

RULES OF PROCEDURE APPROVED BY THE EXTRAORDINARY CONGRESS IN DORDRECHT 23.06.10

I - AIMS AND MEANS

II - UNIMA MEMBERSHIP

III - THE RULING BODIES OF UNIMA

A) The Congress

B) Elections

C) The Council

D) The Executive Committee, the President, the General Secretary and the Treasurer;

E) The Auditing Commission

F) National Centres and Representatives

IV - OFFICIAL NAME, HEAD OFFICES AND LEGAL REPRESENTATION

V - OFFICIAL LANGUAGES OF UNIMA

VI - FINANCES

I - AIMS AND MEANS (Statutes: §1)

I.1) Organisers of events that relate to the art of puppetry can hold these events under the endorsement of UNIMA.

I.2) International endorsement can be granted by the Executive Committee, and national endorsement by a National Centre.

I.3) The organisers of an event under UNIMA endorsement shall comply with UNIMA Statutes and shall inform the General Secretary of their programme in advance.

I.4) The endorsement includes the right to apply the UNIMA logo and the inscription "with the endorsement of UNIMA" on all documentation.

II - UNIMA MEMBERSHIP (Statutes: §2)

II.1) The General Secretary informs the Executive Committee, at each meeting, of the total number of members, based on information received annually from National Centres and Representatives. An international membership card, in French or English, is issued by the General Secretary to each member, directly or through his/her National Centre.

II.2) A UNIMA member has voting rights in one National Centre only. Membership to more than one National Centre is possible only where the Statutes of other National Centres have provision for special membership without voting rights.

II.3) Candidatures for Honorary Membership of UNIMA may be proposed by National Centres or the Executive Committee. Each National Centre cannot propose more than one candidature every four years. It is the Executive Committee that appoints the Honorary Members.

All proposals for Honorary Membership must be sent to the Executive Committee via the General Secretary at least eighteen months before the following Congress, and must be accompanied by a relevant commentary including a brief biography and the reasons for the choice of the candidate.

The Executive Committee may submit one nomination for an Honorary President of UNIMA to be approved by the following Congress. The Honorary President, elected by the Congress, may serve on any national or international body of UNIMA but may not be a voting member of the Executive Committee. He/she is always invited to attend the meetings of the Executive Committee in an advisory capacity.

III - THE RULING BODIES OF UNIMA (Statutes: §3)

THE CONGRESS (Statutes: §3.a)

III.A.1) The Congress is convened by the General Secretary in agreement with the President. The location of a Congress is determined by the previous Congress. If a Congress does not take place, or if the location and/or date are changed, the Executive Committee will determine the new location and date.

The hosting of a Congress shall be entrusted to a National Centre which shall have applied for it and which shall secure the financial and technical means necessary for its good functioning. The General Secretary shall send notification of the dates and location of the following Congress to all National Centres, Councillors and Representatives.

The National Centres and the Representatives shall immediately pass on the notification to all members. If a Country has neither National Centre nor Representative, the General Secretary shall send notification directly to each member. The notification shall be sent at least six months in advance of the Congress, and it shall contain all available and relevant information on the location and date of the Congress including the Congress-file which shall comprise:

- 1) The Agenda;
- 2) An administrative report from the General Secretary on the work of the Secretariat during the period since the preceding Congress;
- 3) Proposed activities for the forthcoming four-year term;
- 4) The report of the Election Committee;
- 5) The possible proposals for modifications to the Statutes and/or to the Rules of Procedure;
- 6) Proposals for the location of the next Congress, with supporting documentation limited to two pages;
- 7) Proposed motions, accompanied by commentaries from the Executive Committee or the General Secretary;
- 8) The financial report on the preceding term;
- 9) The provisional budget for the forthcoming term.

III.A.2) Each member, each National Centre, each Commission has the right to put forward motions to be included in the Agenda at points 12, 14, 15, 16, 20, 23 and 26 and should submit them to the General Secretary no later than seven months before the Congress, to be included in the Congress-file. The Congress may accept or refuse any later proposal.

