

According to article 18 of the Changes and Amendments of the Statute of the Institute of Criminological and Sociological Research No. 11 adopted by the Board of Directors at the meeting held on 19. 01. 2020. Secretary of the Institute has submitted a revised text of the Statute of the Institute of Criminological and Sociological Research. The revised text includes:

1. Provisions of the Statute of the Institute of Criminological and Sociological Research adopted at the meeting of the Board of Directors held on 26th of March 2007 (the basic text), which was pre-approved by the Ministry of Science and Environmental Protection with the act No. 110-00-33/2007-01 from 22. 03. 2007. which excludes the section XIX Transitional and Final Provisions
2. Provisions of the Decision on Amendments and Additions of the Statute of the Institute of Criminological and Sociological Research adopted by the Board of Directors at the Meeting held on 24th of February 2011, and the proposed text was pre-approved by the Ministry of Education and Science with the act No. 011-00-26/2011-14 from 11th of April 2011 from which articles 18 and 19 have been excluded.
3. Provisions of the Changes and Amendments of the Statute of the Institute of Criminological and Sociological Research adopted by the Board of Directors at the meeting held on 19. 01. 2020.

**STATUTE OF THE INSTITUTE OF CRMINOLOGICAL AND
SOCIOLOGICAL RESEARCH
(Revised Text)**

I GENERAL PROVISION

Article 1.

This Statute determines activities and organisation of the Institute of Criminological and Sociological Research, as well as other issues in line with law.

The Institute of Criminological and Sociological Research (in the further text the Institute) founded by the Regulation the Federal

Executive Council No. 112 from 31. 05. 1960. (published in the Official Gazette – „Sluzbeni glasnik FNRJ” - No. 24 from 15th of April 1960).

The Republic of Serbia took over the characteristics of the founder of the Institute with the Decision on Conducting the Exercise of Founding Rights in public companies and institutions as well as organisations with founding rights belonging to Federal Republic of Yugoslavia (Official Gazette of the Republic of Serbia No. 49/06)

The Institute has been added to the register of the Commercial Court in Belgrade in the registration folio No. 5-254-00

The Institute is using the resources in the possession of the Republic of Serbia, in accordance with law, nature and purpose of these resources.

Article 2.

The Institute is a scientific institution, founded and organised as the institution in line with regulations on public services, which carries out activities that are of general interest of the State in the field of social sciences.

Article 3.

The Institute can change its name, location, field of work or form of organisation and conduct status changes (merging, division and separation) with the previously obtained permission from the Government.

Article 4.

The Institute has a round-shaped seal, 3cm in diameter with the following wording: „The Institute of Criminological and Sociological Research – Belgrade”.

The Institute has the square-shaped stamp with the following wording: „The Institute of Criminological and Sociological Research”, a space for the number of the act, blank space for the date of the act and the word Belgrade.

The stamp is kept in the official premises, and it can be used outside the premises in special cases when there is a need to perform an official act.

The Director of the Institute establishes the number, the method of use and preservation of the seal and the stamp through a special act.

II THE NAME AND HEADQUARTERS OF THE INSTITUTE

Article 5.

The Institute works under the name the Institute of Criminological and Sociological Research.

Article 6.

The Institute has its headquarters at the 18 Gračanička Street in Belgrade.

III ACTIVITIES OF THE INSTITUTE

Article 7.

The Institute conducts science research activities, and can also conduct other activities that are commercialising the results of research work under the condition that it does not jeopardise the quality of scientific research work.

The Institute is registered for performing the following activities:

7220 – Research and development in the social sciences.

Article 8.

The Institute can conduct scientific research and professional activities according to the market needs and the needs of organisations and bodies of the Republic of Serbia, as well as institutions, companies and individuals in Serbia and abroad, if this does not jeopardise activities from the Article 7 of this Statute.

IV INTERNAL ORGANISATION OF THE INSTITUTE

Article 9.

Internal organisation of the Institute is comprised of scientific research units, libraries, publishing and units for general and administrative work, in line with the Rule Book on organisation and systematisation of work positions at the Institute.

B REPRESENTATION OF THE INSTITUTE

Article 10.

The Director of the Institute represents the Institute according to authorisation determined by the Law and this Statute.

The Director of the Institute is authorised to make contracts and perform other legal activities in the name of the Institute, or conduct activities related to Institute's work including representing the Institute in courts.

The Director of the Institute can, within the limits of its authorities, give the written proxy regarding representation, advocacy and signing on behalf of the Institute.

The Director can give the general proxy for making one or more types of contracts, or overtaking certain legal activities, or a special proxy related to only one or more than one individually specified contracts, or for undertaking individually specified legal activities respectively.

VI THE RESPONSIBILITY OF THE INSTITUTE REGARDING OBLIGATIONS RELATED TO LEGAL TRANSACTIONS

Article 11.

