

CROATIAN KYUDO FEDERATION

Miroslava Krleža 1G, 23000 Zadar



KYUDO
SAVEZ
HRVATSKE

STATUTE OF THE CROATIAN KYUDO FEDERATION

16 January 2016

Pursuant to Articles 13 and 27 of the Associations Act (Official Gazette No. 74/14) and Article 36 of the Statute of the CROATIAN KYUDO FEDERATION of 14 January 2010, the Assembly of the CROATIAN KYUDO FEDERATION has during the meeting held on 16 January 2016 passed the

STATUTE

OF THE CROATIAN KYUDO FEDERATION

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BASIC PROVISIONS

Article 1

This Statute shall govern the provisions regarding the name and seat of the Croatian Kyudo Federation (hereinafter: "the Federation"), regarding the representation, seal design, goals and scope of activities in accordance with the goals, activities used to reach the goals and economic activities pursuant to the law; regarding the manner of ensuring the Federation's public activities, the conditions and manner of becoming a member as well as the termination of membership; regarding the rights, obligations and responsibilities and disciplinary responsibility of the members and the manner in which the members' list is kept; regarding the Federation bodies, their structure and the manner of convening meetings, the election, revocation, authorizations and the manner of deciding as well as the mandate term, and regarding the manner in which the Assembly is convened in the event of mandate expiration; regarding the election and revocation of the Federation's liquidator; the Federation's termination, regarding the assets, the manner of acquiring and disposing of the assets; regarding the procedure of handling assets in case of Federation termination; regarding the manner of settling disputes and conflicts of interest within the Federation and other issues significant for the Federation's operations.

Article 2

The Federation's full name is: **KYUDO SAVEZ HRVATSKE**.

The Federation's abbreviated name is: **KYUSHR**.

In addition to the Croatian name the Federation can also use the English name **CROATIAN KYUDO FEDERATION** and the abbreviated form: **CroKyuF**.

The Federation's seat is in Zadar.

The Federation Assembly shall make the decision on the change of the seat and the Federation's Management Board shall make the decision on the change of the seat's address.

The Federation shall operate on the territory of the Republic of Croatia.

Article 3

The Federation is a non-profit, independent, voluntary and non-party association joined by the kyudo associations (clubs and societies) which are registered and operating in the territory of the Republic of Croatia.

The associated member associations shall join the Federation for the purpose of harmonizing joint and special interests, planning and organizing development and promotion of the kyudo skill, and performing activities and conducting programmes related to kyudo.

Article 4

The Federation shall operate as a legal entity and it shall be registered in the Register of Associations of the Republic of Croatia at the State Administration Office in the Zadar County and in the Register of Non-Profit Organizations at the Ministry of Finance of the Republic of Croatia.

Article 5

The Federation shall be represented by the president and secretary general of the Federation.

Article 6

The Federation has a seal.

The Federation's seal is square in shape with dimensions of 1.8 cm x 4.5 cm. The left side of the seal has a stylized kyudo target (three concentric black circles entering a square which presents a part of the Croatian coat of arms). The part of the circle which is black becomes white at the point of entering the square, while the part of the circle which is white becomes black at the point of entering the square. The Federation's full name is written on the right side of the emblem in black capital letters: KYUDO SAVEZ HRVATSKE in 3 rows.



The Federation's Management Board shall make the decision on changing the seal. The Federation president and secretary general shall be authorised to use and keep the seal.

Article 7

The Federation has an emblem and a flag.

The Federation's emblem is a stylized kyudo target (three concentric black circles entering a red square which presents a part of the Croatian coat of arms). The part of the circle which is black becomes white at the point of entering the square, while the part of the circle which is white becomes red at the point of entering the square. The Federation's full name, KYUDO SAVEZ HRVATSKE, is written in black capital letters under the emblem, in 3 rows.



The Federation's flag is white and square in shape with the 1:2 ratio between the shorter horizontal side and the longer vertical side. The Federation's emblem is placed in the centre of the flag.



Article 8

The Federation may join or become a member of other national or international organizations in accordance with the relevant acts and other regulations if that would contribute to the achievement of goals set forth in the Statute.

The Federation's Assembly shall make the decision on associating with other organizations.

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FEDERATION'S AREA OF ACTIVITY, GOALS AND BUSINESS ACTIVITIES

Article 9

Pursuant to its goals, the Federation shall be involved in other business activities.

Article 10

The Federation was founded for the purpose of promoting, encouraging, developing and strengthening the traditional Japanese skill kyudo in the Republic of Croatia. Modern-day kyudo is used for physical, moral and spiritual growth and, compared to other martial arts, it requires the least amount of strength and it is based on the psychological and philosophical element.

Article 11

The Federation's activities shall be the following:

- promoting and encouraging kyudo, Japanese traditional archery, in the Republic of Croatia,
- unifying and harmonizing its members' activities,
- organizing consultations, seminars, lectures and other professional conferences related to kyudo, in accordance with special regulations,
- promoting education, tolerance and responsibility acquired through the practice of kyudo,
- encouraging the increase of participants in the activities,
- encouraging organization of events and other manifestations, and taking part in such events for the purpose of promoting the Federation's goals,
- handling all issues regarding the improvement and study of the kyudo technique,
- using kyudo to promote a healthy lifestyle and positive values, including finding the physical and mental inner balance,
- advocating for the advancement in professional work and training of the kyudo professionals,
- cooperating with other equivalent or similar associations and organizations in Croatia and abroad, as well as all organizations supporting the Federation's operations,
- publishing books, brochures, magazines and multimedia content regarding the Federation's activities, in accordance with special provisions.

MANNER OF ENSURING THE FEDERATION'S PUBLIC ACTIVITIES

Article 12

The Federation's work shall be public.

