



**FEDERATA E TENISIT E KOSOVËS
TENISKA FEDERACIJA KOSOVA
KOSOVO TENNIS FEDERATION**

In accordance with Articles 27 and 31 of the Law Nr. 2003/24 on Sport, amended and supplemented by Law No. 04/L-075, and

In accordance with paragraphs 5.4, 5.5 and 17.3 of the Constitution of the Kosovo Tennis Federation dated 14 January 2012,

the Assembly of the Kosovo Tennis Federation, at its meeting held on 24 November 2018, approved this:

CONSTITUTION

OF THE KOSOVO TENNIS FEDERATION



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1. Name, Form and Address

- 1.1. The Tennis Federation of the Republic of Kosovo (henceforth “the Federation” or “FTK”), is a voluntary association of societies and organisations which have the sport of tennis as a primary occupation.
- 1.2. The Federation is a legal entity and acts in accordance with the Law on Sport, the Law on not for profit organisations, as well as normative acts and regulations of the European Tennis Federation (ETF) and International Tennis Federation (ITF).
- 1.3. The name of the Federation is **Federata e Tenisit e Kosovës**, initials FTK. Internationally the Federation shall be registered as “**Kosovo Tennis Federation**”. The Federation headquarters are in Prishtina. The Federation operates within the territory of the Republic of Kosovo.
- 1.4. The Federation has its logo, seal and flag. The logo consists of a tennis racquet and ball. The logo of the Federation is protected and can only be used with the permission of the Federation’s Board.
- 1.5. The Federation’s flag has the same form as the logo.
- 1.6. The Federation has a rectangular and a circle shaped seal, with the Federation’s logo and text:

FEDERATA E TENISIT E KOSOVËS
TENISKA FEDERACIJA KOSOVA
KOSOVO TENNIS FEDERATION

- 1.7. The headquarters-office of the Federation is in Prishtina. Address:

Kosovo Tennis Federation
House of Sports
Rr. “Agim Ramadani” Nr. 253
10000 Prishtina
Republic of Kosovo

- 1.8. The Federation opens its bank accounts in the Republic of Kosovo, in compliance with financial provisions of paragraph 13.5 of this Constitution. The current bank details are:

Bank:	Banka për Biznes Sh.a
Address:	Rr. Uçk-së nr. 41 10000 Prishtinë
Account name:	Federata e Tenisit e Kosovës
Account number:	XK05-1300-0012-0000-5130
Currencies:	EUR and USD
Swift:	BPBXXKPR

- 1.9. The Federation is a member of the Kosovo Olympic Committee (KOC), ETF and ITF. The Federation can also become a member of other domestic and international sporting associations.

The Federation works pursuant to its normative acts, and in harmony with rules and provisions of ETF and ITF, as well as those of associations in which it becomes a member of.

- 1.10. The Federation is represented by the President, or the person authorised by the President.

- 1.11. FTK cooperates with the Ministry of Youth, Culture and Sport (Department of Sport), the Association of Coaches and that of Referees, The Faculty of Physical Education, The Association of the Pedagogues of Physical Culture, and all other sporting and non-sporting associations that wish to cooperate.

- 1.12. The Federation informs the public about its work through: Bulletins, information mediums as well as press conferences. It informs its members via:

- Minutes of meetings held by its bodies and committees;
- Bulletins and other publications; and
- Written and electronic information media.

2. Goals and duties of the Federation

- 2.1. The goals of the Federation are: increased participation, qualitative development and organization of tennis; leading and organising official and non-official tennis competitions.

- 2.2. The duties of the Federation are:

- Lead the National Teams of Kosovo;
- Organise and ensure professional advancement of players, coaches, referees and supervisors;
- Help other organisations promote tennis in all its spheres of the sport, in compliance with regulations;
- Take part in the international competitions;
- Support the development of tennis in rural areas;
- Take part in the work of KOC and other sporting associations;
- Act against doping abuse, in accordance with international norms;
- Collaborate with other international sporting organisations connected to tennis.

3. Members of the Federation

- 3.1. Members of the Federation are: Tennis clubs (public and private), Association of coaches, Association of referees, Association of players, and all other associations accepted as members by the Federation. The Assembly with a majority vote accepts new Federation members.

