

SKUD Frula – The Society Operational Policies

1. GENERAL

Operational policy is a living document intended to regulate day to day activities and programs of the society.

Policies are determined, acquired, updated, changed and/or cancelled by the Board during any regular or special meeting by majority of votes.

Members and program participants shall be informed about new policies and/or changes in existing policies in writing no more than 15 days after the new policy and/or change in existing policy has been approved.

2. PERFORMANCE ORGANIZATION POLICY

As primarily dance and music heritage organization, Society groups will be attending and/or organizing appearances and performances in front of the public. All public appearances need to be approved by the Board.

A volunteer is assigned by the Board to take over all the duties and responsibilities for organizing each public appearance. These duties and responsibilities include, but not limited to: communication with organizer regarding dates and times, performance duration, program; internal communications with the Board and instructors to determine which groups will perform, what choreographies and music; transportation and accommodation for the participants; other duties as assigned.

All expenses regarding public appearances need to be approved by the Board.

Instructor is obligated to accompany his/her group on all public performances and appearances.

Providing adequate music for the performance is responsibility of the instructor.

All performers need to be dressed up and ready to perform at least 30 minutes before the performance for the last consultations with instructor and choreography set up.

Parent volunteers must be present for the all underage performers groups. Recommended number of parent volunteers is one per four performers.

3. UNIFORM (NOSNJE) MAINTENANCE POLICY

Uniforms are the most valuable asset of the Society and are borrowed to the members of the Society for the performances and all public appearances for the season.

Borrowing of the uniforms is organized per dancing group and coordinated with dedicated volunteers and group instructors. Lists of obligated pieces of uniform per member is created and maintained by the Head Uniform Coordinator Volunteer of the Society.

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Inventory of all Uniform pieces is kept up to date and recorded in the Society files. Every year, at the end of each season, all uniform pieces are returned to the Society for recount and inventory update. The Head Uniform Coordinator Volunteer, supported by assigned volunteers and members of the Board, organizes uniform returns and recounts.

Due to high value of the Uniforms, each member that borrows uniforms from the Society needs to leave a deposit cheque in the amount of \$200.00 as a damage deposit. Cheques will be returned at the end of each season upon the return of all Uniform pieces in good standing.

Each member is responsible for maintenance and cleaning of the Uniforms he/she borrows from the Society. All pieces of the uniform should be dry cleaned only.

Once all uniforms are returned to the Society for a recount, inspection of the Uniform pieces will determine if any additional dry cleaning or repairing of sensitive pieces is needed and will be organized and paid by the Society.

4. CONCERTS AND FESTIVALS ORGANIZATION POLICY

These policies primarily regulate organization of the Frula Year End Concert and Serbian Fest. These policies are applicable to any other concert or festival organization and participation.

Serbia Fest is a two-day event organized by all Serbian Societies in Calgary. Frula is responsible for organizing artistic and cultural programs and events for both days, as well as the activities for children. The person appointed by Frula Board of Members as Frula's main contact in the Serbian Fest Committee is obligated to attend all meetings with the Serbian Fest organizational committee and coordinate activities.

Music, sound and stage equipment, duration of program, member communication and invitations and all other activities connected to event organizations and costs associated to that; are arranged by the appointed volunteer with prior approval from the Board.

Every year in June Frula organizes a Year End Concert to demonstrate our work and achievement from the season. All dancing and singing groups will take part in and perform at this concert.

Concert will be organized by the Board and assigned volunteers. Venue booking for the concert should be done in January. When deciding on the venue the Board will take into consideration: size of the room depending on number of participants, deposit and financing, dressing rooms for participant, expected audience.

Concert theme, program and needed dancers' supplies on sight (water, hair pins, etc) will be decided by the Board and Frula's Artistic Coordinator.

The Board, depending on the venue and expenses of the event, approves ticket cost and sales. Proceedings from the Concert ticket sales will be used to cover all organizational costs.

5. REHERSALS AND INSTRUCTOR CONDUCT POLICY

Instructors are obligated to keep the record of attendance for each and every rehearsal held.

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All instructors are given working plan and program for the season and are responsible that these plans are adhered to.

All rehearsals should start with a warm up, to prevent potential injuries of the participants.

All participants need to be treated equally at the rehearsals and be given opportunities to learn steps, songs and choreographies. Instructor needs to make sure that each participant has learned the steps, songs and choreographies properly and is an equal part of the team.

All participants and instructors are obligated to behave and adhere to signed document “Frula Instructor Agreement” and “Frula Enrollment Rules and Responsibilities”.

