



UNICA STATUTES

1. **ARTICLE I – Denomination, Head office, Scope**

1.1 The union bears the name "Union Internationale du Cinéma", hereunder abridged as «UNICA». UNICA is an independent, nongovernmental and international organisation. It is a not-for-profit organisation. It is a member of the International Council for Film, Television and Audiovisual Communication (I.F.T.C.) which enjoys «A» consultative status at the United Nations Education Science and Culture Organisation (UNESCO).

UNICA is a Swiss association in accordance with Article 60 et seq. Of the Swiss Civil Code.

1.2 The head office of UNICA is in Switzerland and its address is that of the Swiss national organisation whose denomination is "swiss movie". Upon a decision taken by a majority vote in the Committee, the head office can be temporarily transferred to another place. Permanent transfer entails an amendment of the Statutes by the General Assembly.

1.3 The scope of UNICA covers all national organisations affiliated as members and I.F.T.C. The duration of UNICA is not limited in time.

1.4 The official emblem of UNICA is a globe encircled by a film on which the word «UNICA» is inscribed. The drawing is blue on a white background.

2. **ARTICLE II – Purpose**

2.1 In a spirit of peaceful co-operation and friendship between peoples, UNICA promotes international understanding and cooperation, in particular in the field of art, culture, education and science, in accordance with the principles of UNESCO.

2.2 UNICA, as a rule, achieves its purpose with the following activities:

- a) congresses and General Assemblies
- b) international competition
- c) international exchange of films
- d) international seminars
- e) debates on new concepts about art and culture
- f) film shows and exchange of experience between countries
- g) publications.

3. **ARTICLE III – Membership**

3.1 **Ordinary members**

3.1.1 Ordinary members are national organisations representing the filmmakers in their respective countries

3.1.2 A national organisation may become a national representative when it actually stands for the interests of the filmmakers in the country concerned, acknowledges the purpose and the statutes of UNICA and its own purpose and statutes are in accordance with those of UNICA.

3.1.3 Only one organisation per country can be a member of UNICA. If more than one organisation exists in the same country, a national body should be established for a coordination of actions and only one representative should be nominated.

3.1.4 The decision for admission as a member is made with a majority vote by the General Assembly upon proposal of the Committee.

3.2 **Rights of ordinary members**

3.2.1 All ordinary members have a right to participate in the activities of UNICA, including i.a.

- a) submitting proposals related to the work of UNICA and contributing to its development
- b) attending the General Assembly
- c) submitting candidates for the Committee and the commissions
- d) participating in the film competitions organised by UNICA and the other events staged in connection with it.
- e) organising special competitions or events of UNICA.
- f) contributing to the editing or publishing of various documents.

3.2.2 All members have a right to call on assistance and support from UNICA. This may have the form of applications for:

- a) granting UNICA patronage for major national and international film festivals
- b) borrowing - free of charge - films from the Film-library
- c) preparing documents, analyses and other studies about UNICA activities.

3.3 **Duties of members**

3.3.1 All members have a duty:

- a) to contribute to the fulfilment and execution of the purposes of UNICA on the basis of the statutes and with a high sense of discipline
- b) to participate in votes and enhance the action of UNICA with the delivery of film programmes
- c) to pay in due time the membership fees whose amount is set every year by the General Assembly
- d) to advertise the ideals and objectives of UNICA in their sub-organisations and affiliated associations.

3.4 **Sponsoring members**

3.4.1 Sponsoring members are members such as the «Friends of UNICA» or firms and various institutions.

3.4.2 The rights and duties of the sponsoring members are set out in a separate set of internal regulations. Sponsoring members pay a voluntary fee to UNICA and promote its action UNICA through their support, assistance and activities.

3.5 **Honorary members**

3.5.1 Individual members who have performed meritorious service to UNICA or Committee members who withdraw after many years in office may be nominated as honorary members upon decision of the General Assembly. Honorary membership is confirmed by the award of a Certificate.

3.6 **Departure of ordinary members**

3.6.1 Ordinary members wishing to resign from UNICA have to notify the Secretary-general by registered letter before December 31. The resignation may be validated only if the member concerned has fulfilled its duties towards UNICA up to the time of the notice of departure.

- 3.6.2 Any member may be excluded from UNICA if it contravenes the regulations of UNICA or causes material or moral damage to UNICA by a behaviour contrary to regulations. The decision to exclude a member is made with a two-third majority of empowered voters attending the General Assembly.
- 3.6.3 The rights of a member are suspended for the following year when they have failed to pay the fees due and membership is declared passive. If no request for a postponement of the decision or no valid reason has been offered after receiving two reminders from the Treasurer within two years, membership is cancelled automatically at the end of the second year.
- 3.6.4 Departure from or exclusion out of UNICA entails the loss of all rights towards UNICA.

