



Charter

Dilmana Folk Dance Group Copenhagen

Charter of Dilmana Folk Dance Group Copenhagen

§1 Name and Location

§1.1: The name of the Organization is Dilmana Folk Dance Group Copenhagen.

§1.2: The location of the organization is in the Municipality of Copenhagen.

§2 Purpose of the Organization

§2.1: The main goals of the Organization are:

- Teaching Bulgarian and other Balkan dances, customs and traditions to kids and adults;
- Creating a social environment for developing dancing skills, creativity, and expanding the musical knowledge of the members of the Organization;
- Preserving, spreading and popularizing of Bulgarian and other Balkan dances and cultural identity, as part of the multicultural European heritage;
- Cultivating and realizing the creativity potential of the members of the Organization through dancing;
- Giving an alternative for a healthy lifestyle through dancing.

§3 Terms of Membership

§3.1: Everybody has the right to be a member irrespective of their nationality, age, race, gender or religious views, as long as they adhere to goals and the charter of the Organization.

§3.2: Being a member requires paying a membership fee and signing an application form, affixed in Attachment 2. The fee is determined by the General Assembly. Membership is activated as soon as the membership fee is paid and if the application form is already signed. The membership fee is valid for a calendar year, from January to December.

§3.2.1: Everyone has the right to attend the dance rehearsals of the organization if they are a member of the organization as per the conditions in point 3.2.

§3.3: There are two kinds of membership in the Organization – full membership and honorary membership.

§3.3.1: A full member is any individual who pays a membership fee and takes part in the activities of the Organization. The full members can be either active or passive.

§3.3.1.1: Active members are those who pay a membership fee and Dancing fees, and take part in the Dance rehearsals of the Organization.

§3.3.1.2: Passive members are those who pay a membership fee but do not take part in the Dance rehearsals of the Organization and haven't paid their Dancing fees for more than two consecutive months.

§3.3.2: Honorary members are individuals who have significant contribution to the Organization and its goals.

§3.3.2.1: Honorary membership is granted by the Executive Board for an unlimited period of time.

§3.3.2.2: Honorary members receive information, materials and invitations to public meetings, events, seminars, conferences, etc.

§3.3.2.3: Honorary members do not have the right to vote at the General Assembly and do not pay a membership fee.

§3.4: Membership is terminated if a member violates this Charter or the Internal rules and regulation, and if they receive two warnings within four months. The member automatically loses their right to be a member of the Organization, to take part in its activities for a period of one year, and the right to be reimbursed for their membership fees and/or Dancing fees. Warnings are given by the Chairman of the Executive Board following a meeting and subsequent decision of the Executive Board, after a complain is filed. The member has the right to appeal the decision at the next General Assembly.

§3.5: In case of violation of the common interest or undermining the image of the Organization, membership can be terminated by the Chairman of the Executive Board following a meeting of the Executive Board and minutes of the meeting.

§4 Rights and Obligations of the Members

§4.1: Members have the right to take part in the activities of the Organization and in the General Assembly.

§4.2: Members have the right to elect and be elected to the governing bodies of the Organization.

§4.3: Members have the right to be informed about the activities of the Organization. For detailed information regarding the activities of the Organization, members can approach the Executive Board in writing.

§4.4: Members have the right to participate in the discussion of questions pertaining to the activities of the Organization, to make proposals and share their opinions.

§4.5: Members have the right to participate in the events organized by the Organization.

§4.6: Members have the right to voluntarily leave the Organization with written notice to the Executive Board or the Cashier, but forego the right to be reimbursed for their membership fees and/or Dancing fees.

§4.7: Members have the right to improve the prestige of the Organization, to assist raise its capital but not to perform any actions which would contradicts its goals or undermine the same.

§4.8: Members must adhere to the Internal rules and regulations.

§4.8.1: The Internal rules and regulations are voted by the General Assembly and are affixed in Attachment 1.

§4.9: Members are to ensure timely payment of the membership fees and Dancing fees detailed in this Charter.

§4.9.1: In case of payments overdue for more than 14 days, the Executive Board reserves the right to expel the concerned member with a written notice of 14 days. Membership is automatically renewed when all obligations are paid.

§5 General Assembly

§5.1: The General Assembly is the supreme body of the Organization.

§5.2: The General Assembly is annually conducted in February and is called by the Executive Board with a minimum of 14 days' notice.