All escalations from the participant and/or their parents needs to be addressed to the instructor first before passing on to the Board.

All instructors are insured and covered by WCB.

6. FUNDRAISING AND FUND ALOCATION POLICY

Frula can organize as many fundraising activities as needed for the Society to function and deliver its purpose.

Major fundraiser is Government organized Casino volunteering program. All details regarding this fundraising program are regulated by the application to the program.

Frula can organize any other fundraising activity as per needs of the Society (Parties, GoFundMe, bottle drives, silent auctions, etc.).

Fund allocation will be decided by the Board as per needs of all groups. Proceedings will go towards travel expenses for all groups, uniforms for all groups, facility rent, inventory purchase, choreographies, etc. as approved by the board. Allocation of the funds will be communicated to the Frula members.

7. MEMBER GROUP TRAVELING POLICY

Frula members are given opportunity to travel and participate in the events outside of Calgary. Traveling opportunities and events are decided and approved by the board. There is a minimum lead-time of 2 month for travels to be approved and organized.

A volunteer member is to be assigned by the board as Head Travel Organizer, preferably from the group that is traveling. He/she is responsible for organizing transport and accommodations as well as full communication with the local event organizer. All transportation, accommodation, and trip itinerary will be organized within the particular group that is travelling. For groups that are 18 years of age and over, these responsibilities will be placed on the group members, only to be approved by the Board after final decisions have been made.

Instructors have to go with their respective dance groups. Instructors will receive the same amount of benefits as participants on the travels (travel costs covered, accommodation, food, etc.)

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Younger dance groups consisting of members who are 11 years of age and under are limited to traveling within Alberta and neighboring provinces (dependent on the number of parent volunteers). Dance groups that consist of members between the ages of 12 and 17 can travel domestically within all of Canada with proper parent supervision/volunteers. Dance groups that consist of members who are 18 years of age and above can travel internationally as well as domestically. International travel is reserved solely for adult dancers.

All parents of under age travelers must submit an acknowledgment of risk form, and responsibility waivers for Frula as well as consent of agreement to allow their child to travel with Frula teams.

Underage travelers need to be accompanied by parent volunteers in ration of four participants per one parent volunteer.

Dancers take full responsibility of keeping and maintaining their uniforms during the travel.

8. PROCUREMENT AND INVENTORY POLICY

In order for the Society to function, the following are primarily needed but not limited to: uniforms, music players, music, sound systems, office supplies, lap top, etc.

Purchases of any inventory needs to be approved by the Board prior to purchase. Only exception is purchase of small uniform parts (hair pins, red stripes, needles, buttons, etc.), which can be purchased without Board approval for the amount up to \$200. Costs above \$200 still will need to be approved by the Board.

Procurement can be done directly by the board from the Frula bank account. Procurement done by Member will be refunded according to the bills submitted.

Inventory is recorded and kept updated.

Technical supplies, except the laptop, are kept in storage rented in NGPCA center.

9. PUBLIC RELATIONS POLICY

Frula is managing its Public Relations through use of traditional communication channels and social media.

Official Frula Web site is www.frula.ca. Web page is maintained by the Board and any assigned volunteers interested, and primarily used for showcasing and promoting all dance/singing groups to the general public. It is also a medium for other cultural groups to contact Frula for inquiries or travel invitations.

Official Frula Facebook page is SKUD Frula. Page is maintained by the Board and any assigned volunteers interested, and primarily used for showcasing and promoting all dance/singing groups to the general public. Pictures and videos of our dance and singing groups are displayed on this page.

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Official Frula YouTube channel is SKUD Frula Calgary. Page is maintained by the Board and any assigned volunteers interested, and primarily used for showcasing and promoting all dance groups to the general public. Videos of performances are displayed on this channel.

Registered Frula Email addresses are:

1. skud.frula.info@gmail.com
2. skud.frula.nosnje@gmail.com
3. skud.frula.dance@gmail.com

Email is the primary way of communication with the members. If members take advantage and dispose private emails of other members publicly without their consent a warning will be given. If disposal of private information occurs again, Member will have his/her membership revoked and will be expelled from the Society.

Whether to reply to an email from the Board is at the member's discretion. Any verbal abuse, unwarranted accusations, or otherwise inappropriate responses will not be tolerated. Such emails do not help progress the organization in any way, and will not be responded to. If members send such an email, a written or verbal warning will be given. If another inappropriate response is received, Member will have his/her membership revoked and will be expelled from the Society.

Consent for use of pictures and video material is granted to all Frula members as long as credit is given to the person/persons who created such image and/or video.

Frula cannot be held responsible for any public performing material use.