

CROATIAN CHAMBER OF TRADES AND CRAFTS

1866

Based on the Decree of the Assembly of the Croatian Chamber of Trades and Crafts from 21st May 2002, Article 23 paragraph 1 line 1 of the Statute of the Croatian Chamber of Trades and Crafts, and Article 29 of the Decree on the Amendments of the Statute of the Croatian Chamber of Trades and Crafts, the Board for Monitoring and Development of the Chamber System and the Statute of the Croatian Chamber of Trades and Crafts, at its session held on 3rd September 2002, established the amended version of the Statute of the Croatian Chamber of Trades and Crafts.

The amended version of the Statute of the Croatian Chamber of Trades and Crafts encompasses the Statute of the Croatian Chamber of Trades and Crafts (Official Gazette »*Narodne novine*« No. 21/99), and the Decree on the Amendments of the Statute of the Croatian Chamber of Trades and Crafts (Official Gazette »*Narodne novine*« No. 62/02), which states the dates, on which these legal documents become effective.

Number: 144/3-2002.

Zagreb, 3rd September 2002

STATUTE

OF THE CROATIAN CHAMBER OF TRADES AND CRAFTS (AMENDED VERSION)

I. GENERAL PROVISIONS

Article 1

The aim of this Statute is to define work and tasks of the Croatian Chamber of Trades and Crafts (hereinafter: the Chamber), to define the rights, obligations and responsibilities of Chamber's members, the way the Chamber is managed, forms of organisation and work in the Chamber, establishing of Chamber's representations abroad, tasks and affairs regarding education for the needs of the trades, work of the Chamber's tribunals, cooperation with state authorities and state administration bodies, cooperation with other chambers in Croatia and abroad, public character of its work and dissemination of information, organisation of the Chamber's office and the way of financing the Chamber.

Article 2

The Chamber is non-party, independent, professional and business organisation of tradesmen, individual traders and companies that perform a trade in accordance with the Act on Trades (hereinafter: the Act).

The Chamber represents tradesmen before state and other authorities in Croatia and abroad.

The Chamber is a legal entity, and its rights, obligations and responsibilities are defined by the Act and this Statute.

II. MEMBERS OF THE CHAMBER

Article 3

Membership in the Chamber shall be mandatory.

Mandatory members of the Chamber shall be the following:

- tradesmen who perform a trade on the territory of the Republic of Croatia in accordance with the Act,
- individual traders and companies that perform a trade from the Article 2 paragraph 1 point 2 and 3 of the Act.

Tradesmen shall become members of the Chamber on the day of their registration in the Register of Trades, and individual traders and companies that perform associated and privileged trades shall become members on the day that the competent county office, i.e. the competent office of the City of Zagreb, issues a formal decision, determining that the individual trader and the company comply with the conditions set forth in the Act.

Membership in the Croatian Chamber of Trades and Crafts may also be acquired by natural persons, companies and other legal entities that independently perform other activities, if their work serves the purpose of furthering work and business operations of trades.

Natural persons and legal entities, whose activity serves the purpose of advancing the work and business operations of trades shall become Chamber's members on the day that the Chamber's competent body makes a decision to accept the respective natural person or a legal entity as Chamber's member, as of which date they accept all rights and obligations resulting from the membership in the Chamber, in accordance with Chamber's legal documents.

Both mandatory and voluntary members of the Chamber are mandatory members of tradesmen associations, and through their tradesmen associations, they are members of regional chambers of trades and crafts.

For tradesmen, membership in the Chamber shall cease on the day that they are deleted from the Register of Trades, and for companies, on the day that they are deleted from the records of the competent county office, i.e. the competent office of the City of Zagreb, and for voluntary members, it shall cease on the day that they are deleted from the list of voluntary members of the Chamber, on the basis of a decision by the competent body of the Chamber.

III. NAME OF THE CHAMBER

Article 4

Name of the Chamber is: Croatian Chamber of Trades and Crafts.

Abbreviated name is: HOK.

IV. SEAT OF THE CHAMBER – HEADQUARTERS OF CROATIAN TRADESMEN

Article 5

Seat of the Chamber is in the Headquarters of Croatian Tradesmen, Zagreb, Ilica 49, as a place, which also historically served the purpose of promoting class interests of tradesmen and trades.

V. STAMP AND SEAL OF THE CHAMBER

Article 6

The Chamber has its stamp, and a metal round seal with the following text on the rim of the circle of the stamp and seal – Hrvatska obrtnička komora – Zagreb (Croatian Chamber of Trades and Crafts – Zagreb), and in the middle there is the logo of the Chamber.

The Chamber shall have its logo.

The logo shall be of round form, in blue colour, with two white squares, one in the

middle, and one attached to it diagonally, in the upper right corner, in the middle of which there is a circle filled with silver colour.

With the permission of the ministry responsible for administrative affairs, the Chamber shall use the stamp and seal with the coat of arms of the Republic of Croatia on all documents that it issues within the scope of its public authorities.

The logo of the Chamber is also the logo of regional chambers of trades and crafts.

VI. PUBLIC AUTHORITIES

Article 7

The Chamber shall perform public authorities that are defined by the law and other regulations.

Legal documents that the Chamber issues within the scope of its public authorities are public documents.

An objection, i.e. an appeal may be lodged against certificates and other public documents issued by the Chamber within the scope of its public authorities.

The Chamber may issue certificates, confirmations and similar documents regarding facts, on which it maintains records.