Being open to public is achieved by presenting the Federation's programmes, decisions, guidelines and conclusions to its member associations and other interested parties and organizations, i.e. the public.

The public shall be also be kept informed by publishing the Statute, decisions, general and other acts as well as information on the Federation's website, by publishing the information in the Federation's gazette and in other means of communication.

The Federation's meetings shall be open to public. The public can only be denied access to the Federation's meeting under the following circumstances:

- when discussing issues which are a trade secret;
- when such a decision is made during the Federation's meeting due to particularly important reasons.

Media representatives may attend the Federation's management bodies' meeting and inform the public on the work of those bodies and the Federation, except when the Management Board makes a reasonable decision on excluding the public.

All members of the associated member associations shall have the right to participate in the Federation's activities, in accordance with the provisions of the Statute and the law, and to gain access to the bodies' activities and decisions made by such bodies.

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MEMBERSHIP IN THE FEDERATION, RIGHTS, OBLIGATIONS AND DISCIPLINARY RESPONSIBILITY OF THE MEMBER ASSOCIATIONS, AND THE MANNER OF KEEPING THE LIST OF MEMBER ASSOCIATIONS

Article 13

Associations (clubs or societies) developing and promoting kyudo can voluntarily join the Federation, at their own request, provided that their seat is within the Federation's area of activity, under the same terms defined in this Statute.

Other legal entities whose business activities are of significance and interest regarding kyudo in the Republic of Croatia may also join the Federation.

Article 14

An association (club or society) can become a member of the Federation provided that it meets the following criteria:

- that the purpose of its foundation and activities is to develop and improve, advocate and promote kyudo in the Federation's area of activity,
- that it was founded in accordance with the Associations Act and that it is properly registered at the appropriate state administration body,
- that it accepts the Federation's Statute and other general acts.

Article 15

The membership in the Federation can be **fully fledged and supporting**.

Associations (clubs and societies), having met the terms of the provisions of Article 14 of this Statute, shall gain the status of fully fledged Federation members after the Management Board makes the decision that the membership has been granted.

A legal entity which, in accordance with the set terms, provides financial support to regularly aid the Federation's development and progress and fulfilling of its goals and tasks, can become a Federation's supporting member association.

The supporting member association shall have the right to elect the representative to the Federation Assembly, in accordance with this Statute, but without the right to make decisions within the Federation bodies.

Article 16

Associated Federation member associations and other legal entities whose business activities are of significance and interest regarding kyudo in the Republic of Croatia must deliver the following documents to become a Federation member association:

- a decision on joining the Federation;
- a copy of their Statute;
- a copy of the decision on the entry into the Register of Associations of the Republic of Croatia;
- a copy of the notification by the Croatian Bureau of Statistics on the business entity's NACE classification;
- proof of entry into the Register of Non-Profit Organizations at the Ministry of Finance of the Republic of Croatia if it is obligated to register pursuant to the Non-Profit Organizations' Financial Operations and Accounting Act;
- basic information on the membership, president and representatives who will represent their association (club or society) in the Federation, and the work programme;
- basic information on the member association's organization and business activity,
- a statement on accepting the Federation's Statute and other general acts.

Article 17

An association from Article 13 of this Statute meeting the terms set forth in the Associations Act and the terms from Article 14 of this Statute, with reference to the annexes to the request for application for membership in the Federation from Article 16 of the Federation's Statute, may become a member association of the Federation.

The Management Board shall make the decision on the granting of membership and the Board may deny the association from Article 13 of this Statute the membership if its assessment shows that the said association does not meet the terms set forth in the act or the Federation's Statute, i.e. the general acts; it may require that the irregularities in the filed request are removed or make a decision granting the membership in the Federation.

The Management Board will set the deadline for the applicant, a maximum of 90 days, to remove the irregularities which might prevent the applicant from becoming a member of the Federation.

An appeal can be filed before the Federation Assembly regarding the Management Board's decision on denying the membership within 30 days from the date of receiving the written decision. The appeal shall be settled at the first following Assembly meeting.

The Federation Assembly's decision regarding the decision from the previous item shall be final.

Article 18

The Federation shall keep a list of its member associations and the Federation secretary general shall be in charge of keeping up-to-date records of the Federation member associations, constant access to and providing information on the current Federation memberships.

The list of member associations shall be kept in electronic form and the records regarding each member association of the Federation must include the following:

- the member association's name;
- the member association's Personal Identification Number;
- the date of joining the Federation;
- the membership category (if defined by the Statute);
- the date of membership termination (for those member associations which are no longer member associations of the Federation);

and it can also include other information.

The list of the Federation member associations must be available at request to all member associations and appropriate bodies.

Article 19

Federation member associations shall be obligated to abide by the provisions of this Statute and other Federation's acts as well as by the decisions made by the Assembly and other Federation bodies.

Article 20

By conducting its activities the Federation shall ensure the protection of its member associations' rights and interests. Federation member associations shall be equal in terms of exercising their rights and obligations.

Article 21

The Federation member associations' rights shall be the following:

- to take part in the Assembly's activities via their representatives;
- to provide the Assembly and all Federation bodies with proposals, requests and appeals regarding subjects related to the Federation's business activities and receiving replies to such requests;
- to elect and be elected as members of the Federation bodies;
- to take part in the creation and implementation of the Federation's work programme and the Statute;
- to exercise other rights arising from the law and this Statute;
- to gain insight into the Federation's overall operations;
- to use all positive accomplishments which are the result of Federation's operations;
- to settle mutual disagreements and disputes and to reach an agreement on the issues of mutual interest;
- to communicate with other associations and societies, legal and physical entities, through the Federation.

