

THE CROATIAN FOLKLORE ENSEMBLE "CROATOAN"

C O N S T I T U T I O N

1. NAME AND OBJECTIVES

- A. The name of the association shall be the Croatian Folklore Ensemble "Croatoan" (hereinafter called Croatoan).
- B. The objectives of Croatoan shall be:
- i) to promote the Croatian cultural heritage
 - ii) to encourage and facilitate contact between its members and other Croats in Canada, Croatia and other countries.
- C. The Croatian 'grb' is adopted as the symbol of Croatoan.

2. MEMBERSHIP

- A. Participation in a performing group is open to anyone who pays the annual registration fee and agrees to abide by this Constitution.
- B. Membership in Croatoan is open to anyone 18 years of age and older interested in Croatian culture who;
- i) pays the annual membership fee; and
 - ii) agrees to abide by this constitution.

3. STRUCTURE

- A. There are hereby established as principal organs of Croatoan a General Assembly, an Executive Council and an Audit Committee. Standing Committees will also be formed when deemed necessary.

B. **General Assembly**

The General Assembly consists of all members in good standing with the association and is the final authority of the association.

C. **Executive Council**

The Executive Council consists of 10 members elected at large by the General Assembly to the following positions:

- President
- two Vice-Presidents
- two Treasurers
- Secretary
- Program Co-ordinator
- Costume and Instruments Co-ordinator
- Social Co-ordinator
- Liaison Officer

Each member of the Executive Council must be a member in good standing.

D. **Audit Committee**

The Audit Committee consists of three (3) members in good standing elected at large by the General Assembly.

4. FUNCTIONS AND DUTIES

A. General Assembly

The functions and duties of the General Assembly shall be:

- a) to receive and act upon reports from the Executive Council, Audit Committee and ad-hoc committees if any;
- b) to elect members to the Executive Council and Audit Committee;
- c) to receive an annual financial statement;
- d) to determine the regular annual membership fees; and
- e) to consider proposed amendments and/or by-laws to the present constitution.

B. **Executive Council**

The functions and duties of the Executive Council as a whole shall be:

- a) to establish rules of internal procedure;
- b) to conduct the regular business of the association;
- c) to act upon specific instructions from the General Assembly;
- d) to call meetings of the General Assembly; and
- e) to prepare the agenda for the meetings of the General Assembly.

The functions and duties of individual members of the Executive Council shall be as follows.

(i) **President:**

- a) to preside as or appoint a chairperson for the meetings of the Executive Council and General Assembly;
- b) to carry-out specific instructions of the Executive Council;
- c) to make an annual report to the General Assembly;
- d) to co-ordinate the work of the Executive Council and other committees if any; and
- e) to call meetings of the Executive Council.

(ii) **Vice-presidents:**

- a) to share in the duties the president is charged with in accordance with this constitution;

- b) to work with or replace, as necessary, the president at any meeting of the Executive Council or General Assembly; and
- c) to act upon specific instructions of the Executive Council.

(iii) Treasurers:

- a) to be jointly responsible for all monies received and disbursed;
- b) to keep accurate records of all transactions;
- c) to sign all cheques;
- d) to prepare an annual financial report; and
- e) to make available books and records to the Audit Committee.

(iv) Secretary:

- a) to record all minutes of meetings of the Executive Council and General Assembly;
- b) to notify members of Council of all meetings; and
- c) to notify members of general meetings.

(v) Program Co-ordinator:

- a) to, together with the teachers, plan the activities of all performing groups;
- b) to co-ordinate the practices and performances of all performing groups;
- c) to submit a report of these activities to the Executive Council at least once a year; and
- d) to nominate teachers for the approval of the Executive Council.

(vi) Costume and Instruments Co-ordinator:

- a) to keep records of all costumes and instruments loaned to performers and returned to the association;
- b) to oversee new costume and instrument acquisitions or construction; and
- c) to make a yearly inventory of all costumes and instruments.

(vii) Social Co-ordinator:

- a) to co-ordinate the organization of social events (i.e. banquets, dances, etc.).

(viii) Liaison Officer:

- a) to attend and report on any other meetings where Croatoan is to be represented; and
- b) to act as the official contact person for Croatoan.

C. The functions and duties of the Audit Committee shall be:

- a) to audit the financial books and/or ledgers at least once a year; and
- b) to submit a report to the General Assembly at the annual general meeting.

5. MEETINGS

- A. The annual general meeting of the association must be held during the month of June.

All members in good standing must be notified by mail at least 10 days prior to the meeting.

An agenda must accompany this notice.

Quorum: Fifty percent plus one (1) of the total members in good standing, being present, shall constitute a quorum.

If a quorum is not obtained at an annual general meeting, the Executive will call a subsequent meeting at which fifty percent (50%) plus one (1) of the members in attendance shall constitute a majority.

- B. Special general meetings may be called at the request of
- i) the Executive Council, or
 - ii) twenty five (25%) per cent of the total membership.

All members in good standing must be notified in writing of a special general meeting at least five (5) days prior to the date set for the meeting.

Fifty per cent plus one (1) of the members being present shall constitute a quorum.

- C. Meetings of the Executive Council will be held at least ten times a year.

The first regular meeting of the Executive Council must be held before June 30.

A special meeting of the Executive Council may be called by:

- (i) the President; or
- (ii) at least twenty-five percent (25%) of the members of the Executive Council.

- D. Robert's Rules of Order shall be the authority for all matters of procedures at meetings.

6. ELECTIONS

- A. Members of the Executive Council and Audit Committee shall be elected at the annual general meeting.
- B. Nominations for each office may be made by any member of the general membership on motion duly seconded from the floor of the meeting.
- C. Any nominee for office has the right to refuse their nomination.
- D. Any vacancy in the Executive Council shall be filled by an election at a general meeting.

7. IMPEACHMENT

A member of the Executive Council whose acts contravene the provisions of this constitution, may be impeached at a special general meeting called for that purpose.

The member shall be given a minimum of five (5) days written notice of such a meeting, at which he/she may choose to be heard and/or represented.

The General Assembly will decide by secret ballot whether the member's term will be terminated or will continue.

8. FISCAL YEAR AND YEAR OF OPERATIONS

- A. The fiscal year will run from June 1st to May 31st.
- B. The Association's year of operation will run from June 1st to May 31st.

9. AMENDMENTS AND DISSOLUTION

- A. This Constitution may be amended at a special general meeting called for this purpose.
- B. This Constitution can be dissolved at a special general meeting called for that purpose.

Upon dissolution, all assets (costumes, instruments, etc.) will be sold with priority given to other Croatian folklore groups and all proceeds and liquid assets will be donated to a charity chosen at the special general meeting.

- C. Where a disagreement occurs as to the interpretation of this Constitution, the English version shall be deemed to be the official document.

This Constitution, as amended, was duly accepted by the membership of the Croatian Folklore Ensemble "Croatoan" at a general meeting held on September 11, 1992 at Ottawa.

This resolution was moved by Branko Susak and seconded by Rita Vlacic, was adopted by a unanimity of the members present.