VII. TASKS AND AFFAIRS OF THE CHAMBER

Article 8

In accordance with the Act, the Chamber shall:

1. advance the trades:
 - by encouraging and organizing participation of tradesmen at trade fairs in Croatia and abroad,
 - by informing the public on trades,
 - by establishing legal entities, owned or co-owned by the Chamber, for the purpose of performing the Chamber's tasks;
2. develop regional chambers of trades and crafts within the scope of its tasks and work, as defined by the Act and this Statute;
3. represent interests of tradesmen before state authorities and state administration bodies, especially:
 - by cooperation with state authorities and state administration bodies,
 - by participating in the work of committees and commissions of the Croatian Parliament and coordination bodies of the Government of the Republic of Croatia;
4. submit comments and proposals to state authorities and state administration bodies in the process of adopting legislation, which is of interest to trades, especially:
 - by participating in the work of working groups in drafting primary and secondary legislation,
 - by submitting opinions, proposals and comments to draft bills and secondary legislation,
 - by starting initiatives for amendments of final proposals of laws;
5. perform tasks in the field of education and training for the needs of trades, especially:
 - by issuing licences for practical training (apprenticeship),
 - by establishing commissions for taking apprentice and master craftsman's exams, and vocational qualifications exams,
 - by establishing other commissions for the purposes of education and training,
 - by monitoring exams, which are within the scope of authority of the Chamber,
 - by promoting, organising, and participating in developing the system of vocational

education for the needs of the trades,

- by organising further training of employees for the needs of trades,
- by keeping records on education and training;
- 6. organise and implement training for the needs of trades;
- 7. encourage and participate in issuing publications for the needs of trades;
- 8. establish the Court of Honour;
- 9. establish the arbitration council;
- 10. organise Permanent Arbitration Court;
- 11. maintain the register of tradesmen and records on Chamber's members;
- 12. maintain the register of regional chambers of trades and crafts;
- 13. enhance, coordinate, assist and monitor the implementation of the main programme and operational tasks of tradesmen associations and regional chambers of trades and crafts;
- 14. assess opportunities and conditions for economic development and initiate research in the field of economy, and research in the field of trades for the needs of the economy;
- 15. participate in designing the economic system and measures of economic policy;
- 16. establish and develop all kinds of business relations on Croatian and international markets;
- 17. encourage innovation with respect to procedures, products and services, as well as development of technological infrastructure;
- 18. participate in harmonising economic and social interests in the area of environmental protection;
- 19. advance, develop and protect good business practice, business morale and consumer protection;
- 20. assist tradesmen in establishing and business operation of trades, especially:
 - by searching for the possibilities of favourable loans,
 - by organising seminars and lectures, and providing professional advice in the process of establishing a trade, and during its business operations;
- 21. develop its IT system and business information, and inform its membership on professional, business and technological issues and news from the scope of work of the Chamber, by means of its periodical and through other public media;
- 22. perform other tasks, as defined by the law and this Statute.

VIII. RIGHTS, OBLIGATIONS, AND RESPONSIBILITIES OF CHAMBER'S MEMBERS

Article 9

Chamber's members are equal and they shall have equal rights, obligations and responsibilities in the Chamber.

Article 10

Rights, obligations and responsibilities of the Chamber's members are the following:

1. active and passive right of election in the bodies of the Chamber;
2. management of Chamber through their representatives;
3. participation in the work of guilds and other forms of organisations within the Chamber;
4. directing and harmonising mutual relations and common interests in the Chamber;
5. participation in the implementation of dual vocational education programmes for trades;

6. proposing and deliberating issues from the scope of work of the Chamber, organise consultations and advisory work;
 7. collecting data necessary for the implementation of common interests of tradesmen;
 8. issuing, requesting and receiving of reports and necessary data regarding one's economic activity;
 9. bringing cases of breach of good business practices and morale before the Court of Honour;
 10. cooperation with competent state authorities and state administration bodies, through the Chamber, in resolving economic issues;
 11. proposing bills and other regulations and measures through the bodies of the Chamber, in the interest of trades and entrepreneurship;
 12. deliberation of drafts and proposals of economic legislation and measures for their implementation;
 13. using professional and other assistance of the Chamber, within its scope of work;
 14. adhering to the provisions of the Statute, decisions, conclusions and other legal documents of the Chamber, and developing mutual responsibility for their consequent implementation, as well as for the implementation of agreed policies of the Chamber system;
 15. regular payment of the Chamber's membership fees;
 16. other rights and obligations determined by the law and this Statute.
- Any member of the Chamber who did not pay the Chamber's membership fee for the period of nine (9) months may not be a member in any body of the Chamber system.

IX. COOPERATION WITH STATE AUTHORITIES AND STATE ADMINISTRATION BODIES, AND WITH OTHER ORGANISATIONS

Article 11

In its work, the Chamber – in accordance with the law – cooperates with the Croatian Parliament, the Government of the Republic of Croatia, state administration bodies, associations, and other organisations in the development of the economic system, defining of policies of economic development and current economic issues, and resolving of other issues important for trades, entrepreneurship and overall economy of the Republic of Croatia.

Article 12

Cooperation of the Chamber with state authorities and state administration bodies and other organisations shall be achieved through:

1. proposing and starting initiatives for passing of legislation and other regulations and measures that refer to operating conditions, and to strengthening of trades and SMEs within the overall economy.
2. deliberation of draft bills and final legislative proposals, and other regulations that regulate trades and SMEs;
3. determining and implementing economic policies;
4. participating as a partner and signatory in concluding of agreements, and in adopting economic measures that refer to trades and SMEs.

Article 13

The Chamber cooperates with scientific, research, professional, educational and other organisations and their communities with the aim of applying scientific and professional achievements in the production and business operations of trades and SMEs.

X. COOPERATION WITH CHAMBERS IN CROATIA AND ABROAD, AND WITH INTERNATIONAL ORGANISATIONS

Article 14

In defining and implementation of economic policies, as well as in all matters of common interest, the Chamber shall especially cooperate with the Croatian Chamber of Commerce.

Article 15

For reasons of protecting the interest of its members, the Chamber may cooperate and establish ties with other chambers in Croatia and abroad, as well as with associations and other similar organisations in foreign countries, and with similar international organisations, and it may also establish different forms of business connections.

Article 16

The Chamber may establish joint chambers and other institutional forms of cooperation with chambers in foreign countries, if it deems that this might significantly improve mutual economic relations.

The seat of a joint chamber may be either in the Republic of Croatia or abroad.

Article 17

Decision on establishing connections, as described in Article 15, and decisions on establishing a joint chamber, as described in Article 16 of this Statute shall be made by the Assembly of the Chamber, in accordance with the orientation pursued by the competent bodies in the Republic of Croatia.

XI. CHAMBER'S REPRESENTATIONS ABROAD

Article 18

In order to satisfy interests of its members, the Chamber may establish its representations abroad, and it may associate in different organisational forms.

Article 19

Decision on establishing and abolishing the Chamber's representation abroad shall be made by the Assembly.

Establishment and activity of Chamber's representation abroad shall be coordinated with the competent bodies in the Republic of Croatia.