III.A.3) The Congress decides upon the programme of UNIMA for the next four years, and specifically decides on the aims and objectives of the working Commissions. Although the President of each Commission is normally a member of the Executive Committee, the Congress may decide otherwise. In either case, it is the President of a Commission that chooses the members of that Commission. The Commissions shall provide a report of their activity every year to the Executive Committee and to each Council and each Congress. Members of the Executive Committee have the right to participate in the meetings of the Commissions.

III.A.4) The General Secretary appoints, before each Congress, a Registration Bureau that will check voting rights and will distribute voting cards to all the Councillors having the right to vote.

III.A.5) The Congress-agenda is organised in five sessions. Each session should, if possible, be held during one morning period of four hours. If this is not possible, two sessions should be organised in the same day (morning and afternoon). In any case, a one night break interval must be allowed between sessions II and III and between sessions III and IV.

III.A.6) The Agenda of the Congress is as follows:

SESSION I

- 1) Opening of the Congress by the President of UNIMA. Welcoming speech by the President of the hosting National Centre. Other official greetings;
- 2) Reading of the Agenda by the General Secretary;
- 3) Election of the managing President of the Congress and of two minuting Secretaries;
- 4) Election of the supplementary independent Councillors, with the aid of the Election Committee. (See Statutes: §3.a.4.4. and R.O.P. III.B.5);
- 5) Presentation of the list of new Honorary Members by the President of UNIMA, on behalf of the outgoing Executive Committee (see Statutes: §2.6 and R.O.P. II.3);
- 6) Report of the Registration Bureau (see R.O.P. III.A.4) and presentation by the General Secretary of the list of Council members;
- 7) Report of the Executive Committee by the General Secretary;
- 8) Report of the Auditing Commission (see Statutes: §3.d and R.O.P. III.E);
- 9) Declaration of the result of the elections of the additional Councillors;
- 10) Vote of final discharge of responsibility of the outgoing Executive Committee;
- 11) Report of the Elections Committee (see R.O.P.III.B.2 and 3).

SESSION II

- 12) Reports from National Centres, Commissions, International Groups (see Statutes: §3.e.6 and R.O.P. III.F.4) and Representatives.

SESSION III

- 13) Election of the Executive Committee;
- 14) Possible modifications of the Statutes and/or the Rules of Procedure;
- 15) Presentation of candidacies for the hosting of the next Congress followed by a vote on the acceptance of one candidacy;
- 16) Motions included in the Congress-file;
- 17) Declaration of the results of the elections of the new Executive Committee;
- 18) Presentation of the candidacies to the Presidency, the General Secretariat, the Treasurer and the Auditing Commission.

SESSION IV

- 19) Election of the President, General Secretary, Treasurer and the members of the Auditing Commission of UNIMA;
- 20) Open discussions on the programme for the next four years. (These discussions may occupy the whole session, but, upon request by the Election Committee, may be appropriately interrupted to allow the Agenda to move on from point 21 through 24);
- 21) Declaration of the result of the election of point 19;
- 22) Presentation of the candidacies and elections of the two Vice-Presidents;
- 23) Fixing of amounts of membership fees for the National Centres and the direct members (see R.O.P.VI.1);
- 24) Declaration of the results of the elections of the Vice-Presidents;
- 25) Installation of the new Executive Committee.

SESSION V

- 26) Creation and/or confirmation of the Commissions and definition of their objectives. Elections of the Presidents of the Commissions;
- 27) Miscellaneous;
- 28) Closing of the Congress.

III.B) ELECTIONS (Statutes: §3)

III.B.1) Voting at the Council and at the Congress is normally carried out with a show of hands holding voting cards. If a voter so wishes, the voting may be by secret ballot.

III.B.2) The Council elects, two years before the Congress, an Election Committee made up of three persons who may not be members of the Executive Committee for the next four years.

