



UNIMA RULES OF PROCEDURE APPROVED DURING THE HYBRID CONGRESS IN CHUNCHEON, MAY 2025

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I/ AIMS AND MEANS (Statutes: §1)

I.1/ Organizers of events related to the Art of Puppetry can hold these events with the support of UNIMA.

I.2/ International support may be granted by the Executive Committee, national support may be granted by a National Center.

I. 3/ The organizers of an event supported by UNIMA commit themselves to full compliance with the UNIMA Statutes and to inform in advance the General Secretary of the event program.

I. 4/ The support includes the right to display - on all pertaining documents - the UNIMA logo as well as the tagline "With the support of UNIMA".

II/ UNIMA MEMBERSHIP (Statutes: §2)

II. 1/ The General Secretary shall inform the Executive Committee at each meeting of the total number of members, on the basis of the information received annually from the National Centers and Representatives. It shall issue to each member, either directly or through its National Center, an international membership card, in English or French.

II.2/ A UNIMA member has voting rights in one National Centre only. Membership in more than one National Center is possible only to the extent that the Statutes of the other Centers provide for special membership without voting rights.

II.3/ Candidates for Honorary Membership of UNIMA may be nominated by the National Centers or the Executive Committee. Each National Center may nominate only one candidate every four years. The Executive Committee appoints Honorary Members

All nominations for Honorary Membership must be sent to the Executive Committee via the General Secretary at least eighteen months in advance of the next Congress and must be accompanied by a relevant commentary including a brief biography as well as the reasons for choosing the candidate.

The Executive Committee may submit one nomination for an Honorary President of UNIMA to be approved by the Congress. The Honorary President, elected by the Congress, may serve in all the national and international bodies of UNIMA, but he cannot be a voting member of the Executive Committee. He will



always be invited to meetings of the Executive Committee in an advisory capacity.

II.4/ Scholarships and grants will be given exclusively to members of UNIMA. A letter from their national center confirming their current membership is required.

III MEETINGS (Statutes: § 3)

III.A/ Hosts of Councils and Congresses allow attendance by means of an electronic communication facility.

III.B/ The Election Committee with the General Secretary selects and implements a secure electronic method of voting for members attending the Congress or Council electronically.

III.C/ Before each Congress and Council the General Secretary appoints two secretaries to monitor and manage electronic attendance, so that members attending electronically are involved in the meeting as completely as possible.

IV/ UNIMA RULING BODIES (Statutes: § 4)

IV.A) THE CONGRESS (Statutes: §4.a)

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

The hosting of a Congress will be entrusted to a National Center which will have applied for it and which is able to guarantee the availability of the adequate financial and logistical resources for the proper organization of the event.

IV A.2/ Information and Convocation

a) Information regarding the location and dates of the Congress must be sent by the General Secretary to all National Centers, Councilors and Representatives 12 months prior to the event. The National Centers must convey this information to all their members.

b) The letter of convocation for the Congress must be sent by the General Secretary to all National Centers, Councilors and Representatives 6 months prior to the event. The letter must include all available and relevant information on the location and date of the Congress.

c) National Centers and Representatives must send the letter of convocation to all their members without delay. In countries where there is no National Center or Representative, the General Secretary must convene each member directly.

IV.A.3/ Reports and Congress documents

At least two months prior to the Congress, the General Secretary will provide an electronic version of the reports of the Congress and Council documents. During the Congress/Council the Treasurer will present an updated financial report.

Each Councilor is charged with printing their copy of the document in the preferred language version. However, a Councilor has the right to request a printed version of the Congress documents from the Congress organizer.

The Congress documents will include:

- 1) The Agenda;
- 2) An administrative report by the General Secretary on the work carried out by the Secretariat during



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the period since the last Congress;

- 3) Proposals for activities in the coming term of office;
- 4) The report of the Elections Committee;
- 5) Possible proposals for amending the Statutes and/or the Rules of Procedure
- 6) Hosting applications for the next Congress, along with a two-pages supporting document.
- 7) The proposed motions, along with the comments of the Executive Committee or the General Secretary;
- 8) Financial report of the past term of office;
- 9) The draft budget for the next term.