The Chamber's representation abroad shall be responsible for its work to the Chamber's president and the Assembly.

General operating conditions and other issues important for the activity of Chamber's representations abroad shall be regulated by rules adopted by the Steering Committee.

XII. ORGANISATION AND BODIES OF THE CHAMBER

Article 20

Bodies of the Chamber are the following:

1. Assembly,
2. Steering Committee,
3. Supervisory Committee, and
4. the President.

ASSEMBLY

Article 21

The Assembly is the highest steering body of the Chamber, and it consists of representatives of Chamber's members.

The Assembly has 75 members.

The Assembly must have a proportionate number of members from different territories and professions.

Regional chambers of trades and crafts shall select representatives to the Assembly, taking into consideration proportional representation of members according to their number, profession and territorial distribution.

The way of selecting representatives to the Assembly, and their composition shall be regulated in a decision to announce elections.

Elections shall be announced at the latest 60 days before the term of office of the Assembly expires.

Article 22

The term of office of representatives in the Assembly shall be 4 years with the right to be re-elected.

The term of office of representatives in the Assembly shall cease before the expiry of the term, for which they were elected:

- if they are relieved from duty by the body that elected them,
- if they lose the status of the member of the Chamber,
- with their resignation,
- with their death.

Article 23

The Assembly of the Chamber:

1. shall pass
 - the Statute and amendments to the Statute,
 - the decision on the amount and calculation basis for the Chamber membership fee, and on the way and deadlines for its payment,
 - Rules of Procedure for the work of the Assembly,
 - work programme and financial budget,
 - the decision on the number of regional chambers of trades and crafts, the territory that they shall cover and their organisation,
 - the decision to announce and conduct elections,
 - rules on the procedure and the way of issuing licences and conditions for implementing practical training during apprenticeship,
 - rules on keeping records on persons who passed apprentice and master craftsman's exams and vocational qualification exams,
 - rules on the organisation, composition, the way of electing, and the competences of the Court of Honour, and on the procedures and measures that may be pronounced by this Court,
 - rules on good business practices for individual professions, and
 - other legal documents, which are not in the competence of the Steering Committee and other bodies of the Chamber;
2. shall define
 - integrated financing policy for the whole Chamber system;
3. shall adopt
 - the annual financial statement and work report;
4. shall coordinate
 - work and development of regional chambers of trades and crafts, and in cases when a

body of a regional chamber of trades and crafts does not perform its functions, it shall be obliged to initiate proceedings and organise their work,

- integrated financing policy of the whole Chamber system;

5. shall appoint and relieve from duty

- the President and Vice-Presidents of the Chamber,

- the Steering Committee, the Supervisory Committee and other working bodies of the Assembly.

The Assembly shall also perform other tasks, as defined by the law and this Statute.

Article 24

Sessions of the Assembly shall take place at least twice a year.

Sessions of the Assembly are convened, and chaired by the Chamber's President.

A session of the Assembly shall be convened at the request of:

- the Supervisory Committee,

- the Steering Committee,

- at least 15 members of the Assembly.

Any party that files a request for convening the Assembly shall be obliged to provide a written explanation of the request.

Article 25

Decisions of the Assembly shall be effective if more than half of all members were present at the session.

The Assembly shall pass decisions by majority vote, and with respect to decisions on the Statute, announcing of elections, amount and calculation basis of the Chamber membership fee, financial budget, establishment of regional chambers of trades and crafts, and in cases of repeated decision making at the request of the Chamber's President, decisions shall be made by the majority of all members of the Assembly.

Any members of the Assembly that do not agree with the adopted decision may separately express their opinion.

Decisions of the Assembly and of its bodies are binding for all members of the Chamber, and for all forms of territorial and professional organisations of trades.

Work of the Assembly shall be regulated by the Rules of Procedure.

STEERING COMMITTEE

Article 26

The Chamber shall have a Steering Committee.

Article 27

The Steering Committee shall have 23 members.

Members of the Steering Committee shall be presidents of regional chambers of trades and crafts, on the basis of their position, and other three members appointed by the Assembly at the proposal of the Chamber's President.

Members of the bodies of the Chamber may participate in the work of the Steering Committee and its working bodies, but they shall not have decision-making rights. This also refers to representatives of guilds, when there are items on the agenda that are in the interest of their professions, and if necessary to other members of the Chamber and professional staff of the Chamber.

Article 28

The term of office for the members of the Steering Committee shall be four years.

Term of office of the members of the Steering committee may be terminated:

- if they are relieved from duty,
- if they no longer perform the function of the president of the regional chamber,
- with their resignation,
- with their death, and
- if they lose the status of the member of the Chamber.

The Assembly may, at the proposal of the Chamber's President, and with consent of the Steering Committee, relieve from duty any member of the Steering Committee, in case that he/she: breaches the provisions of this Statute, does not implement decisions of the bodies of the Chamber, or damage Chamber's reputation through their activity.

Article 29

Sessions of the Steering Committee are convened and chaired by the Chamber's President, who shall have no decision-making rights in this body.

The Steering Committee shall be convened at the request:

- by the Chamber's President,
- by the Supervisory Committee,
- by at least five members of the Steering Committee.

Article 30

Decisions of the Steering Committee shall be legally effective if more than half of its members are present at the session.

The Steering Committee shall pass decisions by a majority vote of all present members of the Steering Committee, unless it is determined otherwise by this Statute.

For its work, the Steering Committee shall report to the Assembly.