§5.3: The agenda of the annual General Assembly has to cover, as a minimum, the following items:

1. Election of chairman of the General Assembly. The chairman of the General Assembly should not be a member of the Executive Board, Cashier, Auditor or a deputy for the Executive Board, the Cashier or the Auditor.
2. Election of secretary of the General Assembly. The secretary should be an individual different to the chairman of the Assembly.
3. Presenting, and approval thereof, the annual report by the Chairman of the Executive Board or the Executive Board.
4. Presenting, and approval thereof, the financial report of the preceding financial year and the budget of the Organization for the forthcoming financial year.
5. Voting the membership fee of the Organization.
6. Received topic proposals for discussion. These are to be sent to the Executive Board not later than seven days prior to the date of the General Assembly).
7. Any Other Business.

§5.3.1: Every two years, the agenda of the annual General Assembly has to cover besides all points in paragraph §5.3, as a minimum, also the following items:

1. Election of Chairman of the Executive Board, members of the Executive Board, one deputy to the Executive Board and a Cashier.
2. Election of an Auditor and a deputy Auditor.

§5.4: All decisions taken by the General Assembly are supported with a majority of the members present.

§5.5: Each full member has the right a vote at the General Assembly.

§5.6: Minutes are to be kept during the General Assembly, and must be signed by the Chairman of the Executive Board and the member responsible for keeping the minutes. The minutes are to be shared with all members of the Organization within four weeks of the General Assembly date.

§5.7: An ad-hoc General Assembly can be called with a majority of the Executive Board or after a written proposal by a minimum $\frac{1}{4}$ of the members of the Organization. The ad-hoc General Assembly must be called within four weeks of the day it was requested. The written proposal is to include a suggestion for an agenda of the ad-hoc General Assembly.

§5.8: After a decision of the General Assembly, the Chairman or the Executive Board can receive remuneration for their work if it is within the annual budget.

§5.9: The decisions of the General Assembly take effect immediately after their agreement, unless specifically mentioned otherwise.

§6 Executive Board

§6.1: The Executive Board consists of three or five members of the Organization, elected by the General Assembly for a period of two years and can be re-elected.

§6.2: Election of members to the Executive Board can be done via an open or closed voting. The decision on how to vote is taken by the General Assembly.

§6.3: Membership of the Executive Board can be terminated at a General Assembly whether annual or ad-hoc, and after voting in case of voluntary withdrawal, purposeful sabotage of the Organization, or permanent inability to perform duties for a period of greater than six months.

§6.4: The Executive Board can elect a temporary Chairman for a maximum of six months in case the Chairman cannot perform their duties. The replacement is chosen from remaining members and following a vote of all members of the Executive Board including the outgoing Chairman.

§6.5: Meetings of the Executive Board are called by the Chairman, no less frequently than every three months.

§6.5.1: Meetings of the Executive Board are considered valid if more than half of the members of the Executive Board are present. A member can be considered present if there is a two-way phone or other kind of connection that allows for the establishing of their identity and for the discussing or making decisions.

§6.5.2: All decisions undertaken by the Executive Board are subject to a vote and ratified with a majority.

§6.5.3: Minutes are taken during each meeting of the Executive Board, and will summarize all topics discussed and decisions undertaken.

§6.6: An Executive Board decision can be taken without a meeting, if a memorandum for that is signed by all members without any objections.

§6.7: The Chairman is obliged to call a meeting if it is requested by one third of the Executive Board members. If the Chairman does not call a meeting within one month of the request, then that responsibility can be undertaken by any of the interested members of the Executive Board. If the Chairman is not present, the said meeting will be hosted by the member who called the meeting.

§7 Rights and Obligations of the Executive Board

§7.1: To lead, organize and coordinate the activities of the Organization and to implement the decisions of the General Assembly.

§7.2: To create and adopt plans and programs for the Organization and to inform the members about them.

§7.3: To create and monitor the adherence to the Internal rules and regulations, approved by the General Assembly and attached in Attachment 1.

§7.4: To accept members and execute decisions for expelling members in accordance with paragraph §3.5.

§7.5: To assist the Chairman in the activities of the Organization.

§7.6: To elect a replacement of the Chairman from amongst the members of the Executive Board in case of obvious temporarily inability of the Chairman to perform their duties. In this case, the temporary Chairman can act as a Chairman.

§7.7: To appoint and invite teachers.

§7.7.1: The teachers have the right to receive remuneration for covering expenses for courses, seminars and education aiming at increasing their qualifications, skills and abilities.

§7.7.2: The remuneration from paragraph §7.7.1 is determined by the Executive Board.

§7.8: Has the right to appoint and invite experts and partners.

§7.8.1: The invited experts and partners have the right to receive compensation and or/remuneration in accordance with contracts with the Executive Board.

§7.8.2: The remuneration and compensation from paragraph §7.7.1 are determined by the Executive Board.