IV.A.4/ Each member, each National Center, each Commission has the right to put forward motions, which will be included in Agenda of the Congress under items 13, 14, 18, 19, 20, 24 and 25, or of the Council under items 4 (only concerning Rules) and 6 and send them to the General Secretary and the Statutes Commission no later than seven months before the date of the Congress/Council so that they can be reviewed and corrected in agreement with the person who proposed them before being included in the Congress/Council Dossier .

In the case of a Day of Extraordinary Congress, the motions concerning Statutes, proposed in the same conditions, will be included in point 5 of the Agenda of the meeting.

The Congress (held every 4 years) may accept or reject any proposal presented past deadline.

IV.A.5/ Hosts of Councils and Congresses will allow attendance by means of an electronic communication facility.

IV.A.6/ The Congress decides upon the program 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, Congress may decide otherwise.

IV.A.7/ The Congress Agenda is organized in sessions. The sessions will be scheduled to best accommodate members attending in person and members attending electronically. In all cases, an interval of one night shall be observed between sessions II and III and between sessions III and IV.

IV.A.8/ The Agenda of the Congress is as follows:

SESSION I

Plenary:

- 1) Opening of the Congress by the President of UNIMA. Welcome speech by the President of the National Center hosting the event. Other official greetings;
- 2) Introduction of the Agenda by the General Secretary;
- 3) Election of a managing President of the Congress and two Rapporteur Secretaries;
- 4) Elections of Independent additional Councilors, with the assistance of the Elections Committee (see Statutes § 4.a.4.4 and R.O.P. IV.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 Board (see R.O.P. IV.A.7) and presentation by the General Secretary of the list of Council members;
- 7) Status Report of the Executive Committee by the General Secretary;
- 8) Report of Treasurer
- 9) Report of the Auditing Commission (see Statutes§4.e and R.O.P. IV.E);
- 10) Proclamation of the results of the elections of the additional Councilors;
- 11) Vote of discharge to the outgoing Executive Committee (including the Cabinet) – except for the President of the Statutes who remains in office until the installation of the new President of the



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Commission (item 28 of the Agenda);

- 12) Report of the Elections Committee (see R.O.P. IV.B.2 and 3)

Additional activity:

Participative workshops

SESSION II

Plenary:

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

Additional activity:

- 14) Presentation and discussion of candidates for the hosting of the next Congress; "FishingFresh"
– Presentation of projects and new ideas – (see Appendix 1);

SESSION III

Plenary:

- 15) Election of the Executive Committee;
16) Vote on the acceptance of one of the candidatures for the next Congress;
17) Possible modifications of the Statutes and/or the Rules of Procedure;
18) Definition of the amounts of membership fees for the National Centres and the direct members (see R.O.P.VII.1);
19) Motions included in the Congress documents;
20) Proclamation of the results of the elections of the new Executive Committee;
21) If one or more of the ten additional councilors is elected to the Executive Committee, then those individuals no longer are additional councilors. The additional councilor candidates who received the next highest number of votes become additional councilors, so that the number of additional councilors is still ten.
22) Presentation and discussion of the program of candidates for the Presidency, the General Secretary, the Treasurer and the Auditing Commission.

Additional activity:

- 23) "FishingFresh" – presentation of projects and new ideas (see Appendix 1)

SESSION IV

Plenary:

- 24) Election of the President, General Secretary, Treasurer and the members of the Auditing Commission of UNIMA;
25) Removal, creation and/or confirmation of the Commissions and definition of their objectives;
26) Open discussions on the program for the next four years. (These discussions may take up the entire session but may be interrupted at the request of the Elections Committee to in order to allow the Agenda to move on to item 27 through 30);
27) Proclamation of election results in item 24;
28) Elections of the Presidents of the Commissions;
29) Presentation of the candidatures and election of the two Vice-Presidents;
30) Proclamation of the results of the election of the two Vice-Presidents;
31) Installation of the new Executive Committee.

SESSION V

Plenary:

- 32) Opened meeting of the Commissions;



- 33) All other business;
- 34) Closing of the Congress.