The general and specific conditions for membership in the Federation are:

- The written declaration of the Association or the club for applying and pledging to respect the Constitution and other regulations of the Federation;
 - The registration certificate of the club or the Association;
 - The names of persons authorised as legal representatives;
 - The bank account details;
 - Payment of the membership fee.
- 3.2. The development of tennis - by organising players, sport activists and other members that are included in the Federation of their own will - is done in tennis clubs.

The organisation, rights and duties of tennis associations are regulated by the Constitution and other normative acts of the Federation as well as the international rules of tennis. Member clubs must have access to the necessary infrastructure (courts), possess the certificate of registration of the club, in compliance with the constitution.

- 3.3. For Associations of coaches, referees are organisations connected to the Federation, their rights and duties must be in compliance with the rules and Constitution of the Federation, ETF and ITF, and other regulations of the Federation.
- 3.3.1. The Associations of Referees and Coaches of Kosovo, as well as the Association of Players, form the professional tennis organisations. The Associations of Coaches and Referees execute their policies in accordance with decisions approved by the bodies of the Federation. The Associations of Coaches and Referees are obliged to report in writing to the Board every 6 months, regarding their operational and financial activities. They are also obliged to report annually to the Assembly. The Constitution of the Associations of Coaches and Referees should be in compliance with provisions of this Constitution.
- 3.3.2. The sporting activity of tennis referees, is based in amateurism, while the compensation for performing the task of referees is regulated with specific normative acts, which are approved by the Board.
- 3.3.3. Coaches and other professionals realise their rights and obligations directly from clubs - their tennis organization and employers, based on their rules of work or in amateur bases. Coaches must have the qualifying document issued by the competent bodies of the Federation, ETF, ITF or PTR (Professional Tennis Registry), in order to work as tennis coaches in tennis clubs. The issue or refusal of the license of coaches is regulated with normative acts of the Association of Coaches as well as the Professional Regulations of the Board, until such time as new conditions arise.



- 3.4. If the Associations of Coaches and Referees do not act in compliance with the Constitution and Normative Acts of the Federation, their activity shall automatically be suspended by the Board of the Federation, until new working conditions arise.
- 3.5. Every member of the Federation must pay the annual membership fee, as set by the Board.
- 3.6. A Member can leave the Federation when it meets all the financial obligations towards the Federation and the other members of the Federation.

A member can be expelled from the Federation when it breaks the rules of the Constitution and other normative acts of the Federation, or when it ceases to exist or be active.

The decision for the expulsion from the membership can be reached by the Assembly with 2/3 of votes. The effects of the expulsion will be valid from the day of the decision.

- 3.7. A member that does not engage in any activity or cooperation with the Federation for at least one year, with 2/3 of the votes of the Assembly can be classified as an Inactive Member.

The Inactive Member that restarts its activities and cooperation with the Federation, in the next Assembly meeting can be reclassified as an Active member by a majority vote of the Assembly.

- 3.8. The List of Active and Inactive Members, together with their voting rights, shall be published every year as an appendix to this Constitution.

4. The bodies of the Federation

- 4.1. The bodies of the Federation are:

- The Assembly;
- The Executive Board;
- The President;
- The Supervising Council.

5. The Assembly

- 5.1. The Assembly is highest body of the Federation and consist of delegates of Members of the Federation.

The President of the Board is also the President of the Assembly.

Active Members are represented in the Assembly of the Federation with three (3) delegates, whereas Inactive Members with one (1) delegate. The list of active and inactive members is maintained by the administration on the official website of the Federation.

The Assembly meetings can be attended by authorised delegates, as well as invited guests without the right to vote.

- 5.2. The Assembly can hold regular and extraordinary meetings.

5.2.1. The regular Assembly is held every year, and is called by the President or the Board. The invitation must be sent at least 15 days, and materials 7 days, in advance.

5.2.2. The extraordinary meeting can be called by the President, 2/3 of Members of the Federation, 2/3 of Board members and the Supervising Council. The President must call the Assembly within 30 days of the request, otherwise the initiator can also call the Assembly. The extraordinary Assembly can decide only about cases for which it was called.