§7.9: Has the right to cooperate with other organization, foundations, legal entities, institutions and individuals.

§7.10: Has the right to create rewards and symbols of the Organization.

§7.11: Has the right to create work groups and delegate tasks to them.

§7.12: The Executive Board is responsible that the management of the funds of the Organization is performed in adherence to the Charter of the Organization.

§7.13: The Board has the right to approve that the Chairman of the Board and the Cashier can each have their own debit card with access to the bank accounts of the Organization.

§8 Rights and obligations of the Chairman of the Executive Board

§8.1: To guarantee the protection of the assets of the Organization.

§8.2: To represent the Organization and protect its interests in front of state, municipal and other organs and organizations.

§8.2.1: The Chairman represents the Organization on his own or accompanied by a member of the Executive Board. The Chairman has the right to delegate to a member of the Executive Board to represent the Organization instead of him.

§8.3: Has the right to perform all activities, within the activities of the Organization and for which the General Assembly and the Executive Board are not responsible, and to authorize other individuals to perform an activity within the activities of the Origination.

§8.4: To organize the activities of the Organization related to achieving its goals and to delegate this to other members.

§8.5: To store the seal of the Organization.

§8.6: To store the documentation of the Organization.

§8.7: To prepare and introduce to the General Assembly an annual report for the activity of Organization.

§8.8: The Chairman of the Executive Board is also the Chairman of the Organization.

§8.9: The Chairman has the right to manage the funds of the Organization in accordance with paragraph §9.2, including the collecting of Dancing fees and making payments in cash or with the debit cards and online banking of the accounts of the

Organization. The Chairman has the right to manage the debit cards and online banking of the Organization.

§8.10: The Chairman has the right to delegate any of his rights or obligations listed in paragraph §9.2 to other members of the Board. The delegation needs to happen in a written form with a signature from the Chairman.

§9 Signatures, seals and funds management

§9.1: The documents of the Organization, created for legal matters with third parties, are signed by the Chairman or another member of the Executive Board as long as the member has a power of attorney. The content is verified with the seal of the Organization and they must contain the name, location and address of the Organization, information about its registration and CVR.

§9.2: The Chairman and the Cashier make payments in accordance with the decisions of the Board and as follows:

§9.2.1: Minutes from a decision of the Executive Board is required for amounts between 1000 and 10000 dkk per week.

§9.2.2: Approval by the General Assembly as part of the annual budget is required for amounts above 10000 dkk per week.

§9.2.3: For each payment, the documentation should be given to the Cashier for record keeping.

§9.3: The Cashier has the right to manage the funds of the Organization in accordance with paragraph §9.2, including the collecting of Dancing fees and making payments in cash or with the debit cards and online banking of the accounts of the Organization.

§9.4: The Chairman and the Cashier can enter in agreements with the bank.

§9.5: For the purchase, mortgage or sale of the property of the Organization, the signatures of all members of the Executive Board are required once the General Assembly had given permission for that as part of the annual budget and that is clear from the minutes of the General Assembly.

§10 Amendments

§10.1: Amendments to the current charter can be done in accordance with the rules provisioned in it.

§10.2: Proposals for amendments to the current charter must be sent to the Executive Board not later than 1 week before the General Assembly.

§10.3: A proposal for amendments to the current charter is considered a quotation of the charter with a proposal for a change in it, supported by argumentation.

§10.4: In the last seven days before the General Assembly, the Executive Board or a work group review and work on the filed proposals for amendments to the charter. A proposal for amended charter is made which is submitted for voting at the General Assembly.

§10.5: Approving amendments to the charter requires the votes of at least 2/3 of the members present at the General Assembly.

§11 Accounting and finance

§11.1: The financial year follows the calendar year.

§11.2: The financial report for the past year and the budget for the current financial year must be submitted to the members of the Organization latest 14 days before the General Assembly. The Cashier prepares the financial report for the past year and together with the Executive Board prepares the budget for the current financial year.

§11.3: The annual financial report is done once a year after the end of the financial year. The annual financial report must be signed by the Cashier, the Auditor and the Chairman of the Executive Board

§11.3.1: Interim financial report is done by the Cashier and is submitted to the Board once a year between June and August.

§11.4: The Auditor has the right to request and review the activities of the Cashier at any time.

§11.5: The Organization is liable only to the extent of its obligations related directly to its main activities or its property. The members of the Executive Board and the members of the Organization are not personally financially liable.

§11.6: The General Assembly elects a Cashier. The Cashier can be any qualified member of the Organization, who is not a member of the Executive Board.

§11.7: The Cashier and the Auditor of the Organization cannot be the same individual.

