

EUROPEAN FEDERATION FOR
COSTUME & PRODUCTION DESIGN
ARTSCENICO

EUROPEAN FEDERATION FOR COSTUME & PRODUCTION DESIGN

FÉDÉRATION EUROPÉENNE DE LA CRÉATION DE COSTUMES & DÉCORS DE FILMS

EUROPAISCHER VERBAND FÜR KOSTÜM- & SZENENBILD

c/o CST, 22-24 avenue de Saint-Ouen, 75018 Paris, France

International non-profit making association (loi 1901)

STATUTES

10th November 2018

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I. CONSTITUTION / DENOMINATION / HEAD OFFICE

1 – Constitution / Denomination

An international non-profit making association of international utility named

ARTSCENICO

European Federation for Costume & Production Design

Fédération Européenne de Création de Costumes & Décors de Films

Europäischer Verband für Kostüm- & Szenenbild

with artistic, cultural, scientific, political, moral, social and educational aims, is hereby founded, under the French association's law of 1901.

The official language of the Federation shall be English, all important communications shall be issued in this language.

It is up to each member, whether the documents proceeding from the Federation are translated into the national language.

2 – Head Office

The registered office of the Federation is located at
c/o Commission Supérieure Technique de l'Image et du Son (CST), 22-24 Avenue de
Saint-Ouen, 75018 Paris, France.

It may be transferred by a simple decision of the General Assembly.

II. AIMS / MEANS

3 – Aims

3.1. ARTSCENICO is deprived of any profit-making motive and has as principal aim: To protect and promote the artistic, economic, moral, social and legal interests of audiovisual Costume and Production Design professionals and their related artists and crafts by all and any lawful means.

These interests include but are not limited to:

COOPERATION and EXCHANGE

- Promote the encounters among professionals to encourage the exchange of knowledge and ideas at an international level.
- Cooperate to create synergies (i.e. make national projects international and accessible for all of our members).
- Exchange with other federations in the field of film, audiovisual, multimedia and stage industry, like FERA, IMAGO, OISTAT.

PROMOTION OF OUR PROFESSIONS

- Make the professions related to Costume and Production Design visible to colleagues of the other departments of the audiovisual industry as well as to the public.
- Promote innovation and research into Costume and Production Design and all related crafts in audiovisual arts.
- Ensure their conservation and enhancement as a cultural heritage.
- Connect strongly with the post-production and VFX industry to guarantee the integrity of artistic direction from preproduction to postproduction (i.e. set extensions, color gradings, ...).

DEFEND OUR RIGHTS AND ACCOMPLISHMENTS

- Define the legal conditions under which Costume and Production Designers, related artists and crafts exercise their profession.
- Monitor and improve our working conditions and strengthen the cooperation with the unions.
- Defend the authorial rights of Costume and Production Designers (as co-authors of films and authors of our creations) - both economic and moral - in the making, reproduction and representation of audiovisual art.

EDUCATION AND ENCOURAGEMENT

- Create a vivid exchange with our educational institutions to promote and develop excellency in education regarding our professions.
- Support the crafts and tools of the Costume and Production Design professions.
- Prevent difficulties that can be experienced when working abroad.

EQUALITY, ANTI-DISCRIMINATION AND FAIRNESS

- Actively promote and support initiatives towards race-, gender-, and pay-equality in the audiovisual industry.
- Fight against any form of abuse in the audiovisual Industry.

3.2. Within the framework defined in article 3-1 above, the Federation assures, with their opinions and their agreement, the representation, the promotion and the defense of the interests of the member organisations and their members, in particular vis-à-vis:

- Public authorities;
- Administrations;
- trade union organizations of employees;
- French, European or international professional or inter-professional organisations.

4 - Means

All of the above aims will be pursued by all lawful means including but not limited to :

- Lobbying activities to promote, in particular, the development and outreach of the professions that are the subject of the Federation.
- Creation of a professional international network to organise and support the international contact of Costume and Production Design professionals, all related artists and crafts.
- Organisation of research, workshops, master-classes, conferences, in the fields of education, vocational training of adults and continuing education.
- Audience development: conferences, screenings, events, festivals, exhibitions, etc.
- Editing our own publications - both print and electronic.
- Cooperation with national and international organisations, administrative authorities, government at local, national and international levels or any individual or group - public or private - which, in the view of ARTSCENICO, will benefit the stated aims (i.e. claim a voice in film festivals juries, lobbying our authorial rights at the European Court of Justice, etc.).

