

**THE ADELAIDE ESTONIAN FOLKLORIC GROUP  
"VIKERKAAR" Incorporated  
CONSTITUTION**

**1. NAME**

The name of the Incorporated Association shall be **The Adelaide Estonian Folkloric Group "Vikerkaar" Incorporated**, hereafter referred to as the **Group**.

**2. OBJECTIVES**

- 2.1 To maintain, foster and increase the knowledge and understanding about Estonian culture, customs, folk-dancing, -music, -song and -costume in the Group, and the community at large.
- 2.2 To encourage and promote Estonian culture, customs, folk-dancing, -music and -song in the Estonian community and in the community in general.
- 2.3 To establish effective working relationships between the Group and other agencies which have objects similar to the Group.
- 2.4 To promote a better understanding in the Estonian and other communities of the multicultural nature of the South Australian society.

**3. NON-PROFIT**

The assets and income of the Group shall be applied solely in furtherance of its objectives and no portion shall be distributed directly or indirectly to its members except as bona fide compensation for services rendered or expenses incurred on behalf of the Group.

**4. POWERS**

The Group shall have the following powers:-

- 4.1 To raise, receive, have, hold, administer and dispose all assets and money in the form of subscriptions, donations, legacies or otherwise received from any source whatsoever.
- 4.2 To invest or otherwise to deal with the assets and the monies of the Group in such a manner as may from time to time be determined.

**5. MEMBERSHIP**

- 5.1 Any person who is interested in the objectives of the Group may become a member of the Group.
- 5.2 The membership fee shall be determined each year by the Annual General Meeting.
- 5.3 Application for membership shall be in writing to the Secretary of the Group.
- 5.4 Each member of the Group shall have a single vote at each General Meeting.
- 5.5 Membership shall lapse if the membership fee is not paid by June of the current financial year.

**6. MANAGEMENT**

The Management of the Group shall be vested in the Executive Committee hereafter referred to as the Committee.

- 6.1 The Committee shall consist of at least 6 members, comprising the President, Vice President, Secretary, Treasurer, Artistic Director, Property Officer and other officers as elected by the A.G.M.
- 6.2 Each member of the Committee shall have a single vote. If there is an equal number of votes upon any question, the Chairperson shall have a second or casting vote.
- 6.3 Ordinary meetings of the Committee shall be held as the need arises.
- 6.4 No business shall be transacted at any Committee meeting unless there be at least four Committee members present.
- 6.5 Notice of the Committee Meetings shall be given by the Secretary to each member of the Committee at least seven days prior to the holding of such meetings, whenever possible.
- 6.6 In the event of a vacancy arising in the Committee, the Committee, in consultation with the Group, shall have the power to fill the vacancy from the Group, at its discretion.
- 6.7 Members of the committee who fail to attend three consecutive meetings without reasonable cause, shall be deemed to have given up their positions.
- 6.8 The Committee, in consultation with the Group, has the right to co-opt or invite suitable people to take part in the activities of the Committee.
- 6.9 The Committee may appoint such sub-committees as may be required.
- 6.10 The Committee may operate bank accounts on behalf of the Group. Any such accounts shall have at least two signatories, including the President and the Treasurer. Two signatures shall be required for withdrawals.

## 7. **THE OFFICE HOLDERS**

The office holders shall be responsible for the proper conduct and administration of the Group in accordance with this Constitution as follows:-

### 7.1 **The President**

- 7.1.1 The President shall be the chairperson of the Committee and the Group's General Meetings.
- 7.1.2 The President shall sign the Minutes of the Committee meetings as being a true and correct record of the Committee's decisions.
- 7.1.3 The President shall be a co-signatory to the Group's Bank Account with the Treasurer, and/or with other members of the Committee as shall be determined by the committee from time to time.

### 7.2 **The Vice President**

- 7.2.1 The Vice President, or in his/her absence a member elected by the Committee, will act as President in the President's absence.

### 7.3 **The Secretary**

- 7.3.1 The Secretary shall take and keep minutes of all Committee and General Meetings.
- 7.3.2 The Secretary shall attend to the correspondence of the Group at the direction of the Committee whose decisions shall be carried out at all times.
- 7.3.3 The Secretary shall produce a report on the Groups activities for the previous year for publication in locally distributed papers prior to the A.G.M.

7.3.4 The Secretary shall keep membership records and detailed records of the Group's activities.

#### 7.4 **The Treasurer**

7.4.1 The Treasurer shall keep such accounting records as are necessary to correctly record and explain the financial transactions and financial position of the Group.