§11.8: The General Assembly elects an Auditor. The Auditor can be any qualified member of the Organization, who is not a member of the Executive Board.

§11.9. The financial/accounting documentation is kept by the cashier for as long as he/she is in active duty.

§11.10. When a new cashier is elected, the old documentation is transferred to the Executive board for safekeeping.

§12 Termination

§12.1: The termination of the activities of the Organization requires the votes of minimum 2/3 of the members present at the General Assembly or of the members present at the ad hoc General Assembly.

§12.2: Upon termination of the association, its obligations, if any, are paid first. After that, all funds and assets are transferred to an NGOs with charitable activities. The method of distribution of assets is taken at the last General Assembly.

§12.3: The charter cannot be changed at the same meeting where the Organization is terminated.

§13 Definitions

- The **Organization** means Dilmana Folk Dance Group Copenhagen.
- The **Executive Board** is the management body of Dilmana Folk Dance Group Copenhagen.
- The **Chairman of the Executive Board (Chairman)** is elected at the General Assembly and is part of the Executive Board. The rights and obligations of the Chairman are detailed out in paragraph §8.
- The **Auditor** is elected at the General Assembly and is responsible for verifying the financial report of the Organization. The function of the Auditor is detailed out in paragraphs §9 and §11.
- The **Cashier** is elected at the General Assembly and is responsible for making payments in the name of the Organization. The function of the Cashier is detailed out in paragraphs §9 and §11.
- The **Teachers** are individuals, members of the Organization, which teach folk dances at the Dance rehearsals.
- **Member** is any individual, who has paid a membership fee and fulfils the requirements for membership, listed in paragraph §3. The rights and obligations of the members are detailed out in paragraph §4.
- **Dancing fee(s)** - a monthly or a onetime payment for taking part in the dance rehearsals of the Organization.
- The **Dance rehearsals** are part of the main activity of the Organization and relate to teaching of folk dances.

Attachment 1

Internal rules and regulations

Aim: These rules and regulations are created for ensuring better atmospheres for the dancers, higher effectiveness and better results.

1. Smoking and drinking alcohol is not allowed during classes and Dance rehearsals. Additional limitations are applied in accordance with the rules of the places where the rehearsals are held. In case of rehearsals outside, it's not allowed to drink alcohol or smoke in a two meter perimeter around the rehearsals area (stage).
2. The use of drugs and bringing weapons, and dangerous items are not allowed during rehearsals.
3. The Dance rehearsals start and end on time. It's expected that the dancers are ready for the beginning of the rehearsal on time (having changed clothes and shoes). The late arrivals come in without making noise or disturbing the rehearsals.

4. The dancers are to maintain basic hygiene (hands, body, clothes).
5. It is preferable that long hair is tied up during rehearsals.
6. The Dance rehearsals run in the following way: start with a bow and a warm up; next is the main part of the rehearsal; end with a bow.
7. The teacher comes prepared for the rehearsal and follows the plan for the day if there is one.
8. The teacher leads the Dance rehearsals unless after their recommendation the dancers work in groups.
9. Guests and observers during rehearsals are allowed after agreement with the teacher and are to adhere to the internal rules and regulations. In case they don't, they'd be asked to leave.
10. Addresses to the groups by dancers and guests are done after rehearsal and after agreement with the teacher.
11. The Dance rehearsals are held in a good tone and with respect towards each other.
12. Love, Dance, Enjoy.

Attachment 2



Til Bestyrelsen af
To the Board of
До Управителния съвет на
Dilmana Folk Dance Group Copenhagen

ANSØGNING / APPLICATION / ЗАЯВЛЕНИЕ

Navn / Name / Име

Fødselsdato / Birthday / Дата на раждане

Tel. / Tel. / Телефон

E-mail

Address

DK Jeg ansøger herved om medlemskab i Dilmana Folk Dance Group Copenhagen, og erklærer, at jeg kender foreningens vedtægter og regler, og nøje vil overholde disse. Jeg giver hermed samtykke til, at videooptagelser samt billeder af mig i forbindelse med foreningens aktiviteter, må anvendes og offentliggøres.

EN I request to join Dilmana Folk Dance Group Copenhagen as a member and I declare that I will follow the charter of the organization and its internal rules and regulations, all of which I confirm I have read and that I agree that video and photos taken as part of the activities of the organization may be shared publically.

BG Желая да бъда приет за член на Dilmana Folk Dance Group Copenhagen като се задължавам да спазвам всички изиквания на устава и вътрешните правила на сдружението, с които съм запознат предварително и приемам, че снимков и видео материал от събитията на сдружението могат да бъдат разпространявани публично.

Dato / Date / Дата

Underskrift / Signature / Подпис