5 – Membership in other organisations

The Federation may, with the written agreement of each of its full members, join any confederation or general group or similar organisation that may allow it to enlarge its field of action.

III. MEMBERS

6 – Composition

In addition to the founding members (see annexed list), the Federation is composed of full members and observers as defined in Article 8 hereafter.

7 - Number of members

The number of member organisations of the Federation is unlimited.

8 – Membership

ARTSCENICO is an international federation of organisations (associations, unions, guilds, syndicates, ...). It shall be composed of :

- full members with voting rights
- associate members with no voting rights
- honorary members with no voting rights.

Full members are legal persons; meanwhile associate or honorary members could be either legal or natural persons.

The number of members of the federation is not limited, however the actual full members cannot be less than seven.

ARTSCENICO perceives itself as an organ for all designing professions in the Costume and Art Department. Organisations whose members are Production Designers, (Supervising) Art Directors, Set Decorators, Costume Designers and Costume Supervisors can become full members.

ARTSCENICO also wants to be a platform for all the other artists, technicians, suppliers and technologies, who's crafts and technologies are a part of the Art or Costume Department. Organisations that represent these professions can be aspirant for an associated membership of ARTSCENICO.

9 – Full Members

9.1 Full members

All organisations that in the view of ARTSCENICO represent audiovisual artists working for Costume or Production Design are eligible to be full members of ARTSCENICO. (see article 8)

Full members shall have the right to vote in the General Assembly.

All countries shall have 2 (two) votes.

Each country has 2 (two) votes regardless of the number of member organisations.

In case that in any country there is no organisation that solely represents artists working for Costume and Production Design, ARTSCENICO may admit as full member any organisation that represents other trades, professions and authors within the film and audiovisual sector, as long as the Delegate for ARTSCENICO is a professional working for Costume and Production Design.

9.2 Observers

Many countries do not have an organisation representing professionals working in Costume and Production Design yet. We strongly recommend these individuals to create organisations of their own, as only an organisation can become full members of our federation.

Any audiovisual artist from those countries who is working for Costume or Production Design may take part at the General Assembly as observer, at her/his own costs, and without any voting rights.

10 – Associated Members

Following a proposal by the Administration Board, the General Assembly may admit associate members who, in the view of ARTSCENICO, support its aims and actions. They may participate at the General Assembly, but have no voting rights.

Associate membership may be conferred on organisations both public and private, without limitations.

This support may take the form of provision of services, material or financial help, or of assistance in kind.

11 – Honorary Members

ARTSCENICO may confer honorary membership on any natural or legal person to whom it wants to pay tribute and who in the opinion of the General Assembly has fulfilled an exceptional role within ARTSCENICO or has been exceptionally supportive externally.

Nominations may be made at the General Assembly by two (2) full members and ratified by a simple majority. They may participate at the General Assembly, but have no voting rights.

12 – Admission procedures

12.1. Full Membership

Applications for full membership shall be addressed to the Administration Board in writing (office@artscenico.com), and must be accompanied by a description of the applying organisation, its activities, coverage and sphere of influence, the actual number and job description of its members at the time of the application. Admission will be decided by the General Assembly by a simple majority.

The Administration Board may decide to admit a member provisionally, with formal ratification taking place at the next General Assembly.

12.2. Associate Membership

Applications for associate membership shall be addressed to the Administration Board in writing (office@artscenico.com), together with any documents required by the Administration Board. Admission will be decided by the General Assembly by a simple majority.

The Administration Board may decide to admit an associate member provisionally, with formal ratification taking place at the next General Assembly.

13 – Obligations, resignation, suspension, exclusion

13.1. Obligations

Full members on joining are committed to abide by the statutes of ARTSCENICO, the rules of procedure, and all decisions taken by the General Assembly.

They shall have autonomy in respect to their internal organization, administration and finance, and freedom of action in respect to their aims, but in all matters of European importance shall observe a common policy.

They should do their best to carry out the decisions of the Administration Board and the General Assembly by all means at their disposal and accept the obligation to support and improve the communication network of ARTSCENICO by active participation.

Each member has to nominate 2 (two) people, who ensure the communication between his own organisation, its members and ARTSCENICO (via Secretary or Administration Board) and other ARTSCENICO members. It would be optimal if these two people are among the Delegates at the General Assembly. (See article 17)

13.2. Resignation

All full, associate or honorary members may resign at any time by means of a registered letter addressed to the Administration Board. Such resignation will have immediate effect.

