation.
5. To participate in the creation and preservation of the prestige of the foundation and its founders.

### **SECTION V: Program activity**

#### **Article 11.**

1. Decisions for program activity are carried out by the Board on the proposal of the Executive Director or the Project Coordinators.
2. The Board may delegate decision-making rights to the Executive Director.
3. When a donor of Bilitis Resource Center Foundation has explicitly reserved rights related to the absorption of the donated funds, they may assume the functions of a subsidiary body in whole or in part within the meaning of the previous paragraph.

**Article 12.** In making decisions on a specific project, the Administrative Director, the Executive Director, other employees and subsidiary bodies shall be guided by:



1. The mission of Bilitis Resource Center Foundation.
2. This Regulation.
3. Decisions, opinions and memoranda of the Board.
4. The will of the donor.
5. The principles of transparency of priorities, criteria and procedures, as well as regular and comprehensive reporting to donors and the public.

**Article 14.** The rules and procedures for handling projects, program budgets, concluding contracts and spending funds, control and evaluation of efficiency shall be approved by the Board.

## **SECTION VI: Administrative and Financial Activities**

### **A. Financial Management**

#### **Article 14.**

1. The revenues of Bilitis Resource Center Foundation are formed in budgets, which are linked to activities on the basis of agreements concluded with donors. They are structured by programs and projects.

### **B. Service contracts**

#### **Article 15.**

1. Use of expert services (consultations, analyzes, evaluations, project developments, lecture work, etc.) on the program activity, as well as of services on the administrative-financial activity is formed with contracts.
2. A party to the contracts on behalf of Bilitis Resource Center Foundation is the Co-Chair, who performs the functions of Administrative Director.
3. The Administrative Director may enter into contracts on his own initiative or at the proposal of the Executive Director, a body or an employee of Bilitis Resource Center Foundation.
4. If the amount under contract(s) is not provisioned for in the respective project budget, the Administrative Director concludes the respective contract after a sanction from the Board.

### **C. Program investments**

#### **Article 16.**

1. Decisions for investment of funds from the program budget within its limit is taken by the Administrative Director. In other cases the decision is taken by the Board on the proposal of another body or employee.
2. Decisions for investments of funds from the reserve of Bilitis Resource Center Foundation are made by the Board.

## **D. Other expenses**

**Article 17.** The use of services and the supply of materials for ensuring the current activity of Bilitis Resource Center Foundation (application, approval, payments and control) is regulated by a decision of the Administrative Director.

**Article 18.** Extraordinary expenses (expenses not provided for in the budget of Bilitis Resource Center Foundation) are eligible in the following cases:

1. By decision of State (central or local) authority.
  2. In pursuance of a court or arbitral award.
  3. In fulfillment of a concluded contract.
  4. To prevent the payment of amounts greater than the extraordinary cost.
1. A decision on the payment of extraordinary expenses is taken by the Board when the amount exceeds BGN 5 (five thousand) levs. In case of smaller amounts, the payment shall be made by order of the Administrative Director.

### **Article 19.**

1. The activities of Bilitis Resource Center Foundation, related to the use and management of the material base, are regulated in respective orders of the Administrative Director, after coordination with the Board.
2. Decisions for the provision of buildings and equipment for the benefit of other organizations are taken by the Board on the proposal of the Administrative Director.

## **E. Financial control**

**Article 20.** The Financier develops the accounting policy of Bilitis Resource Center Foundation, which is approved by a decision of the Board.

**Article 21.** The direct financial control over the payments made by Bilitis Resource Center Foundation shall be carried out by the Financier and the Administrative Director or by their order.

**Article 22.** In case of suspicion of existing conflict of interests, financial irregularities and abuses, the person concerned should immediately notify the Board.

## **SECTION VII: Transitional and final provisions**

1. The Board monitors the compliance of orders and other decisions of the Administrative Director and the Executive Director with the letter and spirit of this Regulation.
2. Changes to the rules and procedures that are part of this Regulation are possible only through appropriate changes in the Regulations.



3. The obligations of the employees of Bilitis Resource Center Foundation arising from this Regulation shall be entered in the respective job descriptions.
4. The relations not settled in these Regulation shall be settled in accordance with the normative acts in force in the country, the Statute of Bilitis Resource Center Foundation, the decisions of the Board and orders of the Administrative Director.
5. These Rules were adopted at a meeting of the Board of Bilitis Resource Center Foundation, held on January 28, 2018.
6. This Regulation and its annexes are kept by the Administrative Director. Their provision for use is by decision of the Administrative Director. The Regulation, the Annexes thereto and the ensuing orders of the ED are inside information of Bilitis Resource Center Foundation.
7. This Regulation shall enter into force on the date of its adoption.