Article 22

The Federation member associations' obligations shall be the following:

- to protect and promote the Federation's interests and reputation through their proper and professional work and attitude;
- to take active part in the realization of certain parts of the Federation's work plan;
- to timely file the required or prescribed reports;
- to timely pay the membership fee and to settle other financial obligations defined in the Management Board's decisions or the Federation's general acts;
- to harmonize their statutes and general acts with this Statute and Federation's other general acts;
- other obligations defined by the Assembly.

Should the member association fail to perform its obligations, a disciplinary proceeding will be initiated in accordance with the Rules of disciplinary proceeding.

Article 23

When a member association of the Federation fails to realize the goals and tasks for the purpose of which it was founded, if its activities violate the law or it fails to act in accordance with the Statute and the Federation's general acts, the Federation's Supervisory or Management Board must warn the member association of all irregularities in its work and suggest their removal.

If the associated member association keeps operating contrary to the provisions of its own Statute and this Statute even after it has received a warning, i.e. if it fails to remove the indicated irregularities, the Federation's Assembly may decide to exclude it from the membership in the Federation.

Article 24

The membership in the Federation shall cease to exist:

- if the Federation terminates at the request of the member association with a corresponding explanation, whereas the request can be submitted at any time, in which case the membership shall be terminated 30 days after the Federation receives the request;
- in accordance with a decision on exclusion made by the Federation's Management Board with a simple majority vote of all members of the Management Board, if the member association's actions violate the Federation's reputation or if the member association is in breach of the Statute and other rules of the Federation, if it is in violation of the provisions of the Associations Act, if the member association has failed to settle the material and financial obligations towards the Federation for the previous calendar year, in which case the member association may be reappraised membership in the Federation if, i.e. when the member settles its material and/or financial and other obligations towards the Federation or if the member association is undergoing bankruptcy proceedings;
- if the member association no longer exists, i.e. if it is erased from the register of the appropriate state administration body.

Before making a decision on excluding the member association from the Federation, the Federation's Management Board must warn the member association of the irregularities in its work, suggest their removal and that the Federation member association must remove the reasons for the exclusion from the Federation within a maximum of 90 days.

The member association shall have a right to an appeal against the decision on exclusion from the Federation which must be submitted to the Federation's Assembly within 30 days from the date of receiving the written decision. The appeal shall be settled at the first following Assembly meeting.

When a Federation member association's membership in the Federation ceases to exist on any grounds whatsoever defined in this Article, the member association shall be obligated to settle all previously assumed or corresponding and due obligations, and it shall have no right to any claims with regards to Federation's assets.

FEDERATION ORGANIZATION

Article 25

FEDERATION BODIES SHALL BE AS FOLLOWS:

1. Assembly
2. Management Board
3. Supervisory Board
4. President
5. Vice president
6. Secretary general
7. Liquidator

Members of the Management and Supervisory Board shall be elected and their position shall be revoked according to the provisions of this Statute. The constituent assembly of the electoral bodies must be held within 15 days from the election date. Minutes regarding the Federation bodies' assemblies shall be taken and permanently kept, and signed by the president and the recording secretary.

1 ASSEMBLY

Article 26

The Assembly is the Federation's highest ranking body. It consists of the elected representatives of the Federation member associations in accordance with the Statute and the law.

The Assembly consists of the following:

- 3 representatives of a Federation member association which, according to a Federation member associations' list, has more than 10 members, and 2 representatives of a Federation member association which has up to 10 members, provided that the Federation member associations have proper documents and valid mandates of their governing and representative bodies, as well as settled Federation membership fees, on the date of the Assembly meeting.

Article 27

A representative of a Federation member association in the Assembly may be a person who:

- is a citizen of the Republic of Croatia;
- has turned 18 and has a full legal capacity;
- is a member of the association he/she represents; and who
- accepts the Federation's Statute.

Federation member associations' representatives in the Federation Assembly shall report to the Assembly and the Federation member association they represent.

Article 28

The Federation Assembly's mandate shall last for four (4) years and it shall start on the date the mandate of the Federation member association's representative regarding the Federation Assembly members is verified.

The same person may be re-elected for the Assembly for a new mandate.

The mandate of the subsequently elected member of the Assembly shall last until the mandate of the Assembly for which the member has been elected expires.

On an exceptional basis, if a member of the Assembly cannot participate in the Assembly meeting, the Federation member association's appropriate body may appoint a substitute for that meeting via a written decision. The mandate of the substitute member appointed for that meeting shall be verified by the Assembly.

Article 29

The representative of the Federation member association present at the Federation Assembly meeting will be denied the right to vote if he/she is a representative of the Federation member association which does not have proper documents on the valid governing and representative bodies' mandates.

The Federation member association shall, before the beginning of the Federation Assembly meeting, deliver proof, i.e. a copy of the decision or an extract from the Register of Association of the Republic of Croatia which clearly indicates proper registration and valid mandates of that Federation member association's governing and representative bodies.

Article 30

Assembly members shall take part in the work and decision-making, establishing their position primarily on the:

- requests for the implementation of the defined policy and programmes regarding the development of kyudo in the Republic of Croatia;
- efforts to achieve values contributing to the development, affirmation and reputation of kyudo;
- mutual interests of all associated Federation member associations and the obligation to fulfil the Federation's goals and tasks defined by the law and this Statute.

A representative of the Federation member association – a member of the Federation Assembly shall have the following rights and obligations:

- to take part in the activities of the Assembly and other bodies it was elected for;

- to decide on issues regulated by the Assembly;
- to report to the member associations it represents on the Assembly's work and its own work in the Federation Assembly;
- to initiate discussions regarding issues from the Assembly's area of activity and to propose corresponding actions;
- to take part in the completion of tasks defined in the Assembly's decisions;
- to ask questions, seek answers, information and expert support from the Federation bodies;
- the Assembly members are obligated to represent and protect the interests of the Federation and the interests of the association they represent at any time.