Article 31

The Steering Committee shall:

1. implement decisions and conclusions of the Assembly,
2. manage affairs of the Chamber in accordance with the Act and this Statute,
3. prepare sessions of the Assembly in a way that it shall draft proposals of general legal documents that are to be adopted by the Assembly,
4. shall take stand and give opinion on issues discussed by the Assembly,
5. shall decide on complaints against legal documents issued by the Chamber within the scope of its public authorities,
6. establish needs and positions, and propose way of implementing vocational training in trades,
7. establish commissions for apprentice exams, vocational qualification exams and master craftsman's exams, and commissions for issuing licences for performing practical part of training during apprenticeship;
8. issue opinions on regulations proposed and adopted by competent state authorities and state administration bodies,
9. submit proposals to competent state authorities and state administration bodies to enact primary and secondary legislation and other regulations,
10. adopt general legal documents necessary for the work of the Chamber's office,

11. set the amount of fees charged by the Chamber for the services it performs, and costs of the Court of Honour and the Arbitration Court
12. decide on acceptance of voluntary members to the Chamber
13. decide on acquisitions of real estate and on management of immovable property of the Chamber,
14. decide on presenting awards and certificates of merit,
15. appoint Secretary General of the Chamber, at the proposal of the Chamber's President,
16. coordinate mutual interests of guilds within the Chamber,
17. determine if the statutes of regional chambers are in accordance with this Statute,
18. determine if the statutes of tradesmen associations are in accordance with this Statute, on the basis of a written opinion previously obtained by the competent regional chamber,
19. appoint and relieve from duty the president and the deputy president of the Court of Honour,
20. appoint and relieve from duty judges of the first and second instance panel of the Court of Honour,
21. appoint and relieve from duty the secretary of the Court of Honour,
22. appoint and relieve from duty expert witnesses of the Court of Honour,
23. establish a list of arbitrators of the Permanent Arbitration Court,
24. appoint and relieve from duty members of the arbitration court,
25. adopt Rules on Awards of the Croatian Chamber of Trades and Crafts,
26. adopt rules on organising traditional conferences of the guilds of the HOK,
27. adopt rules on participation at trade fairs, organized by the HOK,
28. adopt the decision on the amount of remuneration, per diems and travel expenses for the bodies of the Chamber;
29. adopt rules on the work of guilds and other forms of organisations within the Chamber,
30. adopt Rules of Procedure on the work of the Steering Committee,
31. if necessary, establish working bodies of the Steering Committee,
32. resolve other issues within its scope of authority, as defined in this Statute, the law or other legal documents.

The Steering Committee may transfer its authorities from the points 5, 8, and 9 of this Statute to boards, commissions, or other working bodies listed in Article 48 of this Statute.

SUPERVISORY COMMITTEE

Article 32

The Supervisory Committee shall have a chairperson and four members, and they shall be appointed by the Assembly for the term of office of four years.

The same person may not at the same time be a member of both Supervisory and the Steering Committee.

Members of the Supervisory Committee shall select the chairperson among themselves at their first session.

Article 33

The Supervisory Committee shall:

1. supervise the implementation of the Statute and other general legal documents of the

Chamber, and exercise of rights and fulfilment of obligations of the Chamber's members,

2. supervise material and financial operations of the Chamber and allocation of its funds,
3. supervise exercise of rights and fulfilment of obligations of the Chamber's office according to the Statute and other general legal documents of the Chamber,
4. adopt Rules of Procedure on the work of the Supervisory Committee.

Article 34

Sessions of the Supervisory Committee shall be convened and chaired by the chairperson of the Supervisory Committee.

Article 35

At least once a year – at the time of adopting the annual financial statements and work report – the Supervisory Committee reports on its work, and on financial and material operations of the Chamber

In performing its tasks, the Supervisory Committee may – if necessary – use services of external experts and staff.

Work of the Supervisory Committee is regulated by the Rules of Procedure.

PRESIDENT OF THE CHAMBER

Article 36

President of the Chamber is appointed and relieved from duty by the Assembly, and he/she is elected among the Chamber's members.

For his/her work, the President reports to the Assembly.

Proposals for the election of the Chamber's President may be submitted by the: Steering Committee, i.e. by at least 15 members of the Assembly, i.e. by a regional chamber.

Rules of Procedure that regulate the work of the Assembly shall define the procedure and the way of electing the Chamber's President.

Article 37

At the proposal of the Chamber's President, the Assembly appoints and relieves from duty three Vice-Presidents of the Chamber, and they shall be elected among the Chamber's members.

Article 38

Term of office of the Chamber's President and Vice-Presidents shall be four years, with the possibility of re-election.

For performing the function of the Chamber's President, he/she shall be entitled to special remuneration.

Term of office of the President, and Vice-Presidents may be terminated even before it expires:

1. if they are relieved from duty on the basis of a decision adopted by the Assembly,
2. with their resignation,
3. with their death,
4. if they lose the status of the Chamber's member.

Article 39

Proposals for relieving the Chamber's President from duty may be submitted by the Steering Committee, i.e. by at least 15 members of the Assembly, i.e. by a regional chamber.

The procedure of relieving from duty is conducted in the same way as the election of the President.

Article 40

The President of the Chamber shall represent the Chamber and be responsible for ensuring that its work is in compliance with the law.

The President of the Chamber shall:

1. chair the sessions of the Assembly and the Steering Committee,
2. coordinate activities of different bodies and organisational forms, and the work of the overall Chamber system,
3. take care that the work of the bodies of the Chamber is in accordance with the law, this Statute, and other general legal documents, and interests of the Chamber's members,
4. in case that a regional chamber of trades and crafts fails to perform its functions, convene an extraordinary session of the Assembly of the regional chamber of trades and crafts, upon previous consent by the Steering Committee,
5. represent the Chamber in the process of cooperation with the Croatian Parliament and the Government of the Republic of Croatia, other bodies, chambers, organisations and institutions in Croatia and abroad,
6. based on the authorities defined in secondary legislation, adopt legal documents regarding the implementation of the Chamber's public authorities,
7. allocate funds within the financial budget and issue orders regarding the execution of the budget,
8. propose to the Steering Committee to appoint or relieve from duty the Secretary General of the Chamber,
9. make decision on the need for business trips of the Chamber's members,
10. perform other work, as defined in this Statute, the law, or in other general legal documents of the Chamber.

President of the Chamber may not at the same time also be a member of the Supervisory Committee, and of the Steering Committee of the Croatian Chamber of Trades and Crafts, a regional chamber of trades and crafts, or tradesmen association.

President of the Chamber may not at the same time be president of a regional chamber of trades and crafts or tradesmen association.

President of the Chamber may transfer some of his/her authorities to other persons.

Article 41

President of the Chamber shall sign legal documents adopted by the Assembly and the Steering Committee, documents on implementing decisions and conclusions of the Assembly, as well as other legal documents, i.e. contracts, of which the Chamber is a signatory.

In signing the legal documents mentioned in the paragraph 1 of this Article, the President may use a signature stamp. The signature stamp is used according to the conditions and in a way determined by the Chamber's President.

