

*By-laws,
Rules and Regulations
Of
Folklore Ensemble Croatia*



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By-Laws

of Folklore Ensemble Croatia

The Name of this organization shall be Folklore Ensemble Croatia and referred to hereafter as The Group, Organization or FEC.

Folklore Ensemble Croatia Mission Statement

The mission of Folklore Ensemble Croatia as a not for profit organization is to, in a responsible manner, preserve the Croatian cultural and folkloric traditions, by educating young Canadians of Croatian and Non-Croatian backgrounds through music and dance and to present these traditions of the Canadian-Croatian Community in Canada to Canadians as a whole.

Organizational Structure

The Folklore Ensemble Croatia is comprised of the following participants;

- Participating Members (students) who attend weekly classes/practices.
- Instructional Staff (teachers) who provide guidance through the instruction of music and dance to participating members
- Executive Council is comprised of individuals who represent all members in the governing and decision making process of the organization.
- Council members who are individuals from the mass membership.
- The Organization has an internal audit team comprised of not less than 3 members from the mass membership.

Roles and Responsibilities of all the participants

All members shall be governed by a set of procedures (the by-laws), rules and regulations set forth in this document.

Participating Members

Participating members (students) will strive to be the best individuals that they can be. They will work together as a team and show the utmost respect for the instructional staff (teachers) while in their care. The participating members will attend all classes/practices and performances.

Instructional Staff/Teachers

Instructional staff (teachers) will strive to educate each child to his/her potential, the Croatian cultural and folkloric traditions. The instructional staff will prepare a presentation(s) to be demonstrated by the participating members at performances. The instructional staff shall prepare weekly lessons and take attendance at the beginning of each class.

Executive Council Members

Executive council members will govern the daily activities of the group and strive to achieve the best possible results at any given time.

The executive council members shall be comprised of the following titled positions:

- President
- Vice President
- Secretary/Co-Secretary

➤ Treasurer

President

The duties and responsibilities of the President are as follows:

- Preside over all meetings of the Organization.
- Review, approve each expenditure request.
- Co-sign each cheque with the Treasurer.
- Keep main contact with the group sponsors.
- Be responsible for the daily management of the Organization.
- Be the official group representative and spokesperson.

Vice President

The duties and responsibilities of the Vice President are as follows:

- Arrange performances.
- Arrange for rehearsal site.
- Be responsible for the daily management of the Organization.
- Responsible for the occasional disciplinary requests from the instructional staff.
- Liaison amongst parent members and children.
- The Vice President may be required to take over the duties and responsibilities of the President if called upon to do so.

Secretary/Co-Secretary

The duties and responsibilities of the Secretary/Co-Secretary are shared as follows:

- Attend all meetings.
- Keeps a record of the proceedings of the meetings, including attendance and minute taking.
- Attend to official correspondence and communications, notices, and filing of records as directed by the council.
- To collect and record membership fees.
- Make photocopies.
- Maintain a current list of members.

Treasurer

The duties and responsibilities of the Treasurer are as follows:

- Attend all meetings
- Deposit and disburse all monies for the Organization
- Pay all bills.
- Take care of bookkeeping
- Verify member eligibility for Croatian Fraternal Union (CFU) events.
- Maintains all financial records for the Bingo fundraising.

Council Members

The following Council Members shall have designated roles and responsibilities as outlined below:

- Costume Director/Co-Directors
- FEC Representative(s) to the Croatian Folklore Federation of Canada
- Public Relations Director
- Fundraising Director
- Events Director

Costume Director

The duties and responsibilities of the Costume Director are as follows:

- Is the head of the Costume Committee and is responsible for delegating any work associated with the costumes.
- Handle all the paperwork involved in the lending and borrowing of costumes and accessories that belong to the Group.
- Arrange to have every member sign for a costume
- Follow-up that all group costumes are returned by the individual members at the end of each season.
- Provide assistance for the inspection of dancers' costumes, hair and make up before every performance.
- Purchase material and accessories needed for sewing new costumes for the group.
- Oversee the costume storage room(s).
- Maintain an inventory of all costumes, accessories and props.

FEC Representative(s) to the Croatian Folklore Federation of Canada

The duties and responsibilities of the Representative(s) are as follows:

- Attend the quarterly meetings and report back to the executive council.

Public Relations Director

- Is the head of the Public Relations Committee and is responsible for delegating any work associated with public relations.
- Organize or inquire about public appearances at various events in Ontario.
- Establish/maintain relationships with the various Municipal departments and various media outlets in our community.
- Coordinate with the instructional staff on the availability of performance programs.

Fundraising Director

The duties and responsibilities of the Fundraising Director are as follows:

- Is the head of the Fundraising Committee and is responsible for organizing and delegating responsibilities to members of the fundraising committee.
- To hold fundraising committee meetings as needed.
- To report back to the executive council on planned fundraising events.

Event Director

The duties and responsibilities of the Event Director are as follows:

- Create work schedules for the volunteers of the event.
- Make arrangements for the necessary preparations of any social activity or performance.

