

FRULA Serbian Cultural Society Bylaws

СКУД "Фрула"



2001 – 31th Ave S.W.
Calgary, AB, T2T 1T3
Email: info@frula.ca

The Statute of the Frula Serbian Cultural Society is divided into the following chapters:

1. Basic Terms of the Society
2. Basic Activity, Aims and Goals of the Society
3. Organizational Structure of the Society
4. Membership of the Society
5. Bodies of the Society
6. Artistic Instructors/Choreographers
7. Finances of the Society
8. Transparency of the Society
9. Transitional and Final Terms

1. Basic Terms of the Society

Frula Serbian Cultural Society (hereafter called Society) is a voluntary, educational, humanitarian and apolitical organization established by the Serbian people of Calgary on January 13th, 2008 with the purpose of implementing individual and group goals in the domain of cultural creativity and art as determined by this document.

Society Name

Article 1

The full name of the Society is as follows: Frula Serbian Cultural Society. The abbreviated version of the name is: Frula

Article 2

The Society has a responsibility of a legal body and the rights and liabilities pertaining to the governing of its assets in accordance with the Statute.

Article 3

The Society is represented by the President of the Society. In the event of his/her absence, the President is represented by the Vice president of the Society.

Article 4

The Society has its own Seal.

Article 5

The Society has its own emblem.

2. Basic Activity, Aims and Goals of the Society

Article 6

The Society operates as an integral part of the Serbian Congregation of Calgary which is Society's protector.

Article 7

The Society is comprised of Serbian people and others who are interested in pursuing amateur cultural activity and art regardless of their race, nationality and creed.

Article 8

In accordance with the Society's needs, the space and activities are provided by the Society's members and the Serbian Congregation of Calgary.

Article 9

In order to carry out the pre-established goals, the Society performs the following activities:

- Education of children, youth and adults and other educational activities mentioned later in the document (folk dancing classes)
- Artistic/literary creativeness and stage performance
- Other artistic activities
- Publishing brochures, music books and other educational publications
- Publishing magazines and other periodical issues
- Creation of audio and video material
- Humanitarian activity

The Society's Goals and Responsibilities Are as Follows:

Article 10

- The Society ensures that its members gain some knowledge and skills through various programs
- The Society ensures that amateurism is strengthened through performances that are open to public, concerts, plays, exhibitions, etc.
- The Society collaborates with public schools, universities, institutions, and other establishments in Canada and Serbia to enhance the quality of the programs it offers
- The Society caters to the artistic development of its youngest members by providing classes for folk dancing, choir singing, acting, art classes and other cultural activities
- The Society connects people of different nationalities thus bringing them together

Article 11

The Society's goals and responsibilities are accomplished in the following ways:

- Through systematic approach and well prepared programs that are aimed at helping the members gain necessary skills and knowledge
- By increasing the number of participants in various programs
- By encouraging the free expression of artistic qualities of its members within the Society's confines
- Through public performances, concerts, exhibits and other venues
- In collaboration with the Church Congregation of Saint Simeon Orthodox Church in Calgary the Society organizes celebrations, anniversaries and other cultural manifestations

3. Organizational Structure of the Society

Article 12

The Society implements its activities through various programs governed by respective administration boards.

Article 13

The Society offers the following programs:

- Folk dancing ensemble
- Folk dancing school for children
- Folk music orchestra
- Studio of modern dances and fitness
- Vocal group
- Drama studio
- Art classes
- Photo taking
- Library
- Choir
- Writing workshop

Article 14

Artistic instructors/choreographers are responsible for the implementation of the above mentioned programs. They are appointed by the Board of Directors.

Article 15

The programs are governed by the Society's statute. The artistic instructors are responsible for carrying out the programs which are regulated by the Statute.

4. Membership of the Society

Article 16

Any citizen of Calgary and beyond can become a member of the Society providing he/she is interested in participating in any given program, according to their ability. Members are bound by the terms and conditions of this document.

Every member's duty is to assist in carrying out the goals and responsibilities as established by the Society's statute.

Article 17

To become a member, one has to register, actively participate in activities and fulfill all financial requirements determined by the Society.

Article 18

Members can be registered a regular, assisting or honorable.

Regular members participate in various programs as determined by the Society.

Article 19

Assisting members are individuals who financially and in other ways contribute to the Society's success and performance.

Article 20

Honorable members earn this special recognition for their contributions to the Society's work.

Article 21

In accordance with the Statute, the members of the Society are responsible for fulfilling the goals established by this document. If the members or the parents of underage children are not satisfied with the work or conduct of the artistic instructors/choreographers, they need to discuss their concerns with the instructors/choreographers first. In the event they cannot reach an agreement that is satisfactory to both parties, they need to address their concerns to the Board of Directors.

Article 22

Members of the Society plan and realize their course of action and are also responsible to execute previously determined duties.