Article 42

Should the Chamber's President determine that any of the general documents or any other legal document or decisions of the Assembly or any other body of the Chamber, the assembly or any body of a regional chamber, or tradesmen association, is contrary to the law or the Statute of the Croatian Chamber of Trades and Crafts, and contrary to social and economic interests of the Republic of Croatia, it shall suspend the implementation of this legal document, and refer it back to the competent body for discussion and decision.

In the case described in paragraph 1 of this Article, the general document or any other legal document may not be executed before final decision has been adopted.

A general or any other legal document, as described in the paragraph 1 of this Article, shall be re-adopted by the competent body by a majority vote of all members of this body.

Article 43

The Chamber's President shall be entitled to participate in the work of all bodies of the Chamber and the Chamber system as a whole.

Article 44

With consent of the Steering Committee, the Chamber's President shall be entitled to initiate the procedure for establishing the responsibility of the president or secretary of a regional chamber, and may request from the Assembly of the regional chamber to take a vote of confidence against them, if they breach the provisions of this Statute, and do not implement decisions of different bodies of the Chamber, i.e. if their activity damages the Chamber's reputation.

At the proposal of the Chamber's President, and with consent of the Steering Committee, the president of the regional chamber shall be obliged to initiate proceedings for determining the responsibility of the president of a tradesman association, and request from the assembly of the tradesmen association to take a vote of confidence against him/her, if he/she breaches the provisions of this Statute and does not implement decisions of the Chamber's bodies, i.e. if his/her activity damages the Chamber's reputation.

In the case described in paragraphs 1 and 2 of this Article, the Chamber's President shall initiate proceedings before the Court of Honour of the Croatian Chamber of Trades and Crafts.

Article 45

If the Chamber's President is absent, he/she shall be represented by one of his/her deputies or any other person authorised by the Chamber's President.

PRESIDENCY OF THE CHAMBER

Article 46

The Chamber has a Presidency.

Presidency is an advisory body of the Chamber, and it consists of the President and three Vice-Presidents.

The way of working of the Presidency shall be regulated by Rules of Procedure.

XIII. PERMANENT BOARDS AND COMMISSIONS OF THE STEERING COMMITTEE

Article 47

With the aim of ensuring the best quality of professional work of the bodies of the Chamber, the Steering Committee shall establish permanent boards and commissions:

- Board for the Economy,
- Board for Vocational Education,
- Board for Trade Fairs and other Promotional Activities,
- Information Board,
- Board for Financial and Budgetary Issues,
- Board for Monitoring and Development of the Chamber System and the Statute,
- Board of the Issues of Retired Tradesmen, and
- Commission for Awards of the Chamber.

Article 48

Boards, commissions and other working bodies may have up to a maximum of 7 members.

The way of electing members to permanent boards and commissions, and the scope of their work shall be determined by the Rules of Procedure on the work of the boards, i.e. the commission, which shall be adopted by the Steering Committee.

Rules of Procedure, as defined in paragraph 2 of this Article, shall also regulate the way of establishing temporary boards and commissions.

XIV. FORMS OF VOCATIONAL ACTIVITIES IN THE CHAMBER

Article 49

With the aim of coordinating and resolving vocational issues pertaining to different branches of economy that are in the focus of tradesmen operations, tradesmen shall organise their work in sections and guilds at the level of tradesmen associations, regional chambers of trades and crafts, and the Croatian Chamber of Trades and Crafts.

Organisational forms defined in paragraph 1 of this Article are voluntary.

Article 50

Forms of vocational work in tradesmen associations, regional chambers of trades and crafts and in the Chamber are the following:

- at the level of tradesmen association: sections,
- at the level of regional chambers of trades and crafts: guilds,
- at the level of the Chamber: guilds of the Croatian Chamber of Trades and Crafts.

Article 51

Activities of sections and guilds at the levels of tradesmen associations, regional chambers of trades and crafts, and the Chamber shall be financed through voluntary membership fees, and from the revenues of the budgets of tradesmen associations, regional chambers, and the Chamber, as well as from donations and funds from other sources.

SECTIONS

Article 52

Sections are the main form of vocational organisation and of work at the level of tradesmen associations. Types and number of sections shall be determined by the statute of a tradesmen association, taking into account the number of tradesmen from a specific branch of industry, and taking into account its special significance for overall economy in the territory covered by the tradesmen association.

Tasks of sections shall include taking care of, discussing and deciding on vocational issues and other problems and tasks pertaining to the industry that is in the focus of the section's activity.

The way of working in sections shall be regulated by a legal document adopted by the tradesmen association.

GUILDS

Article 53

Guilds are a form of vocational associations at the level of regional chambers of trades and crafts, with the aim of coordinating and resolving vocational and other issues that are in the common interest of members of the guild.

Guilds shall be organised in regional chambers of trades and crafts so that, as a rule, each group covers one industry, and if it is in the interest of the members, one group or sub-group within an industry. Types and number of guilds shall be regulated by the statute of the regional chamber of trades and crafts.

The way of working in guilds shall be regulated by a legal document adopted by the regional chamber of trades and crafts.

GUILDS OF THE CROATIAN CHAMBER OF TRADES AND CRAFTS

Article 54

Guilds of the Croatian Chamber of Trades and Crafts are a form of association and work of respective guilds organised in regional chambers of trades and crafts with the aim of resolving or initiating different matters, which are of common interest at the level of the Chamber.

Article 55

Guilds of the Croatian Chamber of Trades and Crafts shall be established at the level of the Chamber, as a form of vocational association of members who perform the same or similar economic activity, and they are the following:

- Production Guild of the Croatian Chamber of Trades and Crafts,
- Guild for Economically Oriented Intellectual Services and Other Services of the Croatian Chamber of Trades and Crafts,
- Catering and Tourism Guild of the Croatian Chamber of Trades and Crafts,
- Commerce guild of the Croatian Chamber of Trades and Crafts,
- Transport Guild of the Croatian Chamber of Trades and Crafts,
- Guild for Fisheries, Aquaculture and Agriculture of the Croatian Chamber of Trades and Crafts, and
- Hairdressers' and Beauticians' Guild of the Croatian Chamber of Trades and Crafts.