7.4.2 The Treasurer, under the supervision of the Committee shall keep the Group's accounts, issue receipts and bank all monies received on behalf of the Group in the Group's account as soon as possible.

7.4.3 The Treasurer may control an amount of petty cash, as directed by the Committee.

7.4.4 The Treasurer shall be a co-signatory to the Group's Bank Account with the President.

7.4.5 The Treasurer shall produce a report on the Group's financial activities for the previous year prior to the A.G.M.

7.4.6 The Treasurer shall present the Group's accounts for audit as directed by the Committee after the end of each financial year.

#### 7.5 **The Artistic Director**

7.5.1 The Artistic Director, in cooperation with other members of the Group, shall be responsible for producing programmes for the Group's activities and performances and for coordinating the musical and dancing activities of the Group.

7.5.2 The Artistic Director may coopt others to assist in coordinating and organising performances or other activities of the Group and in teaching dances, songs and music and may, with the approval of the Committee, delegate some responsibilities to other members of the Group.

7.5.3 The Artistic Director shall produce a programme of each year's activities for distribution to members and for publication outside the Group prior to each A.G.M.

7.5.4 The Artistic Director shall be responsible for promoting the Group's activities to the Estonian community and the community in general.

#### 7.6 **The Property Officer**

7.6.1 The Property Officer shall be responsible for the safe keeping and storage of the Group's folk costumes, musical instruments, books, tapes and all other property owned by the Group.

7.6.2 The Property Officer shall keep adequate records so that the state and location of all property is known at all times, and shall be responsible for the issue and return of property to/from members.

7.6.3 The Property Officer shall ensure all property is maintained in a serviceable state at all times, and shall arrange for the prompt repair or replacement of damaged or lost items as directed by the Committee.

### 8. **FINANCIAL YEAR**

The Financial Year of the Group shall commence on the first day in January and shall expire on the thirty first day of December in the same year.

### 9. **ANNUAL GENERAL MEETING**

The control of the policy business of the Group shall be vested in the A.G.M.

- 9.1 The A.G.M. of the Group shall be held in February of each and every year at such time and place as the Committee shall decide.
- 9.2 At least one month's notice specifying the place, day, hour and agenda shall be given
- 9.3 At least half of all financial members must be present at an A.G.M. before business can be transacted. If a quorum of half of all members is not achieved within 30 minutes of the time advertised for the meeting, those members present shall constitute quorum.
- 9.4 The A.G.M. shall elect the Committee for the ensuing year.

#### 10. **SPECIAL GENERAL MEETING**

- 10.1 If ten ordinary members request a Special General Meeting in writing, then such a Special General Meeting shall be called.
- 10.2 At least one month's notice specifying the place, day, hour and agenda shall be given.
- 10.3 At least half of all financial members must be present at a Special General meeting before business can be transacted.

#### 11. **ALTERATIONS OF AND ADDITION TO THE CONSTITUTION**

This Constitution shall not be altered or added to except by resolution proposed at a Special General Meeting of the Group convened for that purpose or at the A.G.M. and carried by a two thirds majority of members present.

#### 12. **DISSOLUTION**

- 12.1 The Group shall be dissolved if a resolution that the Group be dissolved as at a certain date be passed at a Special General Meeting of the Group called for that purpose or at the A.G.M. and carried by a three quarters majority of members present.
- 12.2 In the event of the Group being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities, shall be paid and applied by the Committee in accordance with their powers to any fund, institution or authority, which is a non-profit organisation.

#### 13. **INTERPRETATION OF THE CONSTITUTION**

The members of the Group at General Meetings shall be the sole authority for the interpretation of this constitution and the majority decision of the members shall be final and binding upon members.

#### 14. **RESIGNATION**

A member may resign from membership of the Group by giving written notice thereof to the secretary or public officer of the Group. Any member so resigning shall be liable for any outstanding subscriptions and other property which shall be recovered as a debt due to the Group.

#### 15. **THE SEAL**

- 15.1 The Group shall have a common seal upon which its corporate name shall appear in legible characters.
- 15.2 The seal shall not be used without the express authorisation of the Committee, and every use of the seal shall be recorded in the minute book of the Group. The affixing of the seal shall be witnessed by the President and Secretary.

15.3 The seal shall be kept in the custody of the Secretary or such other person as the Committee may from time to time decide.

16. **PROXIES**

A member shall not be entitled to appoint any person to be his/her proxy, but must attend and vote at any meeting of the Group at which he/she wishes to be represented.