The Institute is a legal entity which can participate in legal transactions, finalise legal work and conduct legal activities within its legal and commercial capacities.

The Institute with all of its resources takes the responsibility for the obligations towards third parties which stem from contracts and legal regulations or are in other way obtained.

VII INSTITUTE BODIES

Article 12.

Organs of the Institute are: the Board of Directors, the Director and the Scientific Council as the expert body of the Institute.

VIII THE BOARD OF DIRECTORS

Article 13.

The Board of Directors has 7 members who are named by the Government of the Republic of Serbia.

Four members are elected by the Government as its representatives, while other members are recommended by the Scientific Council from the group of researchers employed at the Institute.

Article 14.

The Board of Directors must have a president and a vice president.

The president of the Board of Directors is appointed by the Government and is chosen from their representatives within the Board of Directors.

The vice president of the Board of Directors is appointed and dismissed by the Board of Directors, and he or she is chosen from the group of members suggested by the Scientific Council.

The vice president of the Board of Directors has the same rights like the president of the Board of Directors in the event that he or she is absent or unable to perform the duties.

The mandate of the president, the vice president and members of the Board of Directors lasts for four years.

The president, the vice president and members of the Board of Directors can be dismissed before the mandate expires, upon personal request or upon reasonable request of the authorized applicant, in line with the law which regulates scientific research activity.

Article 15.

The president of the Board of Directors is calling meetings and governs the work of the Board.

Article 16.

The Board of Directors makes decisions with majority of the votes of its members.

There is a minute book at every meeting of the Board of Directors, and it has to be accurate, complete and credible.

Article 17.

The Board of Directors:

1. Makes the Statute of the Institute
2. Makes decisions regarding Institute's activities
3. Adopts a report on Institute's activities and annual calculation
4. Creates a Program and plan of Institute's activities, as suggested by the Director of the Institute.
5. Appoints and dismisses the Director of the Institute
6. Makes decisions on using the resources in line with law
7. Makes its rules of procedure for Institute's work
8. Conducts other work according to law and this Statute.

IX THE DIRECTOR

Article 18.

The Director governs the Institute according to law.

Article 19.

The Director of the Institute is being chosen from the group of researchers with scientific title or educational title in accordance with Law which regulates scientific activities. The Director has to be competent in the field of science he or she specialises in.

Article 20.

The Director of the Institute is employed and has a full-time position at the Institute.

The Director should be a full-time employee under open-ended contract which is in line with Law that regulates work of employees in public services.

If a person appointed as a Director is not one of the researchers with a scientific or educational title employed at the Institute, he or she is employed at the Institute as a full-time worker under open-ended contract, in accordance with Law that regulates work of employees in public services.

Article 21.

The competition for the position of the Director of the Institute is being announced by the Board of Directors no later than three months prior to the expiration of his mandate.

The Board of Directors forms a commission for enforcement of the competition proceedings. The commission comprises three members with one of them being an employed researcher, and one of them being a Bachelor of Law.

The competition for the position of the Director of the Institute must include: data about the Institute, conditions for the election of the Director, a deadline for submitting applications for the competition, the name of the person appointed to provide information about the competition, the address for submission of the applications and information on the evidence which are being submitted with applications.

The competition for the position of the Director is being published in the media. The competition stays open for at least 30 days after it has been announced.

Article 22.

The Scientific Council of the Institute gives an opinion about the candidates who have applied for the position of the Director of the Institute.

Article 23.

The Board of Directors establishes whether the requirements for appointing a proposed candidate are fulfilled in accordance with the Law which regulates scientific research activities and this Statute.

The Board of Directors is obliged to get approval from the Minister who is in charge of the scientific research activities before the proposed candidate is appointed.

Article 24.

The Board of directors makes a decision on appointing the Director of the Institute with the majority of votes of all the members of the Board of Directors.

Article 25.

The Board of Directors is obliged to inform all the participants of the competition about the appointment of the Director within eight days.

Article 26.

In the event that the four-year mandate expires, or that the Director of the Institute is dismissed before the mandate expires, and the new Director is not appointed, the Board of Directors appoints an Acting Director for a period of more than one year. During this period the Board of Directors must announce the new competition for the position of the Director of the Institute.

If the Board of Directors does not appoint a new director of the Institute after a new competition within a period stated in the Article 1 of this Statute, the Minister in charge of the scientific research activities should appoint an Acting Director for a period of over six months, and the Government dismisses current members of the Board of Directors and appoints new members.

The new Board of Directors from the paragraph 2 of this Article has the obligation to announce the new competition and appoint the new Director of the Institute. In the event that the Board of Directors does not appoint a Director of the Institute, the Government should name the new Director who is proposed by the Minister in charge of scientific research activities for a period of four years.