- 5.3. The Assembly can reach decisions only if more than half of the Members of the Federation members are present.

- 5.4. The Assembly appoints: a) The working committee, consisting of the President of the Federation and two members proposed by delegates; b) the recorder of minutes; c) the verification committee; and d) other working bodies if necessary.

The minutes of the meeting are held and signed by the President and members of the working committee and the recorder of minutes. The procedure and work of the Assembly is prescribed in more detail in the Working Regulations of the Assembly.

5.4.1. The Assembly, with 2/3 of the votes of the members present, takes decisions for: a) Constitution changes; b) dissolving the Federation; c) expulsion of Members or their classification as Inactive; and d) dismissing the President.

5.4.2. For matters not listed in 5.4.1 above, the Assembly takes decisions with a majority vote of present members that have the right to vote.

5.4.3. The voting is public unless otherwise decided by the Assembly or is otherwise stipulated by this Constitution or other regulations.

5.4.4. The decisions of the Assembly are obligatory for all the members and bodies of the Federation.

5.5. Expenses of attending the meeting are borne by members of the Assembly themselves.

5.6. The Assembly in its activities includes the following duties:

- Approves the Constitution;
- Approves the working reports of its bodies;
- Elects and dismisses the President, Vice-Presidents and other Board members;
- Elects and discharges the Supervising Council;
- Approves the external auditor;
- Decides regarding extraordinary legal means;
- Decides on the annulling of penalties;
- Approves the financial plan of the Federation;
- Composes the policies of the Federation;
- Performs other duties in compliance with the Constitution and other acts of the Federation.

6. The Executive Board

6.1. The Executive Board of the Federation (in short “Board”) leads the activities of the Federation between two Assembly meetings.

Board meetings are called by the President, and in his/her absence by one of the Vice-Presidents or the Secretary General. The meetings can be regular or extraordinary. The extraordinary meeting can be called if more than half of the Board members agree for such a thing.

6.2. The Board numbers seven (7) members, and consists of: The President, two (2) Vice-Presidents, and four (4) other members.

6.2.1. Ethnic minorities and females must be represented in the Board of the Federation in compliance with the Law on Sport.

From the overall number of Board members, at least two (2) must be female, and at least one (1) from one of the ethnic minorities living in Kosovo.

From the 2020 regular elections, at least the President or one of the Vice-Presidents must be female in gender.

6.2.2. Board members are elected with hidden votes of the Assembly. The list of candidates includes the names of candidates and their profiles in the Board.

6.2.3. One Vice-President and two other Board members are proposed by the President.

6.2.4. One Vice-President and two other Board members are proposed Assembly members.

6.2.5. A Board member can not hold any other executive post in the Federation structure.

- 6.3. The regular mandates of the President, Vice-Presidents and Board members is four (4) years, with the right to re-election for one more mandate.

The regular elections are held after the end of the summer Olympic cycle, whereas the extraordinary elections or appointments have a mandate up to the next regular elections.

- 6.4. The procedures and decision-making of the workings of Board are regulated by the Working Regulation of the Board which is approved by the Assembly.

The Board holds meetings at least once every three months. A quorum is reached when at least four (4) members of the Board take part.

- 6.5. The Board in its activities has the following duties:

- Proposes the Constitution and other acts of the Assembly;
- Organises Assembly meetings and prepares necessary materials;
- Executes Assembly decisions;
- Approves the list of match officials and the regulations of the Federation;
- Compiles the financial and operational plan of the Federation;
- Decides on the purchase or selling of assets of the Federation;
- Appoints and dismisses the Secretary General;
- Approves the working agenda of the Professional Council;
- Elects and discharges selectors of national teams;
- Elects and discharges the Competitions Commissioner;
- Approves the reports of Councils and Committees of the Board;
- Approves the system of competitions, the calendar and propositions of competitions;
- Carries the right of organising competitions under the umbrella of the Federation;
- Sets membership fees and quotations for members of the Federation;
- Sets the value of payments for match officials;
- Decides to employ persons and co-operators in the Federation, and sets the value of their compensation packages;
- Elects and discharges members of Councils and Committees of the Board;
- Approves the participation of national teams according to the calendar of ITF/ETF;
- Decides on the venue of Team Championships, depending on requests of clubs or sponsors;
- It also makes decisions about other issues which are not the competences of the Assembly.