4 ARTICLE IV – Organs of control

4.1 Organisation

- 4.1.1 The supreme body of UNICA is the General Assembly.
- 4.1.2 The executive organ of UNICA is the Committee which is elected by the General Assembly.

4.2 The General Assembly

- 4.2.1 The General Assembly is held once a year in the course of the UNICA Congress.
- 4.2.2 Exceptionally and when specific conditions make it necessary, the General Assembly may decide to hold its meeting in a place other than the venue for the Congress or at another time
- 4.2.3 Should it appear impossible to hold the General Meeting at the new venue, the Committee will be entitled to select yet another place for the General Assembly.
- 4.2.4 The General Assembly is composed of the delegates, their deputies, the members of the Committee and the members of the existing special commissions.
- 4.2.5 The General Assembly is open to the public, except by a contrary decision of the General Assembly.
- 4.2.6 The agenda is laid out in the Internal Regulations.
- 4.2.7 The invitation to attend the General Assembly should reach all UNICA members three months prior to the General Assembly. The agenda together with all proposals submitted and the financial accounts and provisional budget should be circulated at the latest one month prior to the Assembly.
- 4.2.8 The national organisations indicate the names of delegates and their deputies to the Secretary-general six weeks prior to the General Assembly.
- 4.2.9 The delegates of national organisations whose opinions they represent have a right to vote. Their term of office is limited to the session of the General Assembly.
- 4.2.10 All national organisations failing to commission a delegate of their own have a right to transfer their right to vote to a delegate from another national organisation. The corresponding power - in writing - must be in the hands of the Secretary-general before the opening of the Assembly. A delegate may not have more than two votes, including his/her own.

- 4.2.11 The General Assembly is conducted by a chairperson whose name is proposed by the Committee or the delegates and then confirmed in his/her office by the General Assembly. The chair of the assembly has no right of vote, unless he/she is himself/herself a delegate. (S)he is assisted by a sessional secretary and two tellers nominated upon proposal of the Committee.
- 4.2.12 All proposals to be submitted to the General Assembly or meant to be examined by the Assembly should reach the Secretary-general in writing at the latest five months prior to the Assembly. In exceptional and justified cases, emergency proposals may be submitted to the discussion and vote of the General Assembly. The assembly will then decide upon the admissibility of such proposals by a simple majority vote (1/2+1) by the voters attending the Assembly.
- 4.2.13 The proposals submitted by the national organisations should be drafted in German, English or French.
- 4.2.14 Votes are passed by a simple majority of the valid votes, unless otherwise provided. Decisions made by the General Assembly are considered valid only if at least half of the members attend or are represented.
- 4.2.15 The General Assembly sets the date of enforcement of decisions.
- 4.2.16 The ballots will be secret upon request from one single member.
- 4.2.17 The Secretary-general drafts the Minutes of the General Assembly in German, English and French. This report should reach all members at the latest four months after the General Assembly concerned.
- 4.2.18 The official languages of the General Assembly are German, English and French.
- 4.2.19 Documents and decisions are drafted in German, English and French.
- 4.2.20 The General Assembly may award a gold medal to such persons that have performed meritorious service to UNICA.
- 4.2.21 The General Assembly may impose passive membership to any member if it has temporarily disregarded the statutes or objectives of UNICA or has been detrimental in its attitude to the reputation of UNICA. This decision is made with a simple majority (1/2+1) of attending voters. If no request for a restoration of full rights and duties is submitted in the mean time, the General Assembly re-examines the decision every two years; the decision is then either confirmed or repealed.

4.3 The Extraordinary General Assembly

- 4.3.1 The Committee has a right to convene an Extraordinary General Assembly.
- 4.3.2 An Extraordinary General Assembly must be summoned by the Committee upon request of at least one third (1/3) of all members. The request must be sent to the President of UNICA. It should mention the reasons motivating the request and provide a list of items to be discussed and submitted to a vote.
- 4.3.3 The Committee sets the time and place of the Assembly and its final agenda in agreement with the requesting organisation.
- 4.3.4 National organisations should be informed of the convention of this Assembly by the Secretary-general within six weeks after the request has been submitted and at the latest three months prior to the Assembly.

4.3.5 The name of the chairperson of this Assembly is proposed and this person is elected as under Article IV, section 4.2.11

4.4 **The Committee**

4.4.1 The Committee is composed of:

- a) the President
- b) one or two Vice-Presidents
- c) the Secretary-general
- d) the Treasurer
- e) three to seven advisors

The Committee can form an executive committee from among their members. The decisions of this executive committee have to be ratified by the Committee during its next meeting. This ratification can also be obtained by written approval of the Report.