An Acting Director can be an appointed person with a scientific or educational title.

Article 27.

The Acting Director is employed and has a full-time position at the Institute.

Article 28.

The Acting Director has all the rights and duties as the Director of the Institute.

Article 29.

A Decision on the appointment of the Acting Director is adopted by the Board of Directors with the majority of votes of all of the members of the Board of Directors.

Article 30.

The Director of the Institute has to perform the following duties:

1. Organising and governing work at the Institute
2. Representing the Institute
3. Proposing a program, work plan and financial plan to the Board of Directors
4. Submitting a report on work activities and annual calculation to the Board of Directors
5. Executing decisions of the Board of Directors and takes measures for their implementation
6. Taking care of the legality of Institute's work and holding responsibility for it
7. Taking care of the implementation of scientific and research activities as well as on the all activities of the Institute
8. Adopts an Act on organisation and sistematization of work places at the Institute and other general acts, in line with law.

9. Making decisions on rights and responsibilities of the employees at the Institute
10. Signing contracts with legal and natural persons in the name of the Institute and for the Institute.
11. Signing contracts on Institute's collaboration with other scientific and research organisations on participation in realising collective scientific and research programs and projects while forming research teams that will work on specific project assignments.
12. Adopting individual acts in the field of work and legal relations
13. Proclaims disciplinary measures prescribed by Law and acts of the Institute.
14. Proposing candidates for editors-in-chief of publications
15. Making decisions on business trips in the country and abroad
16. Conducts other activities set by the Law, this Statute and acts of the Ministry that is in charge of scientific and research activities.

Article 31.

The Director of the Institute can be dismissed by the Board of Directors upon:

- a personal request
- or if he or she performs duties dishonourably and unprofessionally
- or upon a reasonable request by the Minister in charge of the scientific research activities
- or if he or she is convicted for a criminal offence on the basis of an executive court decision, which makes him or her unsuitable for performing the duties

The Board of Directors submits a proposal for dismissal of the Director of the Institute to the Ministry. The proposal has to be submitted along with an explanation, proofs and documentation that support reasons for dismissal of the director and opinion of the Scientific Committee of the Institute, except when the dismissal of the director is demanded individually.

The Board of Directors is dismissing the director with the previously obtained consent of the minister in charge of the scientific and research activities.

Article 32.

After the dismissal, the Director of the Institute who is employed at the Institute is being transferred to other duties in accordance with his or her scientific title.

Article 33.

The Director of the Institute must not be a member of the Board of Directors, but can be present at the meetings of the Board.

X SCIENTIFIC COUNCIL

Article 34.

The Scientific Council is an expert body of the Institute.

Article 35.

The Scientific Council has 10 members from the group of scientific researchers who have scientific or educational titles and who are employed with the full-time position at the Institute.

Members of the Scientific Council are being elected at the Assembly of the researchers who have scientific or educational titles and are employed at the Institute.

Members of the Scientific Council are being elected for the period of four years and can be re-elected several times.

Scientific Council of the Institute has a president and a deputy who are being chosen by the Scientific Council from the group of members of the Scientific Council at their first session.

Article 36.

The procedure for the election of the Scientific Council's members is being initiated by the Scientific Council in its previous convocation at least fifteen days before the mandate of the Scientific Council expires.

The commission which includes three members of the Scientific Council is being appointed by the Decision on initiating the procedure. It also establishes the date of the Assembly of Researchers and regulates issues related to the correct course of the procedure of the election of Scientific Council.

The Assembly of Researchers for the election of the Scientific Council is being convened and conducted by the Commission from the paragraph 2 of this Article.

The Assembly of Researchers for the election of the Scientific Council can be held if at least two thirds of the researchers who have scientific or educational titles and are employed at the Institute are attending.

Article 37.

In the procedure of establishing the proposal for acquisition of the scientific title the Scientific Council must have at least seven members who have the same or higher title from the one the proposed candidate is going to acquire.

Article 38.

The Scientific Council elects the president and vice president of the Scientific Council for the period of four years with the majority of votes of all the members.

Article 39.

The President of the Scientific Council schedules and conducts meetings and takes care of implementing decisions of the Scientific Council.

Article 40.

The decisions of the Scientific Council are being made with the majority of votes of the Scientific Council.

Article 41.

The Scientific Council:

1. Suggests a program of Institute's scientific research work which is in line with the strategic documents in the field of scientific and research activities.
2. Gives opinions on Director's reports in part which is related to realisation of scientific and research programs and projects.
3. Establishes a proposal for obtaining scientific titles
4. Decides on scientific titles
5. Gives opinions on candidates for the Director and the dismissal of the director to the Board of Directors
6. Gives argued proposals for appointment or dismissal of their representatives at the Board of Directors
7. Proposes purchases of equipment for scientific research
8. Appoints and dismisses editors-in-chief of journals and other publications, according to Director's suggestions
9. Conducts other activities stipulated in Law and this Statute

XI PROPERTY OF THE INSTITUTE

Article 42.