Article 23

Members of the Society are also responsible to look after their assets and take necessary measures to ensure security of those assets.

Article 24

The Board of Directors will determine the amount of monthly membership fees for any given year.

Article 25

Membership may terminate:

- When a member states in writing that he/she does not want to be a member anymore
- When a member does not participate actively in practices/classes and does not notify the instructor about the reasons for being absent

Article 26

Membership will terminate:

- When a member has been charged or convicted of a criminal act
- When a member fails to attend practices more than 2 months without valid reason
- When a member fails to pay monthly membership fees
- When a member tarnishes the reputation of the Society through inappropriate behaviour at recitals, or presentations or other public performances at which they represent the Society
- Member of the Society, who is subject to dismissal, will be informed in writing

5. Bodies of the Society

Article 27

- Society Council
- Board of Directors
- Economy of Society
- Auditing Committee

Article 28

The organization of the Society is based on the principles of right and legal work and management with the total accountability of all bodies of the Society.

Society Council

Article 29

Society Council is the highest governing body in the Society. It is made of all the legal members of the Society. Society Council constitutes:

- Society members
- Representatives of the Serbian Congregation Saint Simeon
- Minor member representatives

President of the Society Council is chosen by voting on the day of regular or ad hoc Council meeting.

President or Vice President of the Board of Directors and Society will be chosen by the Council at the annual meeting of the Society to a one year mandate, with the right to be chosen again.

Operation of the Council is managed by the president of the Society with the help of the vice president.

For legitimate work of the Council, there needs to be at least 50% of the members present.

Decisions are made by the majority vote.

All decisions are recorded by an elected member and verified by auditors who have been assigned the roles during a general meeting.

General meeting of the Society is held at least once a year or as needed. It can be regular or ad hoc, depending on the circumstances. Ad hoc meetings are regulated by the Society Statute.

Article 30

Operating Domain of the Society Council

- Approves the Statute and the amendments at the request of Board of Directors
- Verifies and acknowledges annual reviews and financial reports
- Appoints and relieves of duty president and vice-president of the Council, President of Board of Directors as well as other Board Members
- Adopts the Society plan and program
- Appoints and relieves of duty members of the Auditing Committee
- Appoints a person to be in charge of costumes and other inventory and two other assisting members
- Provides programs and statutory decisions of the Society
- Terminates the work of the Society in accordance with the Statute
- Appoints honorary members of the Society
- Involved in other domains of the Society
- The work of the Council is regulated by the Statute

Board of Directors

Article 31

Board of Directors is an executive body, which conducts the work of the Society between the annual meetings.

Board of Directors is comprised of 7 members selected from the Society. Choreographers and artistic instructors may become Board Members if they are interested in.

In the event that one or more Board Member is not willing to be part of Board of Directors for valid reason, Board of Directors is entitled to choose another member(s) in accordance with their own unanimous decision.

Mandate of the Board Members is one year with the right to be chosen again.

Board Members are: the president, Vice-president, secretary, a treasurer and three other members.

Board Members are elected by the Society Council.

Choreographers and other performing arts instructors who are not sitting on Board of Directors can attend the Board meetings, provide input and suggestions to further advance the work of the Society but do not have the right to vote.

Article 32

Board of Directors decisions are made by the majority vote during their regular meetings. The president of the Board of Directors and Society calls meetings as needed or at the request of Board Members. Board Members are responsible to notify members of the Society on date, place and time of an annual Council. Notification must be sent one week prior to the Council meeting to allow members enough time for preparation.

In implementation of their function Board of Directors have the following duties and responsibilities:

- Implement Statute and other acts of the Society
- Calls regular and ad hoc Council meetings
- Submit a work report to the Council members
- Implement Council decisions
- Suggest measures to advance the work of the Society
- Consider and adopt or dismiss decisions made by the president
- Decide how to allocate available resources in order to carry out planned programs and activities
- Carry out operational plans of the Society
- Run the Society between two Council meetings

FRULA Serbian Cultural Society

- Appoint and relieve of duty qualified instructors. If instructors are at the same time member of Board of Directors - the Board of Directors will advise with Auditing Committee and make decision on possible relieve of certain duty.
- Adopt year end financial report
- Coordinate the work of all artistic instructors
- Strike temporary committees to advance the work of the entire Society
- Decide on the amount of monthly payments to the artistic instructors
- Implement other decisions in accordance with the Statute

Article 33

Boards of Directors meet at least once a month or as needed.

President of the Board of Directors is responsible to conduct meetings. In his/her absence vice-president manages meetings or another authorized Board Member.

The meeting can be called at the request of four Board Members.