4.4.2 At its first meeting after elections, the Committee sets out the scope of activities for the advisors. The Committee can also appoint and commission non-members for specific tasks. These persons may be invited to attend the Committee meetings. The national organisations are to be informed about the distribution of functions and offices.

4.4.3 The members of the Committee are elected for a three-year term. The national organisations have a right to repeal their elected members for serious reasons.

4.4.4 The maximum time in office is limited to three terms (9 years) for advisors.

4.4.5 In the event of a member resigning, passing away or being relieved of his/her office during his/her term, the Committee has a right to co-opt new members to ensure continuation of activities. Such co-opted members must be submitted for approval at the next General Assembly.

4.4.6 The power to irreversibly cancel the mandate of a Committee lies exclusively with the General Assembly. The mandate of commissioned members may be cancelled by a decision made by the Committee.

4.4.7 All mandates are honorary.

4.4.8 The Committee has a right to appoint task forces whose task will be to provide support to the Committee for the solving of specific issues. Such task forces are chaired by a member of the Committee. Their mandate is limited to the duration of their mission.

4.4.9 The Committee meets by a decision of the President or upon request from at least five members, with an indication of the items to be submitted to discussion. The agenda is prepared by the President in co-operation with the Secretary general. The Secretary general is in charge of convening the Committee.

4.4.10 The Committee has a quorum and may make decisions when two thirds (2/3) of members are attending. Decisions are made by simple majority votes. In case of equal number of votes, the President has a casting vote.

4.4.11 A Vice-President deputises for the President in the latter's absence. If the President and both Vice Presidents are absent, the Committee chooses one of its members to assume the interim function.

5. **ARTICLE V – Congress**

5.1 UNICA organises an annual Congress including the following events:

- a) the General Assembly;
- b) the international film competition
- c) other events related to these, e.g.
 - committee meetings, as required
 - debates about the future of film making
 - jury evaluation of the films in the competition
 - discussion of the films in the competition
 - awarding prizes and distinctions
 - special events and shows.

5.2 All members have a right to apply for the organisation of a Congress. The application should reach the Secretary general at least 36 months ahead of the date scheduled for the event

5.3 The Congress is prepared and managed by a Chairperson of the Congress, in cooperation with the UNICA Committee.

5.4 The Chairperson is appointed on the proposal of the national organisation organising the Congress. His/her action begins when (s)he is handed the UNICA flag and terminates when (s)he hands this flag over to his/her successor.

5.5 The Chairperson of the Congress can attend the Committee meetings during his/her term of office. (S)he has no right of vote.

6. **ARTICLE VI – Finances**

6.1 The financial resources by which UNICA may perform the activities set out in the Statutes are composed as follows:

- a) ordinary receipts:
membership fees provided by the ordinary and sponsoring members
- b) extraordinary receipts:
subsidies, grants and donations other receipts.

6.2 The General Assembly appoints two auditors every year. One of them has to be replaced by somebody else every second year during the election.

6.3 The amounts to be paid as membership fees are set by the General Assembly. The Committee is entitled to make special provisions in case of emergency or exceptional circumstances.

6.4 Membership fees range from Euro 175.-- (minimum) to Euro 1.325.-- (maximum).

6.5 The moneys are deposited at one or more banking institution(s) as proposed by the Committee.

7. **ARTICLE VII – Final provisions**

7.1 The statutes may be amended only by a decision made by the General Assembly. Decisions are then made by a two third (2/3) majority. The text of the proposed change should be circulated to all members at least one month prior to the General Assembly.

- 7.2 The Committee has the right to amend and update all the other UNICA rules and regulations as necessary and to specify when they take effect. The General Assembly may review and amend decisions subsequently.
- 7.3 The dissolution of UNICA can be pronounced only by an Extraordinary Assembly meeting for that specific purpose and at which two thirds (2/3) of the members are attending or represented. The decision can be made only by a three quarter (3/4) majority. If the number of attending delegates is smaller than the required two thirds, an Extraordinary Assembly is to be summoned in the following three months at the latest. Decisions may then be made by this assembly whatever the number of delegates attending, with a simple majority vote.
- 7.4 The General Assembly deciding to dissolve UNICA must also make provisions for the disposal of the resources and financial assets in possession of UNICA at the time of dissolution.
- 7.5 Issues which cannot be settled either by the statutes or the internal regulations will be settled by the Committee with a two-third majority vote.
- 7.6 The statutes come into force on August 11th 2017.
In cases of doubtful interpretation, the German version will be considered as binding.