IV.A.9/

Reports of the Commissions and National Centres will be kept to a maximum of 3 pages (standard A4 letter) including the following:

- a. Number of members in the Commission/Centre
- b. List of activities for the year
- c. Key highlights since the last report
- d. Proposals and other areas for discussion

IV.B) ELECTIONS (Statutes: §4.b)

IV.B.1) Voting at the Council and at the Congress will include a secure method for votes to be cast by members attending by means of an electronic communication facility. All voting capabilities available to members attending in person (such as proxy voting, secret ballots, etc.) will be available to members attending via electronic communications. In person voting is normally carried out with a show of hands holding voting cards. If a voter so wishes, the voting may be by secret ballot. A decision is approved, if the positive votes are greater than 50% of the total votes cast. The total votes cast include the positive and negative votes, but not abstentions.

IV.B.2) Two years prior to the Congress, the Council elects an Election Committee comprised of between three and five persons who cannot hold a mandate to the Executive Committee during the following four years.

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

- 1) Work with the General Secretary to select and implement a secure electronic method of voting for members attending electronically.
- 2) Request the National Centres to send their list of candidates to the Executive Committee. Each list may not consist of a larger number of candidates than the number of Councilors of that Country. The list may include nominations of candidates from other member Countries. It is important that nominations take into account the competence, experience and practical availability of candidates to participate in the work, as well as their geographical origin.
A standard form, distributed by the Election Committee shall be used. Each candidate must accept their application in writing. Lacking this acceptance form, their 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/ Their relevant qualifications and activities;
 - c/ A brief biography;
 - d/ The existing or possible new commissions that the candidate would be interested in leading and ideas for the commissions;
 - e/ Their written and signed acceptance of the application;
 - f/ A passport-size photograph.Nominations must be sent to the Elections Committee at least eight months before the Congress;
- 3) Verify the eligibility of each candidate;
- 4) Establish a list, including the name of each eligible candidate, specifying the Center to which it belongs and the Center(s) and/or Representatives sponsoring it, together with a summary of the relevant



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documentation;

5) Transmit at least seven months before the Congress to the General Secretary an overall report including the list defined in point 4 of this article and the eligibility report. The list and the report will be part of the Congress documents;

6) Prepare the voting materials to be distributed to each Voting Counselor and to the members of the outgoing Executive Committee. The voting materials for in person attendees will include the voting card to be used to vote by a show of hands and the ballots used for the elections. Equivalent electronic voting materials (such as electronic links and instructions) will be provided to members attending electronically.

Seven ballots are necessary:

- One for the election of the additional Councilors;
- 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;

7) During the Congress, act as the Voting Office, responsible for the proper procedure, conduct and outcome of all elections including operation of the secure electronic voting process for members attending electronically. The time allowed to cast each vote must consider the additional time needed for members with poor electronic connections.

IV.B.4) In item 3 of the Agenda, the Congress elects a managing President among the attending members, excluding those who are candidates for the Executive Committee. They will remain in office until item 31 of the Agenda.

IV.B.5) In item 4 of the Agenda, the managing President presents the Congress with the possibility of electing ten additional independent Councilors. Each Councilor has the right to propose one candidate chosen from the present members, as long as it is not a member from their own Country. They shall be asked to validate their application by accepting it.

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 Councilors thus elected will appear on the list of Council members published by the General Secretary, listed as a separate group, in alphabetical order.

IV.B.6) During the Congress, the writings of the Elections Committee must be presented at least in three of the five official UNIMA languages: French, English and Spanish.

IV.B.7) During the Congress, the Election Committee must void the candidacy of a candidate for election to the Executive Committee, if this candidate is not present either in person or electronically. Unless their absence is because of force majeure.

The election of the members of the Executive Committee may take place in two rounds. The Congress decides how many members can be elected in the first round. Other members may be elected in the second round. The number of members of the Executive Committee may not exceed eighteen. Each voter can vote for as many candidates as they wish, up to 18.

IV.B.8) The number of votes obtained by each candidate for the Executive Committee, whether or not elected, shall be communicated in Item 20 of the Agenda.

IV.B.9) Candidates to the Executive Committee who obtain the highest number of votes are elected. The



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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.

IV.C) THE COUNCIL (Statutes: §4.c)

IV.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.

IV.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 can demonstrate its ability to provide the financial and technical means necessary for the proper organization. The General Secretary shall send summons to all National Centres, Councilors, Representatives as well as direct members, including the dates and location of the upcoming Council. The Centres and the Representatives shall immediately pass on the summons and information to their members. The summons 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.