III.B.3) The Election Committee has the following tasks:

1) To ask the National Centres for their list of candidates to the Executive Committee. Each list may not consist of a larger number of candidates than the number of Councillors of that Country. The list may include nominations of candidates from other member Countries. It is important that the proposals for candidature take into account the competence, experience and the practical ability of the candidates to take part in the work, as well as their geographical origins.

A standard information sheet distributed by the Election Committee shall be used. Each candidate shall accept his/her candidacy in writing. Without this, his/her name shall not be considered by the Election Committee. The nomination of each candidate must be accompanied by:

- a) An explanation of the suitability of the candidate;
- b) His/her relevant qualifications and activities;
- c) A brief biography;
- d) His/her written and signed acceptance of the candidacy;
- e) A passport-size photograph.

The candidacies shall be received by the Election Committee at least eight months before the Congress;

2) To verify the admissibility of all listed candidates;

3) To make a list which includes the name of each eligible candidate, which specifies the Centre of which he/she is a member, and which indicates which National Centre(s) are presenting him/her, with a resumé of the supporting documentation;

4) To present to the General Secretary, at least seven months before the Congress, a complete report summarising the list defined at point 3 of the present article, with the report of admissibility. The list and the report will be part of the Congress-file;

5) To prepare the voting card and ballots that shall be distributed to each Councillor with voting rights and to the members of the outgoing Executive Committee. The voting card shall be used to vote by a show of hands, the ballots shall be used for the elections.

Seven ballots are necessary:

- One for the election of the additional Councillors;
- One for the election of the Executive Committee;
- One for the election of the President;
- One for the election of the Vice-Presidents;
- One for the election of the General Secretary;
- One for the election of the Treasurer;
- and one for the Auditing Commission;

6) To function, during the Congress, as the Voting Bureau, responsible for the correct procedure, conduct and outcome of all the elections.

III.B.4) At point 3 of the Agenda, the Congress elects a managing President among the attending members, to the exclusion of those who are candidates to the Executive Committee. He/she shall hold his/her charge until point 25 of the Agenda.

III.B.5) At point 4 of the Agenda, the managing President offers the Congress the possibility of electing ten additional independent members to the Council. Each Councillor has the right to propose one candidate chosen from the present or absent members, as long as it is not a member from his/her own Country. If the proposed member is attending, he/she shall be asked to validate his/her candidacy by accepting it. If the proposed member is absent, the Councillor having proposed him/her may validate the candidature by showing to the President a written document, signed by the proposed candidate, certifying his/her acceptance.

The ten candidates receiving the highest number of votes shall be elected to serve on the Council for the following four-year term. The ten Councillors so elected will appear on the list of Council members published by the General Secretary as a separate group, each name being listed in alphabetical order.

III.B.6) The writings of the Election Committee must be presented to the Congress in at least the following three of the five official languages of UNIMA: English, French, Spanish.

III.B.7) The election of the Executive Committee members may be divided into two ballots. The Congress decides the number to be elected in a first ballot, the remaining to be elected in a second ballot. The total number of members of the Executive Committee shall not exceed eighteen. Each voter can vote for as many candidates as he/she wishes, up to 18.

III.B.8) The number of votes attributed to each candidate to the Executive Committee, elected or not, shall be reported at point 17 of the Agenda.

III.B.9) Candidates to the Executive Committee who obtain the highest number of votes are elected. The number of votes for each elected candidate must amount to at least a quarter of the total votes cast. This restriction does not apply if there is a second ballot.

III.C) THE COUNCIL (Statutes: §3.b)

III.C.1) A Council meeting is held at least once between two Congresses. This meeting is held in principle two years after the last Congress.