Decisions on establishing new guilds of the Croatian Chamber of Trades and Crafts shall be adopted by the Assembly at the proposal of the Steering Committee.

Tasks of the guilds of the Croatian Chamber of Trades and Crafts shall include promoting and advancing respective industries, and coordination and representation of interests of the Chamber's members who perform the same or similar activities at the level of the Chamber.

The way of working in guilds of the Croatian Chamber of Trades and Crafts shall be regulated by rules adopted by the Steering Committee.

XV. ORGANISATION OF TRADES

TRADESMEN ASSOCIATIONS

Article 56

Tradesmen at the level of local self-government units establish tradesmen associations with the aim of promoting, coordinating, and representing their interests.

Article 57

A tradesmen association is a legal entity.

A tradesmen association shall obtain the status of a legal entity on the day it is registered in the register of tradesmen associations maintained by the regional chambers of trades and crafts.

The procedure and the way of establishing tradesmen associations shall be defined by separate rules adopted by the Assembly.

Article 58

A tradesmen association shall be established in accordance with the territorial and vocational principle for the area of one or several local self-government units.

A tradesmen association is a member of the regional chamber of trades and crafts.

A tradesmen association shall have a Statute.

The Statute of the tradesmen association shall primarily regulate the following:

- contents of work,

- organisation and territorial limits of the association,
- protection of members' interests in the tradesmen association,
- rights, obligations and responsibilities of members,
- the procedure for adopting the Statute and other general legal documents,
- bodies of the tradesmen association, their scope of work, composition, number of members, way of electing their members and relieving them from duty, and the length of their term of office,
- way of decision making in the bodies of the tradesmen association
- forms and organisation of work in the tradesmen association, and primarily organisation and tasks of the professional staff,
- representation of tradesmen's interests,
- contents and forms of establishing cooperation with bodies of local self-government units and other organisations,
- public character of work and dissemination of information,
- ensuring funds necessary for the work of the tradesmen association.

Article 59

Tasks and work of tradesmen associations shall be defined in accordance with the Act, this Statute and the Statute of the competent regional chamber of trades and crafts.

Tasks and work of tradesmen associations in their respective areas shall include:

1. protecting and promoting interests of their members,
2. submitting timely reports to the regional chamber of trades and crafts and the Chamber on all issues, which are of interest for trades in Croatia,
3. enabling the flow of all information in the whole Chamber system towards their members, especially concerning vocational issues and rights and obligations of the members,
4. taking care of improving the schooling system in trades,
5. organising vocational activities through sections, boards, commissions and other working bodies,
6. discussions on all vocational and economic issues on their own initiative or following the initiative of the Chamber,
7. reporting to its members on work and decisions of regional chambers of trades and crafts, and the Chamber, and proposing measures in the interest of their members,
8. providing professional assistance in establishing and business operations of a trade,
9. representing interests of its members before bodies of local self-government units, and
10. performing other work, as defined by this Statute and general legal documents.

Besides work and tasks, as defined in paragraphs 1 and 2 of this Article, the tradesmen association shall also perform work and tasks from the scope of work of a regional chamber of trades and crafts, which the regional chamber transferred to the association.

Article 60

With the aim of ensuring legality of functioning of the Chamber system as a whole, tradesmen associations shall be obliged to deliver the following to the regional chamber of trades and crafts: work programme, financial budget, work report, annual financial statement and other general legal documents adopted by their competent bodies within the scope of authority transferred to them by regional chambers of trades and crafts.

REGIONAL CHAMBERS OF TRADES AND CRAFTS

Article 61

A regional chamber of trades and crafts is established for the territory of one or several counties.

A regional chamber shall be established with the aim of promoting, coordinating and representing common interests of tradesmen before bodies of local and regional self-government.

A regional chamber is a legal entity. A regional chamber shall obtain the status of a legal entity on the day it is registered into the register of regional chambers of trades and crafts maintained by the Chamber.

Regional chambers are members of the Croatian Chamber of Trades and Crafts.

Only one regional chamber may be established on a certain territory.

The number of regional chambers, their territorial limits and organisation shall be defined in a decision adopted by the Assembly of the Chamber.

Article 62

A regional chamber of trade and crafts shall bear the name: Chamber of Trades and Crafts.

The name shall also contain the seat of the chamber and the name of the territory it covers (county – region), and the logo, which is identical with the logo of the Chamber.

Article 63

A regional chamber of trades and crafts shall have a Statute.

The Statute of a regional chamber of trades and crafts shall, in particular, define the following:

- contents of work,
- organisation and territorial limits of regional chambers,
- protection of members' interests in regional chambers,
- rights, obligations and responsibilities of members,
- the procedure for adopting the Statute and other general legal documents,
- bodies of the regional chamber, their scope of work, composition, number of members, way of electing their members and relieving them from duty, and the length of their term of office,
- way of decision making in the bodies of the regional chamber,
- forms and organisation of work in the regional chamber, and primarily organisation and tasks of the professional staff,
- representation of the regional chamber,
- contents and forms of establishing cooperation with bodies of local self-government units and other organisations,
- public character of work and dissemination of information,
- ensuring funds necessary for the work of the regional chamber.

Tasks and work of the regional chamber of trades and crafts shall be regulated in accordance with the Act and this Statute.

Tasks and work of regional chambers of trades and crafts, on their respective territories, shall include:

1. protecting interests of the Chamber's members before bodies of local and regional self-government,

2. participating in providing services, promotional activities for products and services through organisation of trade fairs, exhibitions, and business contacts,
3. providing incentives for research, development, and innovation,
4. representing members' interests in the process of defining economic policy measures of local and regional self-government,
5. work on defining common goals, tasks, and priorities for the development of trades and other branches of economy,
6. promotion of trades and SMEs,
7. promotion, organisation and participation in education for trades, and in further training,
8. proposing members to the evaluation commission for apprentice and master craftsman's exams, and vocational qualification exams;
9. monitoring and analysis of economic policies and their effect on development of trades and SMEs,
10. collecting data necessary for the IT system of the Chamber and data on all other issues from its scope of work,
11. providing of professional assistance in establishing and business operation of tradesmen associations and trades,
12. submitting to the Chamber a written opinion on the harmonisation of the statutes of tradesmen associations with the Statute of the Chamber,
13. forwarding of expert opinions and proposals to local and regional self-government units, and to the Chamber, regarding the needs of tradesmen and entrepreneurs,
14. assisting members in transfer of ownership, and in establishing development projects and other entrepreneurial initiatives,
15. assisting in the selection and supply of necessary professional staff,
16. providing incentives for common projects aimed at improving work and business operations of their members,
17. maintaining of the register of tradesmen associations,
18. coordinating and monitoring the work of tradesmen associations, and in case of non-functioning of their bodies, the regional chamber of trades and crafts is obliged to initiate proceedings for organising the work of the tradesmen association,
19. performing other tasks, as defined by this Statute and general legal documents.