Article 34

Responsibilities of the President of the Board of Directors and the Society

- Represents the Society
- Signs contracts and other agreements of the Society
- Conducts meetings
- Coordinates the work within Society
- Suggests measures to the Board Members to advance the Society
- Is a financial constituent
- In his/her absence is replaced by the vice-president

Article 35

Secretary of the Board of Directors and the Society

Secretary is appointed by the Society Council to a one year mandate. The duties and responsibilities are as follows:

- Implements decisions made by the bodies of the Society
- Prepares Board meetings
- At the request of the Board Members prepares Council meetings
- In cooperation with the President coordinates the work of all instructors
- Responsible for keeping meeting minutes and filing of documentation
- Responsible for Society correspondence

FRULA Serbian Cultural Society

- Oversees the work of people in charge of costumes and other inventory of the Society (explained in more details in Article 34.)
- Signs cheques, oversees expenses and earnings
- Organizes out of country visits and is responsible to provide travel permits in a timely manner (visas)

For his/her work is directly responsible to the president of the Society.

Article 36

Treasurer

- Responsible for financing
- Cooperates with the Accountant of the Society
- Collects monthly membership fees
- Provides reports of financial transactions to the secretary and Board Members
- Performs other duties as necessary
- Organizes member lists and keeps track of new members

Article 37

Economy of the Society

Council appoints two people and an assisting member to look after folk costumes and other inventory of the Society. They are responsible for the following:

- Keep a running record of all inventory
- Ensure that members sign out a form (please see the attachment) and give a cheque in the amount of \$100.00 before they check out costumes
- Ensure that costumes are returned intact or the Society reserves the right to deposit the cheque

Article 38

Auditing Committee

The Auditing Committee is elected by the Council members and is ultimately responsible to the Council for its work.

The Auditing Committee is comprised of three members; one of which is the president and the other two members. They are appointed by the Society Council.

Article 39

Auditing committee has the following rights and responsibilities:

FRULA Serbian Cultural Society

- Overlooks financial transactions of the Society and creates a report at least once in 6 months. In case of irregularities calls an ad hoc Council meeting to resolve issues
- Checks and approves final balance sheets
- Submits a report about Society's progress
- Review initiatives for undertaking action within its authority
- Issues orders for undertaking steps and recommend the same to the Society Council.

Article 40

Members of the Auditing Committee have the right to attend meetings of various bodies of the Society. They are entitled to provide their insight but have no right to vote.

The Auditing committee is responsible to make sure that financial and other transactions of the Society are aligned with the Statute.

Article 41

Auditing committee provides recommendations and warns the president of the Society Council and the president of the Board of Directors when irregularities occur.

Article 42

In the event that irregularities occur, the Auditing Committee recommends adequate measures to prevent further damage and remove irregularities. The Auditing committee will provide professional support if needed. The Auditing committee is accountable for its work to the Society Council.

6. Artistic Instructors/Choreographers

Article 43

The choreographers reserve the right to select dancers to meet the requirements of any given choreography. Choreographers and artistic instructors receive a monthly income and they report to the Board of Directors.

Article 44

If there is a limit regarding the number of dancers per dance, choreographers will use their discretion to select suitable dancers considering their knowledge and experience.

Article 45

A dancer who misses practices three times before the performance will not be entitled to perform.

7. Finance of the Society

Article 46

The source of Society's income and expenditure of the same is regulated by the financial regulations on material and financial management brought by the Society Council at proposal of Board of Directors.

Article 47

In order to carry out its duties and responsibilities, the funds will be generated in the following ways:

- Monthly fees collected from members
- Paid performances
- Donations
- Money generated through the sale of advertising material
- Other.

Article 48

The Society has its account for all financial transactions. Financial transactions are aligned with the Statute. The president, secretary and a treasurer have access to the account. Two signatures are needed on a Society cheque in order to be valid; treasurer and president or secretary.

Article 49

Adequate bookkeeping is implemented to ensure proper management of all funds.

8. Transparency of the Society

Article 50

The Society ensures transparency when the following conditions are met:

- All organizational bodies within Society operate publicly
- All members are informed about business matters and financial transactions

In order to ensure transparency, Society is responsible to keep its members informed through regular emails, notice boards, newsletters, and other means of communication.

9. Transitional and Final Terms

Article 51

The Society as per articles from this Statute will be regulated in accordance with general act within 30 days.

Article 52

The amendments to the Statute to be implemented accordingly to the procedure.

Article 53

The Society will cease to exist if:

- The business dealings are not aligned with the Statute
- Cultural and artistic duties are not performed
- Other circumstances that do not support the cultural and artistic goals of the Society, which are not aligned with the Statute and the Law.

Article 54

Decision of Society's termination is made by the Society Council, with prior agreement with members. The President of Board of Directors/Society is responsible to inform authorities within 15 days.

The entire inventory, in case of cease of work, will be given to the Serbian Congregation which will pass it on once the new cultural society is established.

Other Society acts are to be aligned with the Statute within 90 days.