

With reference to Paragraph 11, Statute Book (Narodne Novine no. 88/01) of the inaugural assembly of the CROATIAN WRITERS' SOCIETY on 19.10.2002 in Zagreb established

## **STATUTE OF CROATIAN WRITERS' SOCIETY**

### **I. GENERAL RULES**

#### **Article 1**

This Statute establishes the name, seat, public activities, goals and organisation of the CROATIAN WRITERS' SOCIETY (hereinafter called the Society) in order to fulfil its purpose and all other questions connected with its work.

The Society is a non-governmental, non-political professional association of writers who are active within the Republic of Croatia meaning those who write in the Croatian language as well as those professional authors of literal and other texts who are in agreement with the aims and activities of the Society.

The Society is a corporation registered within the authority of the Civil Service of the Republic of Croatia.

#### **Article 2**

The full name of the Society is: Hrvatsko društvo pisaca.

The abbreviated name of the Society is: HDP

As well as the Croatian name, the Society uses the English title: Croatian Writers' Society.

#### **Article 3**

The Society operates within the area of the Republic of Croatia.

The Society can cooperate with other similar associations, societies and organisations within the country and abroad.

The Society is represented by a President and a Secretary.

#### **Article 4**

The seat of the Society is in Zagreb.

The decision on the address of the Society is decided by the Presidency

#### **Article 5**

The Society has its own seal.

The seal of the Society is round, 3 centimetres in diameter, and contains the following text: Hrvatsko društvo pisaca – Croatian Writers' Society - Zagreb.

#### **Article 6**

The activities of the Society are public. Members and the general public are kept informed of the activities of the Society. Information is disseminated through both written and public address, by delivery of written materials and by attending assemblies and meetings of the elective and working bodies of the Society.

### **II. AIMS AND ACTIVITIES**

#### **Article 7**

The purpose of establishing the Society is to assemble writers of literary and other related texts, and for the protection of their professional rights and interests, for the promotion of standards of literary creativity and the general standard of the written and public word as well as the professional and public status of writers of literary and other related texts.

### **Article 8**

In order to fulfil the aims from Article 7 of this Statute, the Society will cooperate with the Croatian Association of Free Artists and other governmental and non-governmental professional and scientific organisations which are concerned with the professional, vocational and cultural questions of literature and carrying out the following activities;

- publishing literary, cultural and professional publications,
- organising literary, professional and scientific gatherings and other public activities,
- looking after the professional and material position and reputation of writers of literary and other similar texts, of their independence and rights for individual expression,
- collaborating with related associations, societies and organisations both within the country and abroad,
- assisting in the organisation of associations or departments with the same goals in the area of the Republic of Croatia,
- participating in the preparations of laws and rules which affect the status of writers with regards to the production of literary and other texts,
- encouraging the achievement and promotion of a general standard of the written and public word and especially professional and occupational standards, firstly in the area of the Republic of Croatia as well as outside of national area,
- encouraging national minorities to use their own languages in literary creativity and cultural activities and in other medias of expression, as well as collaboration with those relevant societies, associations and organisations of national and other minorities including those outside Croatia.

In achieving their aims and their professional and material interests writers are protected by the Statute and other legal regulations.

The Society protects its interests by keeping the public informed of its achievements.

## **III. MEMBERSHIP**

### **Article 9**

Every citizen of the Republic of Croatia, male or female, over the age of consent, can become a member of the Society as well as any foreigner who accepts the rules of this Statute and is interested in the work and activities of the Society.

Membership can be ordinary or honorary.

Ordinary members can express their interests and initiatives by organising groups within the Society.

Ordinary members are subject to re-election every five years. Re-election of members is under the jurisdiction of the Management Committee which submits a report to the Society's Council.

Ordinary members pay an annual membership fee agreed by the Council.

### **Article 10**

Anyone who wants to become an ordinary member of the Society must submit an application to the management committee.

A citizen of the Republic of Croatia or a foreigner, who has significantly contributed in the field of literature, art, science or culture, either nationally or internationally, can become an

honorary member of the Society on recommendation of management committee. The Assembly decides on the appointment of an honorary member.

#### **Article 11**

Membership of the Society is voluntary and doesn't preclude the possibility of belonging to some other related or similar association or society..

Ordinary members have the right:

- to participate in all activities of the Society,
- to elect or be elected to the bodies of the Society,
- to hold a membership card of the Society,
- to use the legal protection provided by the Society,
- to offer proposals and initiatives.

Ordinary members have the obligation:

- to regularly pay the membership fee,
- to respect the Statute regulations,
- to carry out entrusted tasks,
- to look after the Society's reputation and respect the general standards of the written and public word.