III.C.2) The Council is convened by the General Secretary in agreement with the President. The location of a Council is determined by the Executive Committee. The hosting of a Council meeting shall be entrusted to a National Centre which shall have applied for it and which shall secure the financial and technical means necessary for its good functioning. The General Secretary shall send notification of the dates and location of the following Council to all National Centres, Councillors, Representatives and direct members. The Centres and the Representatives shall immediately pass on the notification to all members. The notification shall be sent at least twelve months in advance of the Council and it shall include the Agenda, established jointly by the President and the General Secretary.

III.C.3) The UNIMA Council has the right to make decisions if at least one third of its members is present or represented. It makes decisions on a simple majority

III.C.4) Only National Centres and members who have paid their fees in full have the right to be represented in the UNIMA Congress and Council.

III.C.5) If one third of the Councillors requires an extraordinary session of the Council, the President and the General Secretary must be informed about it and they must convene the session within six months.

III.C.6) If either a location or the necessary finances are lacking for a meeting of the Council between two Congresses, or for any other reason and at any moment, the President and the General Secretary may initiate a postal ballot on urgent matters, provided that a two-months deadline is respected between the submission of a question and the vote. The President and the General Secretary are jointly responsible for the correct procedure, conduct and outcome of the voting. The vote shall not be validated unless at least one third of the Councillors has voted.

III.C.7) The General Secretary appoints, before each Council, a Registration Bureau that will check voting rights and will distribute voting cards to all the Councillors having the right to vote.

III.C.8) Each Councillor and each member of the Executive Committee has one vote. When a Councillor or a member of the Executive Committee cannot attend a Council meeting, he/she is allowed to give proxy to another Councillor or member of the Executive Committee. However, no one may use more than two supplementary votes.

III.C.9) The Councillors, as observers, may participate in the meetings of the Executive Committee. All Councillors must receive notice of such meetings at the same time as the Executive Committee members, at least six months in advance of the convocation.

III.C.10) The President of UNIMA presides over the Council.

III.C.11) The Council of UNIMA has the right to modify the Rules of Procedure.

III.D) THE EXECUTIVE COMMITTEE, THE PRESIDENT, THE GENERAL SECRETARY AND THE TREASURER (Statutes: §3.c)

III.D.1) A member of the Executive Committee discusses and makes decisions according to his/her competence, in the higher interest of UNIMA, not as a representative of his/her Country.

III.D.2) The Executive Committee meets at least once a year and has the right to make decisions if at least one third of its members are present. Decisions are made on a simple majority vote. If a vote is tied, the President has the casting vote.

III.D.3) An ordinary meeting of the Executive Committee is convened by the General Secretary, in agreement with the President. A special meeting of the Executive Committee may be called by the General Secretary if the President deems it necessary, or if at least one third of the members of the Executive Committee so wishes.

III.D.4) The Executive Committee decides upon the date and location of its meetings. The General Secretary convenes the meeting, after consultation with and approval of the President.

III.D.5) In the absence of a President of any Commission, for any reason, temporary or permanent, an active President will be appointed by the Executive Committee as soon as possible. If impossible, the Commission concerned may make the appointment together with the Secretary General, until the nomination of a permanent President.

III.D.6) Between two meetings of the Executive Committee, the General Secretary and/or the President may initiate a postal ballot on urgent matters if they deem it necessary or if at least five members of the Executive Committee require it.

III.D.7) Proxy may not be given to another member of the Executive Committee; however, the absent member can participate in decisions by communicating a written opinion.

III.D.8) Meetings of the Executive Committee are not public (with the exception of Council members: see R.O.P.III.C.9). The President can, if he/she feels it necessary, invite other persons to the meetings.

III.D.9) No member of the Executive Committee may hold office for more than three successive terms.

III.D.10) The duties of the General Secretary are the following:

- a) He/She responsible for the work of the UNIMA Secretariat;
- b) He/She must be in regular contact with the President;
- c) He/She is empowered to sign daily correspondence (matters considered by both the General Secretary and the President to be important should be signed by both);
- d) He/She reports annually to the Executive Committee on the work of the Secretariat;
- e) He/She maintains contacts with the National Centres, Representatives, Commissions and International Groups;
- f) He/She coordinates all UNIMA activities, handles publicity and information, maintains a list of members, keeps the archives in order;
- g) He/She is responsible for convening and preparing Congresses, Councils and meetings of the Executive Committee, for which he/she prepares the agendas;
- h) He/She appoints, before each Congress and each Council meeting, a Registration Bureau.