- 6.6. The Board can create permanent and ad-hoc committees and councils, decides on their responsibilities and elects their members. Committees and councils report to the Board about their activities.

7. The President of the Federation

7.1. The President is elected with hidden votes of the Assembly, in accordance with paragraphs 6.2 and 6.3 of the Constitution.

7.2. In exercising his role, the President has the following duties and responsibilities:

- Calls Board meetings, leads the Board and Board meetings;
- Calls and chairs Assembly meetings, and can call meetings of the Board's councils and committees;
- Represents the Board and the Federation in national and international meetings;
- Signs the Board and Assembly decisions;
- Ensures financial and operational programs are fully executed;
- Ensures the work of the Federation follows the law;
- Has the right to vote at the Board decisions and other bodies until the first session of the Assembly;
- Makes decisions in extraordinary circumstances when the Board or the Assembly cannot meet, and informs these bodies as soon as possible;
- Has the right to suspend any Board member if they are not active or their actions are not in compliance with the Constitution or normative acts of the Federation. This decision is valid until the first session of the Assembly;
- Monitors the implementation of Assembly and Board decisions;
- Implements and leads the policies of the Federation;
- He proposes the Secretary General;
- Performs other duties arising from this Constitution, and Assembly and Board decisions.

7.3. The President can be discharged from his duty before the end of the mandate if it is proved that he/she has acted in contradiction with the Constitution. The President can be dismissed if 2/3 of the delegates present at the Assembly vote to do so.

7.4. Vice-Presidents are elected by the Assembly in compliance with paragraph 6.2 and 6.3 of this Constitution. Vice-Presidents replace the President when he/she is not present in meetings or conferences and other representations.

8. The Secretary General

- 8.1. The Secretary General is appointed by the Board as proposed by the President.
- 8.2. The Secretary General has the following duties and responsibilities:
 - Runs the office of the Federation;
 - Executes decisions of the Assembly, Board and Federation committees;
 - Collaborates with ETF and ITF and other federations and sporting organisations outside Kosovo;
 - Collaborates with KOC, the Department of Sports, and other sporting organisations within Kosovo;
 - Prepares meetings of the Assembly, Board, committees and councils;
 - Attends all meetings of the bodies, councils and committees of the Federation in an advising capacity;
 - Holds contacts with medias;
 - Proposes to the Board the profile of professional-administrative partners;
 - Performs other duties deriving from other normative acts of the Federation.
- 8.3. The Secretary General establishes an employment contract with the Federation according to the Law on Employment. The Secretary General's employment can be terminated before the expiry of the contract if he/she does not perform the duties according to the normative acts. In case of his/her absence, the Secretary can be replaced by a person chosen by the Board.

9. The Supervising Council

- 9.1. The Supervising Council consist of three (3) members. Council members are elected by the Assembly with a regular four year mandate, with the right to be re-elected for one more mandate. A member of the Council cannot be a member in other bodies of the Federation.
- 9.2. The Board and all its bodies are obliged to enable the Supervising Council to practice its activity. The Supervising Council monitors the legality of the work of the Board and its bodies between two Assemblies and supervises the financial activity of the Federation. The Supervising Council reports about its activity to the Assembly. The activity of the Supervising Council is regulated with the Regulations of the Activity of Supervising Council.
- 9.3. The Supervising Council meets at least every six (6) months.

10. Councils and Committees of the Executive Board

- 10.1. Councils and Committees are established by the Board in compliance with paragraph **Error! Reference source not found.** of this Constitution.
- 10.2. For the manner of their functioning, numbers and mandates of members, as well as duties and responsibilities for such councils and committees the Board composes separate regulations. Until such time the transition provisions set in paragraph 17.2 shall prevail.
- 10.3. Councils and committees must treat all spheres and activities which relate to, but are not limited to:
- Professional matters for the professional advancement of clubs, coaches, players and referees, or their work;
 - Registration of players and other regulations related to competitions;
 - Treatment of complaints as well as disciplinary and sanitary issues;
 - Selectors and other matters related to national teams;
 - The distribution of awards and prizes.