Article 31

The mandate of the Assembly representative may be cancelled even before the term for which the representative was appointed expires, under the following circumstances:

- if the member association which he/she represents revokes his/her position;
- if the representative hands in a final resignation;
- if such circumstances occur due to which the member cannot perform his/her duties in the Assembly;
- dissolution.

The Assembly representative's position shall be revoked in the manner and according to a procedure defined regarding his/her election.

The mandate of the newly-elected Assembly representative shall last until the mandate of the Assembly for which the representative has been elected expires.

If the representative whose mandate expired before the term for which he/she was elected was a member of the Management Board, a new member of the Management Board shall be elected whose mandate shall last until the expiry of the Management Board's mandate.

In the event of dissolution, the mandate of the Assembly member may be terminated:

- if the member fails to accept, promote or abide by the provisions of the Statute or if the member violates them;
- if the member's unacceptable behaviour threatens the Federation's interests or damages the Federation's reputation;
- if the member is absent (with no excuses) from the Assembly meetings over the period of two years or fails to perform the tasks arising from the Federation's Statute or decisions made by the Assembly and its bodies.

A member association or Assembly members may request that the position of the Assembly member is dissolved.

If a member of the Assembly asks for a dissolution, such request shall be examined if it was supported by, at least, a majority vote of the members of the Assembly who have the right to vote.

The member of the Assembly whose function has been dissolved can no longer become a member of the Assembly or perform any other function within the Federation.

Article 32

The president of the Federation shall initiate an electoral procedure regarding the Assembly representatives for the following mandate three months prior to the expiry of the current mandate at the latest.

If a certain member has failed to elect his/her representatives in the Assembly by the time defined in paragraph 1 of this Article, the newly-elected Assembly shall start conducting its activities if the decision regarding the election of the representative was delivered by at least two third of the member associations.

The Assembly's Rules of Procedure shall define the manner of operation, rights and obligations as well as the work conditions of the Assembly representatives, including all other issues important for the Assembly's successful operations.

The first Assembly meeting shall be convened by the former president.

Article 33

The Federation Assembly shall decide on the issues within its jurisdiction during its meetings. Assembly meetings can be regular, specially convened, celebratory and electoral. A regular assembly shall be held at least once a year. An electoral assembly shall be held every 4 years. A specially convened assembly shall be held as the need arises. All celebratory assembly meetings may be convened for the purpose of marking a certain historical date for handball and the Federation, i.e. for any other purposes of similar nature. The president of the Federation may convene a special assembly at his/her own initiative when he/she finds it necessary, at the request of the Management or Supervisory Board or at the request of 1/3 of the Federation member associations, accompanied by an explained written request, immediately proposing the agenda. If the president of the Federation fails to convene the special assembly at the request of the party proposing the assembly, accompanied by a written proposal of the agenda, place and time of the assembly, the party proposing the assembly will convene it. Only the issue which was the reason for the Assembly meeting shall be discussed at the specially convened Assembly meeting.

Article 34

Assembly meetings shall be convened and presided over by the president of the Federation, who shall inform the representatives and Federation member associations on the Assembly meeting to be held in a proper way at least 15 days prior to the date of the meeting. The notice on the convened Assembly meeting shall include the information on the place and time of the meeting and the proposal of the agenda. The materials from the Assembly meeting shall be available on the Federation premises. The president shall be responsible for the implementation of decisions and acts made by the Assembly. Representatives of state authorities, federations and other associations may participate in the Assembly activities as guests, with no decision-making rights. The Assembly shall be presided over by the president of the Federation and if the president is absent, by the vice president, and if both the president and vice president are absent, by the Operating Chairmanship consisting of 3 members elected by the Assembly.

Article 35

If the mandate of the Federation bodies expires, the Federation Assembly shall be convened by the representative who was the last to be added to the Register of Association or at least 1/3 of the Federation member associations on the Federation member associations' list before the Federation bodies' mandates expired. In the event of president's resignation or death, the Assembly shall be convened by the Federation's vice president.

Article 36

Representatives of sports and state authorities and other organizations may participate in the Assembly activities as guests, with no decision-making rights. The president of the Federation shall invite the representatives of certain organizations and authorities from paragraph 1 of this Article to an Assembly meeting.

Article 37

The Assembly may make valid decisions if a simple majority vote of Assembly members is present at the meeting. If at the scheduled time of the Assembly meeting a simple majority of the Assembly members is not present, the beginning of the Assembly meeting shall be prolonged for an hour and it shall be then held if at least 1/3 of the members is present. Assembly decisions are made by public voting, except in the events defined in this Statute or if the Assembly decides to make the voting on certain issues confidential. Voting at the elections for the Federation bodies is confidential, unless decided otherwise by the Assembly at the meeting. The Assembly decision shall be considered final if the majority of present Assembly members votes in its favour. Decisions on the change of the Statute and Federation termination shall be made by the votes of 2/3 of the present Federation Assembly members. Minutes shall be kept on the Assembly meeting activities, signed by the elected recording secretary at the Federation Assembly meeting and certified by two certification clerks who have also been elected at the Federation Assembly meeting. The minutes shall be permanently kept in the Federation's archives. The minutes from the Federation Assembly meeting shall be delivered to all Federation member associations within 15 days from the date they were created and certified at the latest, and within 60 days from the date of the Federation Assembly meeting at the latest, and they shall be verified at the following Federation Assembly meeting.