III.D.11) The duties of the Treasurer are the following:

- a) He/She oversees the assets of UNIMA;
- b) He/She submits an annual budget for approval to the Executive Committee;
- c) He/She supervises the finances of UNIMA and reports to the Congress, to the Council and to the Executive Committee at each of their meetings;
- d) He/She manages the fundraising process for UNIMA.

III.D.12) The President, the General Secretary and the Treasurer will normally carry out their work on a voluntary basis. Either ones may be remunerated, if the Congress so decides.

III. E) THE AUDITING COMMISSION (Statutes: §3.d)

III.E.1) The Auditing Commission has two roles: it gives its opinion on the General Secretary's financial measures and it examines accounts, receipts, statements of income and expenditure. It may be assisted by a specialist.

III.E.2) With the agreement of the President of the Auditing Commission, each of its members has the right to examine at any time the account books, and to be informed of the use of UNIMA finances.

III F) NATIONAL CENTRES AND REPRESENTATIVES (Statutes: §3.e)

III.F.1) Although each UNIMA member must be registered with his/her National Centre, the General Secretary may, under special circumstances, accept applications made directly to the Secretariat.

III.F.2) National Centres and Representatives must pass on all UNIMA information and publications to their members.

III.F.3) National Centres and Representatives must submit a report of their activities to the General Secretary at the beginning of each calendar year (January first). They must also inform the General Secretary of new and deceased or lapsed members.

III.F.4) To intensify the exchanges between National Centres sharing regional or cultural interests, these Centres may form International Groups. The persons in charge of these Groups shall inform the Executive Committee, especially the General Secretary, of all their activities.

IV - OFFICIAL NAME, HEAD OFFICE AND LEGAL REPRESENTATION (Statutes: §4)

IV.1) The name of a National Centre is: "UNIMA + the name of the Country". The Executive Committee has authority to accept other names for a National Centre, if it judges it necessary or acceptable to do so.

IV.2) The logo and the name of UNIMA (Union Internationale de la Marionnette) may not be used without written authorisation from the General Secretary.

IV.3) The UNIMA permanent head office need not be in the same Country or place of residence of the General Secretary.

IV.4) UNIMA's head office will be in Charleville-Mézières.

IV.5) The General Secretary may choose the site of his/her own office.

V - THE OFFICIAL LANGUAGES OF UNIMA (Statutes: § 5)

V.1) The hosting National Centre of a Congress, Council or meeting of the Executive Committee shall decide, together with the General Secretary, which languages to provide interpreters for, in order to secure good verbal communication.

V.2) Official information from the General Secretariat will be published in at least three of the official languages of UNIMA.

VI - FINANCES (Statutes: § 6)

VI.1) Each Congress determines the membership fees due by the National Centres and the direct members to the General Secretariat for the four years following the Congress.

VI.2) A National Centre's and a direct member's membership fees must be deposited in the UNIMA bank account by March 31 of each year.

VI.3) Exceptionally, a National Centre may ask the General Secretary for a reduction or delay in the payment of its dues. The General Secretary may allow a new National Centre to use its dues in order to establish itself for a limited period of time. In any case any decision concerning the delay of dues, lasting more than 12 months, must have the approval of the Executive Committee.

VI.4) In any Country where there is no National Centre, an individual member shall send the full membership fee to the General Secretary, either directly or through his/her Representative. The Congress decides on the amount of the direct membership fees.

Signed in Dordrecht (Netherland) - 25, June 2010

The President
Dadi PUDUMJEE

The General Secretary
Jacques TRUDEAU

President of the Statutes Commission
Knut ALFSEN