IV.C.3) The UNIMA Council has the right to make decisions if at least one third of its registered voting members are present or represented in person or electronically. Decisions are taken by simple majority.

IV.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.

IV.C.5) If one third of the Councilors 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.

IV.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 actual 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 Councilors has voted.

IV.C.7) The General Secretary appoints, before each Council, a Registration Office that will check voting rights and will distribute the means of voting (such as voting cards, link for electronic voting, etc.) to all the Councilors having the right to vote. Before each Council the General Secretary shall also appoint two secretaries to monitor and manage electronic attendance, so that members attending electronically are involved in the meeting as completely as possible.

IV.C.8) Each Councilor and each member of the Executive Committee shall have one vote. When a Councilor or a member of the Executive Committee cannot attend a Council meeting, they are allowed to give proxy to another Councilor or member of the Executive Committee. However, no one may use more than two proxy votes.

IV.C.9) The registered voting members of a Council meeting may participate in the meetings of the Executive Committee as observers. All Councilors must receive notice of such meetings at the same time as the Executive Committee members, at least six months in advance of the convocation.

IV.C.10) The President of UNIMA chairs the Council.



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

IV.D) THE EXECUTIVE COMMITTEE, THE PRESIDENT, THE GENERAL SECRETARY AND THE TREASURER (Statutes: §4.d)

IV.D.1/ A member of the Executive Committee is expected to engage in discussions and take decisions on the basis of their competence, in the best interests of UNIMA, and not as an agent of their country.

IV.D.2/ The Executive Committee meets at least once a year and has the right to take decisions if at least one third of its members are present. Decisions are taken by a simple majority vote. If a vote is tied, the President has the casting vote.

IV.D.3/ An ordinary meeting of the Executive Committee is convened by the General Secretary, in agreement with the President. An extraordinary meeting of the Executive Committee may be convened by the General Secretary, if the President deems it necessary, or if at least one third of the members of the Executive Committee request it.

IV.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.

IV.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 in accordance with the General Secretary, until the nomination of a permanent President.

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

The electronic voting procedure is as follows:

- a) The General Secretary must send to the members of the Executive Committee a draft proposition to be voted upon, along with all relevant comments, in three languages.
- b) At the latest one week later, the members of the Executive Committee must return their comments, proposals and motions. Past the one week delay for responses, members of the Executive Committee can no longer file any motion or proposal.
- c) The General Secretary organizes the voting process. They may submit counter-proposals and amendments on the draft proposition to be voted upon. In the event of divergence(s) between the motions presented, they can endeavor to draft more consensual versions and present them for discussion to the authors of the original motions. If consensus is not achieved, they propose a structured voting order.
- d) Each motion submitted according to the rules must be voted upon. In the case of a counter-proposal presented by the General Secretary, the members of the Executive Committee have the possibility to vote twice "yes", choosing among the 3 options available (original version, motion, counter-proposal).
- e) The General Secretary presents the final vote, including the results of the vote on the various motions. If one of the members of the Executive Committee requests it, the final vote must be done via secret ballot.

IV.D.7/ Proxy votes cannot be given to another member of the Executive Committee; however, the absent member can participate in decisions by communicating a written opinion.



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IV.D.8/ Meetings of the Executive Committee are not public (except for registered voting members during a Congress or Council: see R.O.P.IV.C.9). The President can, if they deem it necessary, invite other persons to the meetings.

IV.D.9/ No member of the Executive Committee or of the Auditing Commission may hold office for more than three successive terms.

IV.D.10/ the duties of the President are as follows:

- a) Promotes the flow of information with the Commissions
- b) When they are informed of any violations of the Statutes or of the Rules of Procedure, it is the responsibility of the President to contact the Statutes Committee, the National Centers and the members concerned in order to:
 - b.1) try to find a solution through information, mediation and/or negotiation,
 - b.2) Initiate, if necessary, a procedure for the exclusion of the relevant member or National Center.