13.3. Suspension

A member is suspended in the case of death of a natural person or the winding up of a legal body (national organisation, institution, sponsor, ...).

13.4. Exclusion

Any full, associate or honorary member may be excluded with immediate effect if in the opinion of the Administration Board they act against the agreed and stated aims of ARTSCENICO:

- a. non-payment of the membership-fee (see article 27 of these statutes)
- b. non-compliance with the clauses and articles of the statutes of ARTSCENICO,
- c. because of a modification of the statutes of a member, making its legal position incompatible with the statutes of ARTSCENICO.
- d. for bringing ARTSCENICO in any way into disrepute.

A simple majority must ratify any such exclusion at the next General Assembly.

No resigning, or excluded member, nor their heirs or successors or beneficiaries, shall have any claim whatsoever on the assets of ARTSCENICO, or for reimbursement for membership fees paid.

They should return all ARTSCENICO's property that would be in their possession to the Federation within 15 (fifteen) days following their resignation, suspension or disqualification.

IV. GENERAL ASSEMBLY

14 – General Assembly Authority

The General Assembly is the sovereign authority of the federation. It fixes the general policy of ARTSCENICO. Its decisions are final.

The General Assembly will decide policy, and sanction action in accordance with the aims of the federation.

The General Assembly will scrutinize and approve the annual accounts, and the forecast annual budget as prepared by the Treasurer.

15 - Responsibilities

During ARTSCENICO meetings, the President is the moderator who is chairing the General Assembly. In case of her/his absence, this function will be fulfilled by another Administrator (member of the Administration Board).

The Treasurer will present draft accounts and budget forecasts to the General Assembly.

The Secretary prepares the agenda, invitations, as well as the minutes of the General Assembly.

16 – General Assembly Participation

16.1. Annual meeting

The General Assembly will meet once per year.

Unless decided otherwise all members of ARTSCENICO (full, associate and honorary) are entitled to attend and participate in the debates, but only the Delegates of full members who have paid their fees may vote.

16.2. E-mail voting

For decisions to be taken throughout the year, where a quorum of the General Assembly is needed, a vote via e-mail or a comparable online-tool will be set up by the Administration Board. The voting has to be open for an adequate time, at least for 2 (two) weeks. The result of the vote shall be archived digitally and/or in printed form by the Secretary of ARTSCENICO.

17 – General Assembly Delegates

Each member may decide by whatever means it thinks fit who shall represent them at the General Assembly, as long as the person is fluent in English. Concerning the full members however, it is strongly recommended, that the Delegate has a good general knowledge of all the arts, professions and crafts in Costume and Production Design.

To guarantee a certain continuity, it is required that the Delegates nominated fulfill this duty for at least 2 (two) years. If possible, the 2 Delegates shall not be exchanged during the same year. The same Delegates should guarantee the communication between ARTSCENICO and the member organisation (see article 13.1).

Only full members who have paid their fees have a right to vote, every country has 2 (two) votes.

In the event that only one full member is representing a country it shall have two votes. In the event that more than two full members come from a country, they have to split the two votes among them.

Each member may send more than one person to the General Assembly, but the full members have to designate the Delegate(s) who will vote.

Every Delegate may be replaced by a duly authorized substitute.

Each full member may mandate another full member to represent it at the General Assembly via a written proxy, but no full member may hold more than 2 (two) proxies.

18 – General Assembly Quorum

To constitute a General Assembly, the attending individuals must represent the quorum of 2/3 (two-third) of all full members of ARTSCENICO.

Unless decided otherwise by these statutes, all decisions will be voted by an absolute majority (50% +1) of those attending and or represented and entitled to vote.

In case that the quorum of 2/3 (two-thirds) is not achieved, a General Assembly shall be organized within 2 months and will be able to deliberate validly by a majority vote of the members present, regardless of their number.

19 – Modification of the Statutes

Any motions to modify and/or add provisions to the statutes of ARTSCENICO in any way, must be proposed by an Administrator, or by no less than 1/5 (one-fifth) of all full members.

The Secretary shall notify all full members at least 12 (twelve) weeks before the General Assembly at which any such motions are to be put.

At least 2/3 (two-thirds) the full members must be present at any General Assembly which deliberates on any changes to the statutes.

An absolute majority of all full members shall decide any such changes or additions to the statutes.