Honorary members have the right to participate in all activities of the Society, to be informed about the work of the Society and its bodies, to offer proposals and initiatives. Honorary members are obliged to respect the Statute and look after the reputation of the Society.

#### **Article 12**

Membership of the Society terminates with resignation, expulsion or death or ceasing to exist of the corporation.

By resignation membership ceases when the member informs the Management Committee in writing.

The Management Committee can expel a member when he/she:

- severely contravenes the Statute,
- damaging the reputation of the Society.

A member can appeal against expulsion by writing to the Assembly within 15 days of receiving the expulsion order from the Management Committee. The decision about expulsion is final.

#### **Article 13**

The following information is kept about members:

- name of member,
- father's name, year and place of birth,
- address,
- date of start of membership,
- type of membership (ordinary or honorary),
- education and profession,
- organisation and professional status or permanent place of work,
- date and reason for ceasing work, if appropriate.

### **IV. MANAGING BODIES**

#### **Article 14**

Managing Bodies of the Society are:

- the Assembly
- the Management Committee,

- the Presidency: president, vice-presidents, secretary.

### **Article 15**

The Assembly is the highest body of the Society and is made up of all ordinary and honorary members.

Members of the Society participate in the work of the Assembly in person.

### **Article 16**

The Assembly of the Society is held both regularly and extraordinarily.

The regular Assembly is held once a year. The regular Assembly is called by the Presidency.

An extraordinary Assembly is held:

- when at least one third of ordinary members of the Society request it in writing,
- when the President or more than half of the members of the Management Committee request it.

The Presidency of the Society is obliged to call an extraordinary Assembly within 45 days of one of the above requests. If the Presidency does not call the Assembly within 15 days of the delivery of the request it will be called by the proposer.

### **Article 17**

An invitation to the Assembly with agenda must be delivered to each member of the Society at least 14 days before the event.

### **Article 18**

The Assembly of the Society is charged with the following;

- to set Statutes and other regulations of the Society,
- to elect and relieve members of the Management Committee and Presidency,
- to confirm agenda and set an annual programme of work,
- to set a financial programme and accept final accounts,
- to decide about the organisational and status changes within the Society and the termination of the work of the Society,
- to decide about the re-election of ordinary members,
- to decide about membership charges,
- to declare honorary members,
- to decide on prizes and awards,
- to adjudicate on questions, proposals, petitions and appeals from members of the Society
- to decide on the Society becoming a member in international and domestic societies and organisation, and chooses its representative,
- to discuss and decide on other important activities which don't come under the jurisdiction of the Management Committee or the Presidency
- to have the right and obligation to supervise the work of the Management Committee and Presidency.

The Assembly reaches its decisions by majority (over half) vote from the present members, except in the case of Article 34, paragraph 2 of this Statute. Voting in the Assembly is public unless otherwise decided by the agenda.

The convening and work of the Assembly, the selection of the Management Committee and the Presidency and the consideration of decisions are established in more detail by appropriate regulations of the Assembly. The Assembly is only valid if over half the members attend to make a quorum. If, after 30 minutes, the Assembly does not have more than half of the members present then the members in attendance make a quorum, but there must be at least 3 of them. The Assembly reaches its decisions with a majority of over half the votes of the members present

### **Article 19**

The President organises and manages the work of the Society. The President chairs the Assembly meetings, represents and acts on behalf of the Society, enforces the decisions of the Assembly, Management Committee and Presidency and carries out other duties according to the Statute.

The President's mandate lasts four years and is limited two successive mandates.

### **Article 20**

The President can be relieved of his/her duty before the end of the mandate:

- on his/her own request,
- by a proposal from the Management Committee if he/she fails to follow the appropriate instructions and guidelines of the Assembly, if he/she contravenes the law or the Statute, or if he/she acts in a manner damaging to the reputation of the Society.

The decision on the relieving of the President is brought by the Assembly.

### **Article 21**

In the President's absence, his/her place is taken by one of the Vice presidents or the Secretary.

The Society has 2 vice-presidents who co-ordinate the work and initiatives of ordinary members and one of them manages the international activities of the Society.

The Vice-presidents mandate lasts four years and is limited to two successive mandates.

The Vice-president can be relieved of his/her duties before the end of the mandate as outlined in Article 20.

### **Article 22**

The Society has the Presidency.

The Presidency is the executive body of the Society and is the managing body between Assemblies. The Presidency comprises a President, 2 Vice-presidents and a Secretary. The required quorum for holding a meeting of the Presidency is the majority (more than half) of its members. Over half the majority of the Presidency is needed to agree decisions, and if agreement is not reached the meeting of the entire Presidency is re-convened.

The President or one of the Vice-presidents calls the meetings of the Presidency as required.