Besides the work and tasks defined in paragraph 4 of this Article, the regional chamber of trades and crafts shall also perform tasks that belong to the scope of authority of the Chamber, which the Chamber transferred to the regional chamber.

President of the regional chamber of trades and crafts is responsible for timely and quality performance of tasks, which the Chamber transferred to the regional chamber.

Article 64

A regional chamber of trades and crafts is obliged to deliver legal documents from its scope of authority to tradesmen associations in its territory, as well as opinions and interpretations of individual legal provisions, which were delivered by the Chamber or the competent ministries.

The regional chamber of trades and crafts is obliged to adopt legal documents, which shall regulate the procedure and the way, in which representatives of tradesmen associations participate in managing the affairs of the regional chamber.

Article 65

Regional chambers of trades and crafts shall confirm the decision on fulfilment of conditions for establishing a tradesmen association, and shall maintain a register of tradesmen associations.

Article 66

In order to ensure the legality of functioning of the Chamber system as a whole, regional chambers of trades and crafts shall be obliged to submit to the Chamber a work programme, financial budget, work report, annual financial statement, as well as data and other general legal documents, which are adopted by the competent bodies of regional chambers, within the scope of authority transferred to them by the Chamber.

XVI. EDUCATION AND TRAINING FOR TRADES

Article 67

The Chamber shall, in accordance with the Act and other regulations, promote, organise, and participate in the education and training for the needs of trades and SMEs.

Article 68

Work and tasks of the Chamber in the field of vocational education and training shall be the following:

1. organisation and participation in drafting of vocational education syllabuses, master's and vocational exam programmes,
2. monitoring the development of different vocations in trades and proposing new vocations and trades,
3. issuing of licences for performing practical training during apprenticeship,
4. providing assistance to regional chambers in organising and implementing work in the field of vocational education and training,
5. organising, monitoring, and improvement of apprenticeship,
6. organising and monitoring of apprentice and master craftsman exams, and of vocational qualification exams,
7. organising of further training of tradesmen who train apprentices, through seminars, conferences, congresses, exhibitions etc.,
8. submitting proposals on the participation of guilds, tradesmen associations, and regional chambers of trades and crafts in the field of vocational education,
9. drafting proposals for the network of vocational schools and their syllabuses, taking into account development trends in trades, in line with the economic development of the Republic of Croatia.

Article 69

Board for Vocational Education shall be in charge of organising the tasks, as defined in Article 68 of this Statute, and it shall do so through the Chamber office, regional chambers, and tradesmen associations, in accordance with the Act and Chamber's legal documents.

XVII. COURT OF HONOUR OF THE CROATIAN CHAMBER OF TRADES AND CRAFTS

Article 70

The Chamber shall establish the Court of Honour.

In performing its functions, the Court of Honour shall be independent, and shall pass

decisions on the basis of the law, this Statute and other legal documents of the Chamber.

Article 71

The name of the court is: the Court of Honour of the Croatian Chamber of Trades and Crafts (hereinafter: Court of Honour).

The seat of the Court of Honour shall be in Zagreb, Ilica 49.

Article 72

The Court of Honour shall decide on:

- breaches of good business practices in performing a trade,
- temporary or permanent withdrawal of licences for the training of apprentices,
- failure of members to fulfil their obligations,
- breaches of the Statute, and
- breaches of other legal documents of the Chamber, regional chambers of trades and crafts, and tradesmen associations.

Article 73

Assembly of the Chamber shall adopt Rules on organisation, composition, way of electing the members, and the scope of authority of the Court of Honour, and on the procedure and measures that may be pronounced by the Court.

XVIII. PERMANENT ARBITRATION COURT

Article 74

The Chamber shall have an arbitration court.

Parties who are natural persons or legal entities from Croatia or abroad (natural persons with habitual or permanent residence abroad, i.e. legal entities with the seat abroad) may agree on choosing the arbitration court from paragraph 1 of this Article for mediation and for deciding in disputes on matters, in which they have a right of disposal, if the law does not stipulate that for a certain type of disputes there shall be exclusive subject matter jurisdiction or international jurisdiction of a regular Croatian court.

Arbitral awards shall be enforceable, and they shall be considered equal to final decisions of the regular court.

Jurisdiction, composition and organisation of the arbitration court and rules of procedure in disputes without the international element, and in disputes with the international element, shall be regulated by the Rules adopted by the Steering Committee.

The Chamber may organise joint arbitration with the Croatian Chamber of Commerce.

XIX. AWARDS AND HONORARY MEMBERS OF THE CHAMBER

Article 75

The Chamber may present awards to renowned and distinguished members of the Chamber for exceptional achievements and merits in the development and promotion of trades and SMEs, as well as to other individuals and institutions who, through their activity, made a significant contribution to the development of trades in Croatia.

Conditions, the procedure and the way of presenting awards shall be regulated by a set of rules.

Article 76

As a sign of special and permanent recognition for the work on issues of structure and organisation of the whole Chamber system, and on promoting of trades, the Assembly may – at the proposal of the Chamber's President, 15 members of the Assembly, or the Steering

Committee – elect an honorary lifelong member of the Chamber.

The Assembly may also, in the way described in paragraph 1 of this Article, elect an honorary lifelong President of the Chamber.

The decision on the election of honorary members shall be made by the majority vote of all members of the Assembly.

Honorary members of the Chamber shall have advisory role at all sessions of the bodies of the Chamber.

XX. GENERAL LEGAL DOCUMENTS OF THE CHAMBER

Article 77

General legal documents of the Chamber are the Statute, rules and other legal documents adopted by the bodies of the Chamber within their scope of authority.