IV.D.11/ the duties of the General Secretary are as follows:

- a) They are responsible for the work of the UNIMA Secretariat;
- b) They must be in regular contact with the President;
- c) They have the power to sign daily correspondence (matters considered to be important by both the General Secretary and the President should be signed by the two parties);
- d) They provide an annual report to the Executive Committee on the work of the Secretariat;
- e) They maintain contacts with the National Centres, Representatives, Commissions and International Groups;
- f) They coordinate all UNIMA activities, handles publicity and information, maintains a list of members, keeps the archives in order;
- g) They are responsible, in cooperation with the Board, for convening and preparing Congresses, Councils and meetings of the Executive Committee, for which they prepare the agendas;
- h) They appoint, before each Congress and each Council meeting, a Registration Office that will check voting rights and will distribute voting cards to all the Councillors having the right to vote.
- i) Transmit to all National Centers, Councilors and Representatives within 6 months the Minutes and Decisions taken by the Congress/Council.

IV.D.12/ the duties of the Treasurer are as follows:

- a) They oversee the UNIMA accounts;
- b) They supervise the finances of UNIMA and draws up a report which it presents to the Congress, the Council and to the Executive Committee at each of their meetings;
- c) They manage the fundraising process for UNIMA;
- d) They alert the Review board in case of financial difficulties;
- e) They present, each year, at the beginning of October, a budget to be approved by the Executive Committee.

The UNIMA budget is forecasted and may be modified during the year if deemed necessary by the Treasurer and the General Secretary (§ 4.C.4.4).

IV.D.13/ the functions of President, General Secretary and Treasurer are normally voluntary. Any or all of them may be remunerated for their work, if the Congress so decides.

IV.D.14/ Electronic voting procedure for the budget:

- a) Four weeks prior to the vote, the Treasurer and the General Secretary must send to the members of the Executive Committee a draft budget, along with all necessary comments and explanations, in three



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languages.

- b) No later than one week afterwards, the members of the Executive Committee must return their comments, proposals and motions. Motions must be balanced between revenues and expenditures. Past the one week delay for responses, members of the Executive Committee can no longer file any motion or proposal.
- c) The General Secretary and the Treasurer organize the voting process. They may submit counter-proposals and amendments to the draft budget. In the event of divergence(s) between the motions presented, they can endeavor to draft more consensual versions and present them for discussion to the authors of the original motions. If consensus is not achieved, they propose a structured voting order.
- d) Each motion submitted according to the rules must be voted upon. In the case of a counter-proposal presented by the General Secretary, the members of the Executive Committee have the possibility to vote twice "yes", choosing among the 3 options available (original version, motion, counter-proposal).
- e) The General Secretary and the Treasurer presents a final vote on the draft budget, including the results of the vote on the various motions.
- f) Should the Executive Committee reject the draft budget, the General Secretary and the Treasurer are tasked to submit a new budget within three months. In the event that no budget is agreed upon by January 1st, UNIMA ceases its involvement in all projects. Only financial commitments and signed contracts shall be borne.

IV.D.15/ To create more participative interaction in the time period between the Congress, Councillors Meeting, to have more discussions and clear propositions before the start of each Congress and Councillors Meeting.

IV.D.16/ **Suspension Procedure:**

1. **Purpose of the Procedure:**

The UNIMA Executive Committee may initiate a suspension procedure against any member of the Bureau in the event of a serious breach in the exercise of their duties. A serious breach is defined as any action or omission that seriously compromises the proper functioning of the organization or undermines its values and objectives.

2. **Initiation of the Procedure:**

The suspension procedure may be initiated by at least one-third of the members of the Executive Committee. The request must be made in writing, clearly and specifically stating the reasons justifying the suspension.

3. **Notification:**

The Bureau member subject to the suspension procedure must be informed in writing of the reasons for the request at least 30 days before the Executive Committee meeting during which the issue will be discussed. This notification must include details of the alleged facts and the date of the meeting.

4. **Inclusion in the Agenda:**

The suspension request must be explicitly included in the agenda of the Executive Committee meeting. No suspension decision can be made without this issue being previously announced to all Executive Committee members.

5. **Right to Speak:**

The member subject to the suspension procedure must be invited to speak before the Executive



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Committee before the vote is held. They will have the opportunity to present their defense and respond to the accusations made against them.

6. Quorum and Vote:

The vote on the suspension must meet a quorum of at least two-thirds of the Executive Committee members. The suspension can only be validated if it is approved by a two-thirds majority of the Executive Committee members.