### **Article 23**

The Presidency:

- prepares the proposal of a Statute and other acts,
- calls meetings of the Assembly,
- proposes an agenda and prepares all the material for discussion by the Assembly,
- enforces the decisions of the Assembly,
- establishes proposals for decision by the Assembly,
- proposes the amount of the monthly membership fee,
- organises, co-organises, or coordinates the publishing activities of the Society, public debates, literary, vocational and professional public presentations, seminars and symposiums,
- confirms and decides on the establishment of various bodies and branches of the Society,
- establishes contacts with related societies associations and organisations both within the country and abroad,
- decides on the division of collected assets,
- submits to the annual Assembly the financial reports of the work of the Society and of the Presidency,
- decides on the address of the Society,
- carries out other duties.

#### **Article 24**

The Society has a Secretary whose mandate lasts four years and which is limited to two successive mandates. The Secretary is chosen and released by the Assembly.

The Secretary of the Society:

- participates in the work of the Presidency and Management Committee,
- prepares materials for Assembly meetings,
- takes care of the administration of the Society, documents the meetings of the Assembly and takes the minutes of the meetings of the Society,
- maintains a record of members.

#### **Article 25**

The Management Committee is the managing body of the Society and holds sessions and makes decisions between Assemblies.

The Management Committee consists of members of the Presidency, the Secretary, 9 ordinary members elected by the Assembly and representatives of branches of the Society.

The mandate for membership of the Management Committee lasts four years and is limited to two successive mandates.

#### **Article 26**

Members of the Management Committee choose a Chairperson amongst themselves. Meetings of the Management Committee are held as required and at least once between regular Assemblies.

Each member of the Management Committee has the right to request a meeting.

Decisions at meetings are brought about by debate if over half the members are present.

The Management Committee is responsible to the Assembly for its work.

#### **Article 27**

The Management Committee

- organises, co-organises, or coordinates the publishing activities of the Society, public debates, literary, vocational and professional public presentations, seminars and symposiums
- presents to the Society an annual financial forecast and the final accounts and makes decisions on its financial and material affairs,
- accepts new members and proposes naming of new ordinary and honorary members to the Assembly,
- submits reports to the Assembly about re-election of ordinary members,
- decides on the cessation of membership under the reasons given in Article 12 and declares its decision on the Assembly.

### **V. STRUCTURE OF THE SOCIETY**

#### **Article 28**

The Society can establish branches which can act independently according to the Statute.

Branches operate in places away from the Society's headquarters and are established for certain vocational and professional activities within the boundaries of the entire activities of the Society and in the interests of its members. The Assembly makes the decision on the establishment of branches.

The branches choose a front person and decide on an agenda. The front person is obliged to inform the Presidency and the annual general meeting of the Assembly about the work of the branch. The branches don't have legal independence.

### **Article 29**

The Assembly or Management Committee can entrust the organisation of literary, vocational and professional presentations and other activities, to the branches or to a special temporary working body.

The obligations and rights of bodies and the naming of their members is established by a decision of the Assembly or the Management Committee.

## **VI. ASSETS OF THE SOCIETY**

### **Article 30**

The Society is a not-for-profit organisation, and it gets its assets through membership fees, donations and gifts and help from the Ministry of Culture, Ministry of Science and Technology, Ministry of Education and Sport and similar.

On a proposal of the Presidency, the Assembly with special decision establishes annual membership fee for members of the Society.

The Society receives income from publications, public appearances by its members, seminars and other legal ways.

### **Article 31**

All collected assets are used exclusively for the aims of the Society. By consensus the Presidency and the Management Committee decide about the division of assets.

Incomes and outgoings of the Society are established by an annual financial forecast. The financial forecast is brought before the Assembly on the proposal of the Presidency.

After the end of a year for which the financial plan was brought the Society puts together the final account with which it establishes the financial plan and the results of financial and material work.

The Assembly agrees the final account of the Society.

### **Article 32**

The Society's financial year starts on the 1st January and ends on the 31st December.

### **Article 33**

The Society's treasury is looked after by the Secretary. He/She manages the finances of the Society.

Financial documentation is signed by the President, one of the Vice-Presidents and the Secretary.

## **VII. CESSATION OF THE ACTIVITY OF THE SOCIETY**

### **Article 34**

The Society ceases its work by a decision of the Assembly or due to legal reasons.

The decision of the cessation of work is brought by the Assembly with a two thirds majority of the members present.

When the Society ceases to exist the archive of the Society will be entrusted to the Archives of the City of Zagreb.

## **VIII. FINAL REGULATION**

**Article 35**

Changes and amendments to the Statute can be brought about by the same procedure by which this Statute was brought about.

The Statute becomes active on the day of establishment.

President:

Velimir Visković

Zagreb, October 19, 2002.