Committees

All committee members understand that their participation is voluntary and no re-numeration will be expected. There are 3 recognized committees associated with the Organization, they are:

1. Costume Committee
2. Fundraising Committee
3. Public Relations Committee

Internal Audit Team

The duties and responsibilities of the Internal Audit Team are as follows:

- Review income and expense vouchers after each event.
- Review expenses incurred by the Group.
- Review bingo statements on a semi-annual basis.
- Review “final financial statements” at years end when they become available from the accountant.

Rules And Regulations

(For new members and for existing members)

1. ELECTION PROCESS FOR COUNCIL

- a) The council members are elected democratically on a bi-annual basis.
- b) The term of office for the council runs for two years consecutively with an election held the last week of May.
- c) The new council members takeover their respective responsibilities on July 1st in the election year.
- d) Each family who pays the annual membership fee has the right to one (1) vote.
- e) If a vacancy occurs in any position, a Group meeting will be called and nominations will be taken from the floor and an election shall be immediately conducted to fill the vacancy for the remainder of the term.

2. MEMBERSHIP REGISTRATION_

- a) All members must pay their annual dues upon registration. (amount to be determined by the previous years Executive Council)
- b) Membership in the folklore student body shall be limited to five years of age and older.
- c) Membership in the instrumental student body shall be limited to seven years of age and older.
- d) Registration for membership will take place the last week of August and first week of September.
- e) First practice will be the second week of September.
- f) Full payment must be received prior to the first practice.
- g) A refund will only be issued within the first four weeks of practices.
- h) If any former member wishes to rejoin Folklore Ensemble Croatia during the instructional year, they must approach the Executive Council and put in a new request to join.

3. PRACTICES

- a) The instructional year shall be from September to the end of June.
- b) Practice days and times will be determined by the Executive Council.
- c) Member(s) MUST contact their instructor if they will be late or absent for a practice.
- d) Every effort must be made by members to attend and participate in the scheduled practices.
- e) **Absences will not be Tolerated**, however, each member will be allowed a total of three absences during the course of the instructional year. Once the three allowed absences have been exhausted, the member must approach the Executive Council. The Executive Council will review the reasons provided for the absences and decide if the individual shall remain a member of the Group.

4. CONDUCT AT PRACTICES

- a) Practice begins at the specified times as predetermined by the Executive Council.
- b) Members are required to be dressed appropriately and be prepared a minimum of ten minutes prior to the specified start time. The doors will be locked at the start time and members will not be allowed in for practice that evening.
- c) All members must participate whether they are dancing that particular dance or not. No one will be allowed to sit down while practice is in session.
- d) All members must refrain from talking while practice is in session.
- e) If any member is disruptive during the course of the class the Instructor and/or President have the official right to ask him or her to leave the practice for that evening.
- f) If any member is disruptive and interferes with the class instruction on a regular basis, the Executive Council has the official right to ask him or her to leave the group.
Reinstatement to the group will be re-evaluated the following year by the Executive Council.
- g) Opanke or dancing shoes must be worn at all practices and performances.
- h) **NO LONG NAILS OR JEWELLERY DURING PRACTICES.**

5. PERFORMANCES

Attendance

- a) Attendance will be taken by the person in charge at every performance.
- b) Member(s) MUST be at the performance location at least ONE HOUR ahead of time.
- c) Member(s) MUST be in full dress and ready at least 30 MINUTES before performance time.
- d) If you are not behind the stage 15 MINUTES before performance time, you will not be allowed to perform.

****You MUST contact the instructor at least ONE MONTH in advance if you know that you will not be attending a performance.**

Absence from Performances

A missed Performance will require a meeting with the Executive Council and the Instructor to discuss the repercussion if any with that particular member.

6. CONDUCT AT PERFORMANCES

In order to perform you must be in full costume which includes hair, make-up, and accessories.

- a) Absolutely NO JEWELLERY is allowed while onstage. With the exception of a medical alert bracelet or pendent.
- b) NO LONG NAILS ALLOWED.
- c) There is absolutely NO TALKING behind the stage or on stage.
- d) If there are change rooms provided, you MUST remain in the change room until performance time.
- e) If there are no change rooms provided, (i.e.park), you MUST remain at the table reserved for our group or a certain designated area until performance time.
- f) NO ONE is to leave or change after a performance until instructed by the teacher or person in charge.
- g) NO drinking before or during performances.
- h) NO smoking behind the stage area.
- i) NO talking behind the stage area.
- j) Misbehaviour or disrespectful actions will not be tolerated. Any single occurrence will be followed by non-participation of that particular individual at the next scheduled event.

7. COSTUMES AND INSTRUMENTS

The costumes that belong to Folklore Ensemble Croatia ("F.E.C.") will remain so and will not be lent or sold to anyone or to any organization.

- a) No one is to clean or iron any costumes unless advised to do so by the Costume Director.
- b) All costumes MUST be clean and ironed for each performance.
- c) If a costume is lost, the borrower will pay the group for that costume.
- d) If a costume is damaged or stained, the borrower will pay to have it repaired, if it cannot be repaired the borrower will pay the replacement cost of a new costume.
- e) There will be a rental fee for both costumes and instruments. A refundable deposit will be required per family for both costumes and instruments. The deposits will be reimbursed upon the return of the costume and instruments.
- f) The rental and deposit amounts will be determined by the Executive Council members on a yearly basis.