Article 38

Federation Assembly shall:

- adopt the Statute and its amendments as well as other acts defined by the Statute;
- adopt the work plan and the financial plan for the following year and report on the work in the previous calendar year;
- decide on the change of goals and activities, business activities, termination of operations and allocation of the remaining Federation assets;
- adopt the annual financial report and statement of accounts;
- elect and dissolve the positions of the Federation's president, vice president, secretary general and members of the Management and Supervisory Board as well as authorized representatives;
- elect a liquidator and revoke the function of a liquidator;
- examine and accept the annual report on the activities of its bodies and representatives;
- adopt the Federation's Rules of Procedure;
- adopt other acts and decisions related to the Federation's activities;
- decide on the use of profit;
- give guidelines regarding the Federation's activities;
- decide on the termination of existence and change of the Federation's name;
- decide on the members' second degree appeals and on the decisions on their exclusion from the Federation;
- decide on associating with other organizations, becoming a member of other organizations and leaving them;
- perform other tasks defined by the law or the Statute which are not under the jurisdiction of another Federation body.

AUTHORISED REPRESENTATIVES

Article 39

The Federation shall have a president and a secretary general who shall also be the Federation's authorised representatives. The Federation's president and secretary general shall ensure proper and lawful operations carried out by the Federation and they shall be elected by the Assembly for a term of 4 years, whereas they can be elected several times in a row.

The Federation's president and secretary general acting as the Federation's authorised representatives shall:

- be responsible for the lawful operations carried out by the Federation;
- carry out the Federation's operations pursuant to the Assembly decisions, unless otherwise defined by the Statute;
- be responsible for providing the Assembly with the proposal of the annual financial report;
- deliver the minutes taken during the Assembly's regular meeting to the relevant office at the Register of Associations;
- conclude agreements and take other legal actions on behalf and for the account of the Federation;
- perform other tasks in accordance with the law, Statute and Federation's acts.

FEDERATION PRESIDENT

Article 40

The Federation shall have a president who shall also be the Federation's authorized representative, and the president shall be elected by the Assembly for a term of 4 years. A person whose candidacy is supported by at least 5 representatives in the Assembly may be elected president. The president of the Federation as the Federation's authorized representative shall ensure the proper and lawful Federation operations.

The Federation president shall:

- issue orders regarding the implementation of the financial plan,
- convene and preside over the Assembly and Management Board meetings, and sign their acts, decisions and minutes;
- make sure that the Assembly and Management Board's decisions and conclusions are carried out;
- perform other activities conferred on him/her by the Federation Assembly and the Management Board.

The Federation president shall report to the Federation's Assembly and Management Board. In case the president is absent or detained, the vice president shall perform his/her tasks on his/her behalf.

VICE PRESIDENT

Article 41

The Federation vice president shall be elected by the Assembly through public voting. The vice president's mandate shall last for 4 years and the vice president may be re-elected without any limitations regarding the number of mandates.

The Federation vice president shall:

- act as the president's substitute in case the president is absent or detained;
- be responsible for the proper and lawful Federation operations;
- help the Federation president in his/her work and act as the president's substitute regarding all matters defined by this Statute when the president is absent or detained;
- perform other tasks entrusted to him by the president of the Federation or tasks which he/she is authorized to perform according to this Statute, i.e. tasks which he/she was given based on the decisions made by the Assembly and Federation president.

FEDERATION MANAGEMENT BOARD

Article 42

The Management Board is the Federation's executive and management body which, between the Assembly meetings, manages the Federation operations in accordance with the Assembly decision and this Statute.

Management Board members shall have equal rights, duties and responsibilities regarding the Management Board's operations. Management Board members shall be elected by the Federation Assembly, and the Management Board and each of its members shall report to the Federation Assembly.

Article 43

The Management Board shall have 5 (five) members elected by the Assembly for 4 years. The Federation president, vice president and secretary general shall, in terms of their position, be members of the Federation's Management Board. The Federation president is also the president of the Management Board. Management Board members shall be elected at the president's proposal among the Assembly representatives and they can be re-elected.

Article 44

The Management Board shall perform the following tasks:

- create the proposal of the Statute, its amendments and other general acts;
- create the proposal of the work plan and the financial plan for the following calendar year;
- create a proposal of the statement of accounts;
- prepare materials which will be decided on by the Assembly;
- make sure that the adopted work programme and the Federation Assembly's decisions are being implemented;
- make sure that the members and the public are kept informed;
- make decisions aimed to ensure and implement proper Federation operations and carry out Assembly's decisions;
- organize the Federation's activities and work between two Assembly meetings;
- decide on the use of the Federation's assets;
- decide on the admission to and exclusion from the Federation;
- decide on the change of the Federation seat's address and seal;
- create a financial plan and decide within the plan on the schedule and use of the means;
- appoint and revoke members of the permanent or temporary operating bodies it shall form;
- perform other tasks within his/her jurisdiction, decide on the matters which have not been defined in the Statute and report on his/her work to the Assembly at its first future meeting;
- determine which documents and information are considered a trade or other secret;

- appoint persons authorized to sign documents before financial institutions;
- appoint committees and assign tasks to them, as needed;
- make first degree decisions on the exclusion of a member association from the Federation.

Article 45

The Management Board meetings shall be convened and presided over by the Federation president, i.e. vice president in case the president is absent or detained.

The Management Board meetings shall be held as necessary but at least 4 times a year.

The Federation's Management Board can make valid decisions if more than half of the Management Board members are present at the meeting.

The Management Board shall make valid decisions with the majority of votes of the total number of members. The voting shall be public, except when it is decided that the voting regarding a certain matter shall be confidential.

The Management Board's activities may include forming operating bodies which shall report to the Management Board and the Federation president.

Article 46

The Federation's Management Board's activities may include forming permanent or temporary operating bodies or appointing an expert for certain activities and tasks.

The decision on the formation of operating bodies shall define the structure, tasks, and authorizations, manner of work and mandates of the members of such bodies.

Members of the operating bodies shall report to the Federation's Management Board and president.

Jurisdictions and decision-making rights regarding matters which have been entrusted to the Assembly and the Management Board in accordance with this Statute cannot be transferred to the operating bodies.