11. Competitions

- 11.1. Official competitions in the Republic of Kosovo can be organized only by the Federation, or the body authorised by the Board. Competitions are carried out based on regulations of the Federation which ought to be in harmony with regulations of ETF and ITF.
- 11.2. Regulations and the schedule for every competition is approved by the Board.
- 11.3. Tournament organisers, during competitions are obliged to visibly display the logo of the Federation and the Ministry of Sport, as well as banners of sponsors of the Federation.

12. National teams

- 12.1. The Federation is obliged to look after its national teams. Playing for the national team of Kosovo is an obligation and honour for all its members. The Federation can issue a special regulation for national teams.
- 12.2. The T-shirts of national teams of Kosovo should have the logo of the Federation and the printed name KOSOVA.
- 12.3. The categorisation of national teams of Kosovo based on gender and age group, providing the plying facilities and equipment, selection of competent coaches and other staff, financial stimulation of national players, founding their health insurance, financial stimulation of professional staff, the obligations of clubs towards national teams, are detailed in the regulation for national teams of the Federation.

- 12.4. Selectors of national teams are appointed by the Board, based on proposals of the Professional Council. Their mandate is four years, with the right of reappointment. If the selector is also a member of the Professional Council, he/she can not vote in the Council.
- 12.5. Coaches of national teams are proposed by the national team selector and appointed by the Board, after the verification of the Professional Council.
- 12.6. To provide additional aid to national teams, such as the execution of the working program, and to increase financial resources, the Board can appoint the Director of the National Team.
- 12.7. Every member of the national team is obliged to wear the official clothing of the Federation with logos of sponsors. In case of refusal, member can not be part of the national team. If the player has a contract with another sponsor, he/she has the right to play with their own clothing, however the logo, name and colour must be those of Kosovo.

13. Financial provisions

- 13.1. The Federation is financed from:
 - Memberships;
 - Donations;
 - Marketing;
 - Income from competitions;
 - Other legal sources.
- 13.2. The President is responsible for the management of finances of the Federation, based on the financial plan and the decisions of Assembly and Board. For additional help, for work related to finances the Federation can hire employees in accordance with the Law on labour.
- 13.3. The Board approves the Regulation on Finance through which it regulates:
 - Financial and accounting policies;
 - Reimbursable expenses and the procedure for their reimbursement;
 - The pricelist for membership, referee services, and others;
 - Per-diem for coaches, players and selectors while engaged in national teams or other engagements in the name of the Federation;
 - The calendar for financial reporting to relevant institutions, such as: the relevant Ministry for Sport as well as Public Administration, donors and Assembly.
- 13.4. The cash received in relation to a specific destination, shall be used solely for that specific destination.
- 13.5. The Board can decide to open or close bank accounts. The list of active bank accounts shall be published in the official website of the Federation.
- 13.6. The Assembly can approves the per-diem, per meeting, that may be offered to:
 - Board members;
 - Members of Councils and Committees of the Assembly or of the Board.

14. Administrative-professional service

- 14.1. The Federation can employ additional staff, who will work in the professional and administrative services. For their employment and salaries decides the Board based on the proposal of the Secretary General.
- 14.2. The Federation can employ additional staff if needed to conduct certain competitions in the country.