7. Decision and Communication:

The suspension decision must be clearly justified and recorded in the minutes of the meeting. It must be immediately communicated to the concerned member, as well as to all Executive Committee members and UNIMA bodies through an official record.

8. Vacancy of the Position:

In case of suspension, the position will be temporarily assumed by a member of the Executive Committee elected by the Executive Committee until the next Extraordinary Congress is held, where a definitive replacement will be decided by vote.

IV.E) THE AUDITING COMMISSION (Statutes: §4.e)

IV.E.1/ The Auditing Commission gives its opinion on the financial measures taken by the General Secretary and the Treasurer. It may be assisted by a specialist.

IV.E.2/ Members of the Auditing Commission shall have the right to be informed of the use of the UNIMA finances via the auditor and the Executive Committee; they have the right, at any time, to examine any relevant accounts, ledgers and financial documents.

IV.F) COMMISSIONS (Statutes: §4.f)

IV.F.1/ The Congress creates the Commissions and defines their objectives.

IV.F.2/ Proposals to create or dissolve Commissions must be submitted in the form of motions.

IV.F.3/ The Congress appoints the chair of each Commission, preferably from the members of the Executive Committee.

IV.F.4/ The President appoints the members of the Commission, preferably from UNIMA members.

IV.F.5/ Within six months following the Congress, the President of the Commission must define the tasks to be carried out until the next Congress.

IV.F.6/ Decisions within the Commissions must be made democratically.

IV.F.7/ Members of the Executive Committee have the right to participate in Commission meetings.

IV.F.8/ UNIMA members may request to attend Commission meetings.



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IV.F.9/ Commission meetings during the Congress and Council are open to UNIMA members and scheduled two weeks in advance.

IV.F.10/ The Commissions provide an annual activity report to the Executive Committee and a report to the Council and Congress.

IV.F.11/ Commission reports are limited to a maximum of 3 pages and include the following elements: number of members, list of activities and key highlights since the last report, proposals and other areas for discussion.

IV.G) NATIONAL CENTRES AND REPRESENTATIVES (Statutes: §4.g)

IV.G.1/ Although each UNIMA member must be registered with their National Centre, the General Secretary may, under special circumstances, accept applications made directly to the Secretariat.

IV.G.2/ National Centers and Representatives must pass on all UNIMA information and publications to their members.

IV.G.3/ National Centers 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 the number of members.

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

V - OFFICIAL NAME, HEAD OFFICE AND LEGAL REPRESENTATION (Statutes: §5)

V.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.

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

V.3) The seat of UNIMA does not necessarily have to be in the same country or place of residence of the General Secretary.

V.4) UNIMA's head office is located in Charleville-Mézières (France).

V.5) The General Secretary may choose the location of their own office.

VI - THE OFFICIAL LANGUAGES OF UNIMA (Statutes: § 6)

VI.1) The National Center hosting a Congress, a Council or a meeting of the Executive Committee, shall decide, in agreement with the General Secretary, which languages will require interpretation, in order to secure good verbal communication.

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

VI.3) In case of disagreement regarding the meaning of certain parts of the Statutes or R.O.P, and/or all other eventual texts establishing rules to follow; the French version shall be deemed the sole correct and valid version.F



VII - FINANCES (Statutes: § 7)

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

VII.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.

VII.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 involving a delay in contributions for a period exceeding 12 months is the sole responsibility of the Executive Committee.

VII.4/ A UNIMA balance fund, fed by voluntary donations from the centers that wish to do so, provides for the essential needs of centers in difficulty - in particular for the payment of their dues to UNIMA International. The balance fund must have a positive balance in the annual results.

VII.5) In countries where there is no National Center, members can send their contribution either directly to the General Secretary or through their Representative. Congress sets the amount of direct contributions.

Congress in Chuncheon, June 2025

President	General Secretary	Presidents of the Constitution Commission
Louise Lapointe	Fabrizio Montecchi	Annette Dabs, Clément Peretjatko



RULES OF PROCEDURE

Appendix 1

FishingFresh are presentations in style of PechaKucha. PechaKucha is a creative, visual, international showcase. A session consists of 4 to 8 multidisciplinary presentations made by passionate person.

Each presentation consists of 20 slides shown for 20 seconds (about 7 minutes in total). After the presentation, the Councilors have 13 minutes for the discussion.