Article 47

The Management Board may revoke and dissolve the function of the Federation's president and secretary general before the expiry of their mandate if they exceed their authorizations or fail to perform their obligations with due diligence and if they fail to act in accordance with this Statute.

The Federation member association's appropriate body may, for the reasons defined in paragraph 1 of this Article, revoke their representative in the Federation Assembly, and if that representative is also a member of the Management Board, his/her mandate as a Management Board member shall also be terminated. The Assembly mandate of the new representative referred by the Federation member association shall last until the expiry of the revoked member's mandate and if the revoked member was a member of the Management Board, the Assembly shall elect a new member of the Management Board whose mandate shall last until the expiry of the mandate of the Management Board within which he/she was elected.

If it is dissolving the functions of certain members of the Management Board or the president of the Federation, the Assembly shall then elect new members of the Management Board, i.e. the president until the expiry of the mandate of the structure within which they were elected. If it is dissolving the functions of the entire Management Board, the Assembly shall elect members of a new Management Board with a full mandate.

Each member of the Management Board and the president of the Federation may ask to have their function dissolved before the expiry of the mandate to which he/she was elected, and he/she shall perform his/her duties until the decision on the dissolution has been made.

The Assembly shall make the decision on the dissolution at its first meeting.

FEDERATION SUPERVISORY BOARD

Article 48

The Supervisory Board shall have 3 (three) members elected by the Assembly for 4 years.

A member of the Supervisory Board cannot be a member of another body or the Federation's operating body. The Supervisory Board shall make valid decisions if the meeting is attended by a simple majority of its members and the valid decisions shall be made by the majority of votes of all members. The president of the Supervisory Board, who is elected by the Assembly, shall convene the Board meetings, manage its activities and perform other tasks allocated by the Board or the Assembly. Members of the Supervisory Board shall report to the Assembly.

Article 49

The Supervisory Board shall:

- examine and supervise the implementation of the provisions of this Statute and Federation's other general acts;
- examine and supervise the material and financial operations and the use of the Federation's assets;
- examine and supervise the process of making decisions, conclusions and other legal acts;
- supervise the fulfilment of contracted and other obligations;
- monitor and analyse the implementation of the Federation's financial policy and financial plan;
- perform other activities conferred on him/her by the Assembly.

Article 50

The Supervisory Board shall have the right to claim access to the documentation and all information regarding the Federation's operations and activities. The Management Board and each Federation member shall immediately allow access to the requested documentation and information and submit the necessary notices.

Members of the Supervisory Board must attend the Management Board and Assembly meetings in case of detecting irregularities in the financial or other aspects of the Federation's activities, negligence regarding the implementation of tasks or violation of the Statute and the Federation's other general acts.

Article 51

The manner and the procedure of dissolving the Supervisory Board or the functions of its member shall be regulated by the provisions of Article 47 of this Statute.

FEDERATION SECRETARY GENERAL

Article 52

The secretary general is the Federation's executive body and a member of the Management Board in terms of his/her function. The secretary general shall be elected by the Assembly at the Federation president's proposal for a term of 4 years and he/she can be re-elected.

The terms a secretary general must meet as well as the mutual rights and obligations shall be defined by the Management Board. The secretary general shall report to the Assembly, the Management Board and the president of the Federation.

The Federation secretary general shall be independent in his/her work and perform his/her duties either as a volunteer or professionally on the basis of a concluded labour agreement or a temporary service agreement and he/she shall report to the Management Board and the president of the Federation.

The terms the head of an association must meet as well as the mutual rights and obligations shall be defined by the Management Board. After the labour agreement ceases to be in force the secretary general shall no longer be an authorized representative.

Article 53

Federation secretary general shall:

- perform expert and administrative tasks related to the Federation;
- make sure and take measures regarding the implementation of the Federation's defined plan and programme;
- monitor the lawfulness of the operations and the implementation of Federation-related obligations assumed according to the law or an agreement or in any other way;
- keep a list of member associations and be responsible for its keeping;
- assist the president of the Federation and presidents of other bodies;
- be held responsible for the timely preparation of the meetings of the Assembly, Management Board and other bodies;
- make sure that the decisions and conclusions made by the Assembly, Management Board and other bodies are implemented on a timely basis;
- make sure that the Federation's work is public;

- perform other tasks assigned to him/her by the Assembly or Management Board decision.

In case the secretary general is absent or detained, he/she shall be substituted by the Federation vice president.

DISCIPLINARY COMMITTEE

Article 54

The Federation's Disciplinary Committee is an occasional Federation body which decides on the disciplinary responsibility of members and persons taking part in the Federation's programmes, which conducts first degree disciplinary proceedings, in accordance with the Rules on disciplinary and material responsibility defined by the Federation Assembly.

Article 55

The Disciplinary Committee shall have three members which shall be elected by the Federation Assembly on every separate occasion, at the proposal of the Federation member associations.

The Disciplinary Committee shall elect the president among its members.

Candidates for the members of the Disciplinary Committee shall be proposed by the Federation member associations provided that such candidates fulfil the terms from Article 27 of this Statute, taking into consideration the necessary expertise and experience, given the Disciplinary Committee's jurisdiction.

The Disciplinary Committee's structure and operations shall be regulated by the Committee's own rules on procedure. The Disciplinary Committee shall make decision by a majority of votes of all members of the Disciplinary Committee.

The Disciplinary Committee shall decide on the disciplinary responsibility of the Federation member associations', as well as of the physical persons participating the Federation's bodies' activities or programme, related to the violated rights and obligations defined in the provisions of this Statute, provisions of the Rules on disciplinary and material responsibility and other Federation acts, and it shall do the following:

- accept requests for the initiation of the disciplinary proceedings filed by the Federation member associations and other participants;
- carry out disciplinary proceedings initiated according to a request or official duty, and it may also issue a warning and/or initiate a procedure of exclusion from the Federation, as well as other measures set forth in the Rules on disciplinary and material responsibility;
- make decisions, conclusions and recommendations to which an appeal can be filed;
- perform other tasks in accordance with the decisions made by the Federation Assembly and Management Board which come under its jurisdiction.