15. Internal regulations

- 15.1. Internal regulations and competition propositions can not be changed for a season that is already under way. Exceptions to this are cases when not all is sufficiently and precisely stipulated in the relevant regulation, in which case the Board can issue a decision to regulate / specify the matter.
- 15.2. In the administrative procedures which are conducted within the competent bodies of the Federation, regular and extraordinary juridical means can be used. For administrative matters that haven't been regulated with this Constitution, the dispositions of code for administrative procedures shall be applied.
- 15.3. Regarding rights, duties and responsibilities of persons and organisations which cooperate with the Federation, the Board can take decisions only for cases that are not included in this Constitution. Decisions of Board that have been taken in accordance with paragraph **Error! Reference source not found.** of this Constitution are final, and can not be appealed.
- 15.4. Appeals against decisions of committees and other bodies of the Board can be initiated, by submitting the appeal in writing to the Board within 8 days of publishing or receipt of decision. The Board is obligated to decide based on relevant regulations no later than 30 days from the date of appeal. The decision of the Board must be sent to the appellant no later than 8 days after the decision is taken.
- 15.5. If in the final act of authorities or other bodies of Board, there is an intrusion in the approval of agreements, approval of the Constitution and other normative acts of the Federation, than the interested person, authority or organisation can initiate the procedure for legal protection. The written complaint can be sent to the President of the Assembly, within 30 days.
- 15.6. Committee of the Board for normative acts is obligated, within 15 days of receipt of a complaint, to prepare a written opinion about the merits of the complaint and send it to the President of the Assembly. The President is obligated to take the decision regarding that complaint within 8 days of receipt of the opinion from the committee.
- 15.7. The President of the Assembly can refuse the proposal for legal protection, if it has been presented after the required deadline. The decision is final and additional appeals are not allowed. If the President of the Assembly proves that the proposal has been sent on time, he/she shall forward that proposal to the Board within 15 days of reaching the decision.
- 15.8. If the decision regarding the request for a legal protection is brought, the Board is obligated to send the decision to the requester no later than 30 days from the day the decision is brought.



16. Doping

- 16.1. For the purposes of the ITF Tennis Anti-Doping Programme (TADP), the Federation organises competitions and all competitors accept rules of TADP as a condition of entry and participation in competitions.
- 16.2. The Programme is set out in full on the ITF website (www.itftennis.com/anti-doping) and in a separate rule book that is published and distributed by the ITF to National Associations, and is available upon application to the ITF.

17. Temporary and final provisions

- 17.1. This Constitution enters into force on the day of approval by the Assembly of the Federation.
- 17.2. With entry into force of this Constitution, the Constitution approved on 14 January 2012 and all its subsequent amendments cease to be in force. Exceptions to this are:
- The structure of the Board as per the Constitution of the date 14 January 2012 shall remain in power until the regular election Assembly of year 2020, and
 - The manner of functioning, numbers and mandates of members, as well as duties and responsibilities of relevant Board Councils and Committees, according to the respective paragraphs the Constitution dated 14 January 2012, shall remain in force until such time as the relevant and separate regulations are approved by the Board to replace them.
- 17.3. The final interpretation of this Constitution is the responsibility of the Assembly.
- 17.4. This Constitution may be amended by a resolution of the General Assembly with a 2/3 majority of votes.

Appendix 1 The list of members and voting rights in force on 24 November 2018

Table 1 List of active and inactive members of the Federation

#	Member	Place	Year of membership	Status	Number of delegates
1.	K.T. Prishtina	Prishtinë	1996	Active	3
2.	K.T. Prizreni	Prizren	1996	Active	3
3.	K.T. Peja	Pejë	1996	Active	3
4.	K.T. DielliX	Prishtinë	1997	Active	3
5.	K.T. Gjilani	Gjilan	1999	Inactive ¹	1
6.	K.T. Trepça	Mitrovicë	2003	Active	3
7.	K.T. Sporek	Gjakovë	2001	Active	3
8.	K.T. Drenica	Drenas	2004	Active	3
9.	T.K. Graçanica	Graçanicë	2008	Inactive ¹	1
10.	K.T. Rilindja	Prishtinë	2009	Active	3
11.	K.T. Rahoveci	Rahovec	2014	Inactive ¹	1
12.	T.K. Laki	Mitrovicë V.	2014	Inactive ¹	1
13.	T.K. Winner	Graçanicë	2016	Active	3
14.	K.T. Gjakova	Gjakovë	2017	Active	3
15.	K.T. Kalaja	Prizren	2018	Active	3
16.	T.K. Tennis Arena	Llapnasellë	2018	Active	3
17.	K.T. HotShot	Gjakovë	2018	Active	3
Total				A=13, I=4	43

Table 2 The list of ex-members of the Federation

#	Ex-member	Place	Year of membership	Date of leaving
1.	K.T. Sesahr USA	Prizren	2016	24 nëntor 2018

¹ With the decision of the Assembly on 24 November 2018.