General legal documents shall be signed by the chairperson of the body that adopted them.

Article 78

Proposals for adopting the Statute, and proposals for its amendments may be submitted by the President, the Steering or the Supervisory Committee, or by at least 15 members of the Assembly.

Proposals from paragraph 1 of this Article shall be referred to the Steering Committee. If the Steering Committee accepts such proposals, one shall proceed with drafting the Statute or its amendments, determining the way of organising and the duration of discussions of such drafts.

Article 79

General legal documents shall be published in the Chamber's periodical, and in the Official Gazette "*Narodne novine*", only if this is stipulated by the law or the respective legal document.

General legal documents shall become effective eight days after they were published, and only in justified cases they may become effective within a shorter deadline.

XXI. PUBLIC CHARACTER OF WORK OF THE CHAMBER

Article 80

Work of the Chamber is public. Public character of work of the Chamber shall be accomplished in a way defined by this Statute and general legal documents of the Chamber.

Public character of the Chamber's work shall also be accomplished through cooperation with public media.

Article 81

The Chamber shall establish its periodical publications on the basis of a special decision of the Steering Committee, which shall also define editorial principles and contents of the publication, and mutual rights and obligations of the Chamber and the publisher.

Article 82

A general legal document, adopted by the Steering Committee, shall stipulate which documents and data shall be considered confidential, as their character and importance are such that their revealing to unauthorized persons would be against the interest of the Chamber and its members.

XXII. THE CHAMBER OFFICE

Article 83

The Chamber office shall be established for performing professional, administrative, support and other work.

Organisation of the Chamber office should be such that it corresponds to the needs and demands of the Chamber's members, and facilitates professional, quality, timely and responsible performance of the Chamber's tasks, as defined by this Statute and other legal documents of the Chamber.

Secretary General of the Chamber shall be responsible for professional and successful performance of work and operative tasks of the Chamber office, in accordance with the law.

Organisation of the Chamber office shall be determined by a special legal document adopted by the Steering Committee, and the work of the Chamber office and implementation of its tasks shall be supervised by the Chamber's President, and the Steering Committee.

Article 84

The Chamber office shall primarily perform the following tasks:

1. monitoring, studying and analysing economic trends significant for trades and SMEs,
2. preparing of information, analyses, draft regulations and other tasks, which are important for the functioning of the bodies of the Chamber,
3. providing professional and other assistance to Chamber's members,
4. performing other professional administrative and similar tasks within the scope of work of the Chamber.

Article 85

With the aim of providing professional assistance to the Chamber's members, the Chamber may establish special offices, agencies and similar, and organise permanent professional courses and seminars for secretaries and other professional staff of regional chambers and tradesmen associations, members of the Chamber and other interested persons, provided that they are linked to issues belonging to the scope of work of the Chamber.

XXIII. SECRETARY GENERAL OF THE CHAMBER

Article 86

The Chamber shall have a Secretary General.

The Secretary General shall be appointed and relieved from duty by the Steering Committee, at the proposal of the Chamber's President.

A person that may be appointed as the Secretary General must have a university degree and at least five years of work experience at similar positions and tasks, and he/she should have organisational and professional abilities that will enable him/her to successfully perform the work of the Secretary General of the Chamber.

The Secretary General shall be appointed for the period of four years, and may be re-appointed.

Article 87

Secretary General of the Chamber shall be responsible for implementing the policies of the bodies of the Chamber, implementing their decisions, conclusions and other legal documents. Secretary General of the Chamber shall organise and coordinate work of the Chamber's bodies, manage work of the Chamber office, and perform other tasks, for which he/she was authorized by the bodies of the Chamber.

Article 88

Upon authorization of the Chamber's President, Secretary General shall ensure the implementation of the financial budget, and other funds, and he/she shall represent the Chamber in property and other matters.

Article 89

Secretary General of the Chamber shall ensure coordination of work between the offices of regional chambers of trades and crafts.

Secretary General shall be responsible for his/her work to the Chamber's President, the Assembly, and the Steering Committee.

Article 90

Secretary General of the Chamber shall have special authorities.

Secretary General may transfer some of his/her authorities regarding management of the Chamber office to other high-positioned staff members of the Chamber office.

XXIV. FUNDS NECESSARY FOR THE WORK OF THE CHAMBER

Article 91

Sources of funds necessary for the work of the Chamber shall be membership fees, revenues resulting from property, fees charged for services and other sources.

Article 92

Amount of membership fees, calculation basis for the membership fees, and the way and deadlines for their payment shall be defined by a special decision adopted by the Assembly.

Chamber's members are obliged to regularly pay their membership fees in the amount and in the way defined by the decision from paragraph 1 of this Article.

If the Chamber membership fee is not paid, it shall be enforced, and the Court of Honour may pronounce one of the prescribed measures.

Article 93

Chamber's revenues and expenses shall be determined by the Chamber's financial budget, which shall be adopted by the Assembly until the end of the current year for next year.

If the Assembly does not adopt the financial budget until the end of the year, it shall be obliged to adopt a decision on provisional financing of the Chamber for the first quarter of the budget year, and to adopt the financial budget of the Chamber by the end of this quarter.

Article 94

An annual financial statement on financial operations of the Chamber shall be submitted to the Assembly for adoption.

Article 95

Financial operations of the Chamber shall be performed in a way prescribed by the law and other regulations, this Statute and general legal documents of the Chamber.

XXV. TRANSITIONAL AND FINAL PROVISIONS

Article 96

The Steering Committee shall be authorized to interpret this Statute.

Article 97

Regional chambers of trades and crafts and tradesmen associations shall be obliged to harmonise their statutes, organisation and legal documents with the provisions of this Statute by 25th July 2002.

Article 98

After coming into force of this Statute, the Rules on Taking of Master Craftsman's Exams and Vocational Qualifications Exams, and the Rules on Taking of Apprentice Exams shall remain in force (Official Gazette, No. 26/98).

Article 99

This Statute shall come into force on the day it was adopted, and it shall be applied as of 22nd May 2002 – the day when the Ministry of Trades and SMEs determined that this Statute is harmonised with the Act on Trades.

This Statute shall be published in the Official Gazette.

President of the
Board for Monitoring and Development
of the Chamber System and the Statute
Vitomir Pap