An appeal to a Disciplinary Committee's decision shall be delivered to the Federation Assembly within 30 days from the date of receiving the decision. The Federation Assembly's decision regarding the appeal shall be final.

Article 56

Members of the Disciplinary Committee cannot also be members of other Assembly bodies.

The Disciplinary Committee shall report to the Assembly.

The Disciplinary Committee shall file a report to the Assembly as appropriate and at least once a year.

LIQUIDATOR

Article 57

The Federation liquidator shall be elected by the Assembly until the revocation of his/her function.

The liquidator can be a physical or legal entity which is not a member of the Federation. The liquidator may attend the Assembly meetings if necessary.

Article 58

The Federation liquidator shall represent the Federation in the liquidation procedure and once the liquidation is initiated, the liquidator shall be entered into the Register of Associations as the person authorized to represent the Federation until the procedure is complete and the Federation is deleted from the register.

In the liquidation procedure the liquidator shall:

- determine the balance on the Federation's business accounts, the accounting balance regarding the debts and claims, Federation's other assets, and obtain the statement of having no tax debt regarding public levies from the Ministry of Finance's official records;
- announce a call to the creditors that within 30 days from the date of the announcement of the call they deliver their claims towards the Federation if the liquidator determines that the Federation has debts;
- invite the debtors to settle their debts towards the Federation within 30 days regarding any potentially identified Federation claims;
- return the remaining means received from public sources to the budget from which the means were granted;
- after the allocation of assets, within eight days from the completion of the liquidation procedure, file the statement of accounts and the report on the conducted liquidation procedure at the relevant office;
- in case the liquidator comes to a realization that the assets are insufficient to settle the obligations, he/she shall inform the relevant court on that matter within eight days for the purpose of initiating a bankruptcy proceedings.

The liquidator shall be obligated to conduct the liquidation procedure within 60 days from the date of receiving the decision by the relevant court regarding the initiation of the liquidation procedure.

Article 59

The Assembly shall revoke the function of the liquidator:

- if the liquidator request that;
- if a conflict of interest exists regarding the liquidator's function;
- if the liquidator is a legal entity whose operations ended; and
- if the liquidator passes away.

In case the liquidator's function is revoked, the Assembly shall appoint a new liquidator during the same meeting and send a request to the relevant office responsible for the entry of changes in the Register of Associations of the Republic of Croatia.

The Assembly shall decide on the liquidator's fee for the implementation of the liquidation procedure as a part of the decision on the Federation's termination.

ASSETS, MANNER OF ACQUIRING AND DISPOSING OF THE ASSETS AND MATERIAL AND FINANCIAL OPERATIONS

Article 60

The Federation's assets shall consist of real estate, movable assets, rights and monetary means.

The Federation shall keep business records and create financial reports in accordance with the regulations defining the financial operations and accounting in non-profit organizations.

The Federation shall ensure monetary means from the membership fees, participation fees, and funds obtained from economic activities, sponsors, subventions, donations and other sources.

Article 61

The Federation's assets shall consist of monetary means the Federation gained through membership fees payment, voluntary donations and gifts, monetary means which are a result of the Federation's goal-reaching activities, through the financing of the Federation's programmes and projects from the local and regional self-government budgets, sponsorship agreements, monetary fines defined by the Federation's relevant bodies, and other monetary means obtained in accordance with the law, the

Federation's immovable and movable assets and other ownership rights.

The Federation shall bear the costs foreseen in the annual financial plan, other costs approved by the Assembly and costs approved by the Management Board within its jurisdiction, as well as all other costs arising from the realization of the Federation's goals.

The Federation can dispose of its assets only to achieve the goals and perform the activities defined in this Statute, in accordance with the law.

Article 62

The Federation's monetary means shall, usually, be deposited on the Federation's business accounts. The allocation of the total financial means shall be carried out in accordance with the financial plan and the work programme. The budgetary means shall be strictly dedicated and may only be used for activities and tasks accepted in the annual programme and financial plan.

The Management Board shall dispose of the potential profit gained through the performance of the economic activity, in accordance with the provisions of this Statute and the corresponding regulations, pursuant to the Federation's programme and financial plan, and the profit can be used only to finance the Federation's sports activities.

Any potentially gained excess of profit over expenditures in business shall be allocated in accordance with the financial plan to the following year for the purpose of handball development.

The Federation's financial plan shall be adopted, amended and supplemented by the Federation Assembly.

The Federation president shall be the person issuing orders regarding the performance of the financial plan and the Management Board may, at its discretion, appoint other authorized persons responsible for the material and financial operations.

The Federation's material and financial operations shall be organized and conducted in accordance with the law and Federation's general acts.

The Federation's annual financial report shall be adopted by the Assembly and submitted to the Ministry of Finance, i.e. another institution the Ministry of Finance authorizes for receiving and processing of financial reports, and it shall be publicly announced via the Register of Non-Profit Organizations.

Article 63

The Federation shall keep business records and create financial reports in accordance with the regulations defining the financial operations and accounting in non-profit organizations.

Article 64

The Federation shall be held responsible for its obligations to the full extent of its assets. Federation member associations and the members of the Federation bodies shall not be held responsible for the Federation's obligations. Bankruptcy proceedings may be initiated against the Federation, in accordance with the law.

Article 65

The Management Board may put a professional services department of another organization in charge of the performance of certain professional and administrative, auxiliary or other tasks which are temporary or occasional or which cannot be performed within the Federation or their performance within the Federation is not economical, or the Management Board may ensure their performance in the form of a labour agreement for a definite period or a temporary service agreement. Operations ensured by a labour agreement for a definite period or a temporary service agreement may be contracted by the Federation secretary general.