The property of the Institute comprises ownership over mobile and immobile belongings, funds and other property rights the Institute is using and governs.

The property of the Institute belongs to the state.

Article 43.

The Institute allocates and uses the resources in accordance with the Law on Resources Owned by the Republic of Serbia, Law on Accounting and Auditing and Law on Tax Procedure and Tax Administration.

XII RIGHTS, DUTIES AND RESPONSIBILITIES OF THE EMPLOYEES

Article 44.

The Director of the Institute makes individual acts which are regulating the rights and obligations of the employees which are in line with law.

Article 45.

Employment is being regulated with the work contract in accordance with law that regulates work of employees at the public services, or law which regulates work unless the previous doesn't stipulate otherwise.

Article 46.

If an employee finds that one of his or her rights has been violated by Director's act, he or she has the right to submit a complaint to the Board of Directors of the Institute.

Article 47.

Employees at the Institute are disciplinarily and financially liable for performing the work tasks and other duties,

Article 48.

The Director of the Institute decides on the disciplinary and financial liability, in accordance with the law which regulates employment.

XIII NOTIFYING EMPLOYEES

Article 49.

Employees at the Institute must be familiarised with the work of Institute's bodies as well as with their own rights, duties and responsibilities within eight days.

Notifications from the paragraph 1 of this Article are being advertised on the bulletin board, by handing written decisions or in other ways.

Employees at the Institute have the right to be personally notified on issues related to their financial position and realisation of the rights guaranteed by the work contract.

XIV TERMINATION OF EMPLOYMENT OF RESEARCHERS

Article 50.

The researcher is being dismissed by the force of law when he reaches 65 years of age and at least 15 years of insurance coverage.

Upon the proposition of the Board of Directors, the Director of the Institute can extend the work contract of the employee who is elected into the position of the Research Fellow until he or she reaches 67 years of age under the condition that it is necessary for realisation of the project in which he or she is engaged.

XV PAID LEAVE AND SUSPENSION OF EMPLOYMENT OF THE RESEARCHER

Article 51.

A researcher with a scientific title can be granted one year of paid leave for the purpose of advanced training in the field of science or for the purpose of writing a monograph if they have been employed at the institute for five years.

The Director is making a decision on allowing paid leave upon employee's request.

During the maternity leave, sick leave longer than three months, military service, conducting a public role, professional development and under other circumstances when the employer for justified reasons is not available to conduct research work, the deadlines for promotions into higher ranks and the work contracts are on pause.

XVI CONFIDENTIALITY

Article 52.

Documents and data declared as such by the law, by the act of the body in charge or by the Decision of the Board of Directors are considered as confidential.

Confidential data cannot be conveyed to the unauthorised persons.

The Director of the Institute is responsible to take care of the protection of confidential documents as well as other data that should be protected in accordance with the Data Protection Law.

The members of the Board of Directors, the Scientific Council, the Director and the employees are obliged to protect the confidential documents.

Documents and data which are public according to the law or are related to the violation of law, good business practice or business ethics cannot be considered as confidential.

The Director of the Institute or individuals he or she authorises can convey confidential information.

XVII GENERAL ACTS

Article 53.

The Statute is the fundamental general act of the Institute. Other general acts, which must be in line with the Statute, regulate work contracts, systematisation of work positions, financial activities, publishing the magazines and other publications, as well as other matters that are significant for the Institute.

Article 54.

Individual acts adopted by bodies and authorised individuals in the Institute must be in line with appropriate general acts of the Institute.

Article 55.

General acts of the Institute enter into force eight days after they have been advertised on the bulletin board.

Article 56.

The initiative for changing and amending the general acts of the Institute can be submitted by the members of the Board of Directors, the Director and the Scientific Council.

Article 57.

The interpretation of the general act of the Institute is given by the body that has created this act.

XVIII CHANGES AND AMENDMENTS OF THE STATUTE

Article 58.

Apart from the founder, the Director, the Scientific Council and members of the Board of Directors have the right to initiate the change or amendment of the Statute.

The reasonable proposal for changes and amendments of the Statute is being delivered to the Board of Directors.

The Board of Directors is making a decision on the adoption of the text of changes or amendments of the Statute.

Article 59.

Changes and amendments of the Statute, as well as the Statute enter into force on the eighth day after they were announced on the bulletin board of the Institute.

VICE PRESIDENT OF THE BOARD OF DIRECTORS



Stanko Bejatović
Stanko Bejatović, PhD