



UNICA RULES OF PROCEDURE

(subject to change)

Rules of Procedure

In addition to the Statutes of UNICA, which have come into force on August, 2017, the following Internal Regulations have been issued:

1 Congress

In addition to the General Assembly and the International Film Competition, which have to take place according to Article 5.1. of the Statutes, the annual congress consists of the following events:

- Committee Meetings as deemed necessary
- Discussions about the objectives and the development of UNICA
- Discussions about developments in the area of filming
- Judgement of the competition films
- Discussions about the competition films
- Granting of medals
- Informative programmes of non members
- Special events

2 General Assembly

- 2.1 The General Assembly can only take decisions if at least half of its members are present or represented. Decisions require the simple majority of valid votes to be passed, if not specified otherwise.
- 2.2 Agenda of the ordinary General Assembly. The following items must appear in the Agenda of the ordinary General Assembly and may be supplemented by other items on the decision of the Committee:
- 2.21 Welcome by the Chairman of the Congress.
- 2.2.2 Verification of the delegates' authorities.
- 2.2.3 Constitution of the bureau:
- chairman of the meeting
 - secretary
 - 2 tellers
- 2.2.4 Confirmation of the agenda.
- 2.2.5 Vote and discussion on the proceedings of the previous year's General Assembly. (reading aloud of the proceedings only on request.)
- 2.2.6 Address by the President of UNICA and discussion.
- 2.2.7 Report of the Committee by the General Secretary and discussion.
- 2.2.8 Report of the Treasurer and discussion.
- 2.2.9 Report of the Auditors and discussion.
- 2.2.10 Discharge of the Committee.
- 2.2.11 Election of the Auditors.
- 2.2.12 Determination of the following year's contribution.
- 2.2.13 Confirmation of the budget.
- 2.2.14 Report of the Film librarian and discussion.
- 2.2.15 Report of the Friends of UNICA and discussion.

- 2.2.16 Report on Patronage and discussion.
- 2.2.17 Report of the delegate to I.F.T.C.
- 2.2.18 List of candidates for members of the Committee. *
- 2.2.19 Election of the Committee. *
- 2.2.20 Admission of new members.
- 2.2.21 Discussion and vote about the proposals submitted by the Committee.
- 2.2.22 Discussion and vote about the proposals submitted by the members.
- 2.2.23 Selection of place and date of the Congresses for the following three years.
- 2.2.24 Miscellaneous, without vote.

* The items 2.2.18 and 2.2.19 only apply in those years when there is a statutory election of the Committee.

3 The extraordinary General Assembly

- 3.1 The items 2.2.2. to 2.2.4. of the agenda of the General Assembly apply to the extraordinary General Assembly as well.
- 3.2 The other agenda items have to be formulated according to the proposals and have to be confirmed by the extraordinary General Assembly.

4 The Committee

- 4.1 The Committee is the executive organ of UNICA. It executes the decisions made by the General Assembly. It has the duty to expand the influence of UNICA, to take up initiatives of the national organisations and to deliberately promote the international exchange of experiences.
- 4.2 It decides on requests for patronage of representative national and international non-professional film events.
- 4.3 The Committee has the right to annually grant a UNICA-medal to each national organisation to be presented to somebody according to their own judgement. Moreover the Committee may grant further medals to persons and national organisations for special achievements.
- 4.4 The President of UNICA is the chairman of the Committee. He is the statutory person and he represents UNICA juridically and extra-juridically. He is accountable to the General Assembly and the Committee. He is obliged to get the permission of the committee to conclude contracts He is authorized to decide beforehand in case of emergency on issues which require the permission of the Committee and to get the formal permission of the Committee afterwards.
- 4.5 The Secretary-General is responsible for the administrative execution of the duties which have been ceded to him by the Statutes, the decisions of the General Assembly and the Committee. He is accountable to the General Assembly and the Committee.
- 4.6 The Committee can form an executive committee amongst its members. This committee will be nominated for the execution of a special task to be defined by the committee. All members of the Committee are eligible for the executive committee.

4.7 All Committee members have equal rights and have to comply with the decisions taken by majority.

5 Finances

5.1 The financial year coincides with the calendar year.

5.2 The Treasurer administers the financial means of UNICA and keeps the books. Annually -after the ending of the financial year- he draws up the balance sheet and the profit and loss account. In consultation with the Committee he drafts a budget proposal for the next year and submits it to the General Assembly.

5.3 All expenses should, so far as possible, be in conformance with the approved budget.

5.4. Dispositions of money, payment orders and receipts will be signed by the Treasurer only. A second signature by the President or the Secretary General is required if a single expenditure exceeds EUR 5,000.

5.5 All positions within UNICA are voluntary ones. However, and for each Committee meeting (at most four meetings per year), members are entitled to be paid a lump sum to cover their expenses. Moreover a yearly compensation is due to the President for general representation expenses.

5.6 The two auditors elected by the General Assembly have to audit the balance sheet and the profit and loss account as well as the invoices and bills before the annual General Assembly and to report to the General Assembly on their findings.

The present regulations have been adopted by the General Assembly on 25-08-2016 and come into force on 01-09-2016.

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