MANNER OF SETTLING DISPUTES AND CONFLICTS OF INTEREST WITHIN THE FEDERATION

Article 66

In case of a dispute between the associated Federation member associations or between the associated member associations and the Federation, complicating the Federation's activities or making them impossible, and if it cannot be settled by conducting procedures defined in this Statute, the Federation's associated member associations shall be obligated to settle such a dispute through mediation. The Mediation Act shall apply to the mediation procedure.

A dispute within the Federation exists if it is a matter of rights and interests of the associated Federation member associations which the associated Federation member associations can freely

dispose of, and which affects the Federation's operations to their full extent, i.e. if they refer to the matters of joint interest for all associated Federation member associations.

If the mediation procedure fails, the Federation Assembly shall appoint an Arbitration Committee consisting of three members for each procedure.

The structure, mandate and the decision-making manner of the committee shall be defined in the rules adopted by the Assembly. The Arbitration Committee's decision shall be final.

Article 67

Representatives of the associated Federation member associations, persons authorized to represent the Federation and members of the Federation bodies, in terms of all activities of interest and significance for the Federation, must act honourably, fairly, knowingly, responsibly and unbiased, maintaining their own credibility and the Federation's credibility.

While performing the Federation's activities, representatives of the associated Federation member associations, persons authorized to represent the Federation and members of the Federation bodies must not put their personal interest before the Federation's interest.

Article 68

In accordance with the provisions of the Act on Preventing the Conflict of Interest, the Public Procurement Act and other corresponding regulations, if the personal interest of persons from paragraph 1 of Article 67 of this Statute is contrary to the Federation's interest or the interest of other associated Federation member associations, or if the personal interest affects or may affect the unbiased operations of the said persons in the Federation in terms of their performance of Federation activities, persons to whom the conflict of interest refers shall be obligated to immediately notify the Federation's Management Board on that issue and excuse themselves from further activities.

AWARDS AND RECOGNITIONS

Article 70

The Federation may award recognitions to associations and individuals for their merits and accomplishments in terms of development and promotion of kyudo.

The type of recognition, the creation and manner of awarding it shall be defined by the Federation Management Board in its special act.

INTERNAL CONTROL

Article 71

Federation members shall control the Federation's activities themselves. If a Federation member association or another person participating in the Federation's work or programme finds that the decision or act of another Federation body violated the Statute or any other Federation's general act, it shall be authorized to bring that matter to the attention of the Federation Management Board and request the removal of the irregularities.

If the warning is not examined within 30 days from the date of delivering the written request, and if no actions are taken pursuant to the request, i.e. if the Federation Assembly is not convened in that deadline and the irregularities are not removed within additional 30 days, the Federation member association, i.e. the other person participating in the Federation's work or programme, who has filed the request to remove the irregularities, may file a complaint before the Municipal Court competent according to the association's seat for the purpose of protecting its rights defined in the Federation's Statute.

ADOPTION OF THE STATUTE AND ITS AMENDMENTS

Article 72

The Federation Statute shall be adopted by the Federation Assembly and 2/3 of the Federation Assembly members who are present, after a discussion has been conducted.

The Statute is a fundamental general act and all other general acts must be compliant with the Statute. The draft of the Statute amendments and other acts shall be adopted in the manner and according to a procedure regarding their adoption. The Federation Management Board shall consider the remarks and proposals presented during the discussion, it shall take a position regarding them and draft proposals of the Statute which shall be delivered to the Assembly for adoption.

Article 73

The Federation Assembly shall interpret the provisions of the Statute. The Management Board shall interpret other general acts.

TERMINATION OF OPERATIONS

Article 74

The Federation shall terminate its operations under the circumstances prescribed by the law or in accordance with the Assembly's decision. The reasons for Federation termination shall be the following:

1. Assembly's decision on the termination of the Federation, if a decision has been made by a two third majority of the total number of votes of the Assembly representatives;
2. Merging of the Federation with another association or a division of the association through demerger;
3. If twice the amount of time has passed than the period planned for the convening of a regular Assembly meeting, and the meeting has not been held;
4. A court's final decision on the termination of the Federation;
5. Initiation of a bankruptcy proceedings;
6. At the request of one associated member, if the number of Federation members is less than three founders necessary for the establishment of the Federation and the Federation's relevant body has failed to make a decision on the admission of new members within one year from the occurrence of such fact.

Article 75

In case of the Federation's termination pursuant to an Assembly decision, the Assembly shall make a decision on the termination of the Federation pursuant to a two third majority of the present members of the Federation Assembly.

HANDLING ASSETS IN CASE OF TERMINATION

Article 76

If the Federation is terminated, the Federation's assets shall be, after the creditors' claims and court and other procedures' costs are settled, handed over to an association, institution or a trust with the same or similar statutory goals, based on the Assembly's decision pursuant to the Statute. Under exceptional circumstances, if by any reason whatsoever the Federation's assets cannot be handled in the manner from the previous paragraph, the remaining assets shall be acquired by the local self-government unit on whose territory the Federation's seat is located. The remaining financial means received from public sources shall be returned to the budget from which such means were granted.

TRANSITIONAL AND OTHER PROVISIONS

Article 77

All important matters which have not been covered in this Statute and which need to be discussed will be defined in a special general act adopted by the Federation Assembly.

Article 78

After this Statute comes into force, the Statute of the Croatian Kyudo Federation of **14 January 2010** shall no longer be valid.

Article 79

This Statute shall come into force on the date of its adoption and it shall become applicable on the date of its certification at the State Administration Office in the Zadar County, at the General Administration Department.

In Zagreb, 16 January 2016

PRESIDENT OF THE CROATIAN KYUDO FEDERATION

Goran Blažević