Any modification to the statutes of the Federation have to be declared at the Préfecture, at the "greffe des associations", at the very latest 3 months after their adoption in the General Assembly.

A change to the statutes can only be invoked against a third party after it has been published in the « Journal Officiel », unless ARTSCENICO can prove that the third party had prior knowledge of it.

20 – Notification and Minutes of the General Assembly

20.1. Notification

The President will call the ordinary General Assembly. S/he will also call an extraordinary General Assembly if so requested by the Administration Board or by a proposal submitted by at least 1/5 (one-fifth) of all full members.

An ordinary General Assembly and its location must be called within 3 (three) months. Any extraordinary General Assembly must be called 6 (sixth) weeks before.

The agenda of the General Assembly must be sent to all members no less than 20 (twenty) days before the date of that meeting.

20.2. Minutes

The President or the Secretary shall circulate to all members the minutes of the General Assembly together with the result of any votes. This circulation may be by any method agreed by the General Assembly.

Records of General Assembly minutes will be kept at the federation's registered office. All full and associate members may request to consult these records.

V. ADMINISTRATION BOARD

21 – Administration Board

The federation is administered by an Administration Board. This entity organises the life of ARTSCENICO and the General Assembly. It is furthermore taking forward all the projects of ARTSCENICO which will vary over the years.

Only Delegates of full members that have paid the due fees can postulate to become Administrators (Administration Board members). Those who wish to become members of the Board must apply to the President 30 (thirty) days before the General Assembly at which elections are taking place.

21.1 Composition

The smallest administrative entity necessary to organise the life of ARTSCENICO consists of the 3 functions:

1 President, 1 Treasurer and 1 Secretary.

Apart from these 3 crucial positions, the Board is a flexible structure that can consist of up to 11 (eleven) Administrators.

21.2 Responsibilities

The President shall, whenever possible, represent ARTSCENICO and promote the aims of the federation.

The President may not commit ARTSCENICO to legally binding action, except within the limits of any special powers accorded to her/him by the General Assembly or Administration Board.

During ARTSCENICO meetings, the President is the moderator who is chairing the General Assembly. In case of her/his absence, this function will be fulfilled by another Administrator.

The Treasurer is in charge of the federation's expenses and revenues, as well as the accounting; s/he will present draft accounts and budget forecasts to the General Assembly and Administration Board. Her/his work shall be controlled by a cash committee (see article 29.2).

The Secretary prepares the agenda, the invitations as well as the the minutes of General Assembly, it is in charge of the internal communication structure of ARTSCENICO.

21.3 Voting procedures

The Administrators (members of the Administration Board) are elected as individual persons (not as the member organisation). In case of absence of an Administrator, s/he must delegate her/his vote to another Administration Board member. The Administration Board has to be informed of this 1 (one) week before its next meeting.

Concerning the votes at the General Assembly, Administrators have no second vote or veto. They participate at the General Assembly as Delegates of their country.

21.4. Tenure

All Administrators are appointed by the General Assembly by a simple majority for a term of minimum 2 (two) years, and can be dismissed by it at any time.

They are eligible for maximum 2 (two) re-elections (maximum allowed time of Administration Board membership: 6 (six) years).

The tenure of a member of the Administration Board may cease at expiry of the term, resignation or removal by the General Assembly, and death.

22 - Administration Board Elections

The General Assembly will elect from amongst the Delegates of the full members that have paid the due fees, by a simple majority, the Administrators (members of the Administration Board).

The positions voted for are: President, Treasurer, Secretary and their substitutes, as well as those dedicated to specific projects, the Administration Board consists of maximum 11 (eleven) Administrators.

The elections shall be open, by show of hands, except if one member asks for a secret ballot.

One direct ballot per Administrator, in the case of more than two candidates, another ballot shall decide between the two persons with the most votes.

ARTSCENICO seeks, as far as possible, to achieve equality in professions and gender. The still active President functions as Election Supervisor.

The General Assembly will ratify the appointment of the elected Administrators (Administration Board members) and dismiss the predecessors.

23 – Administration Board Competence

The Administration Board exercises the management and administrative powers, except for the competence reserved by the law or by these statutes.

In addition to this the Administration Board exercises all and any powers that are devolved to it by the General Assembly.

The Administration Board determines all internal rules necessary to organize the daily business, meetings, etc. of ARTSCENICO.

These internal rules include for instance the organisation of the office of ARTSCENICO and are to be ratified by the General Assembly.

The Administration Board is obliged to obey the statutes and internal rules.

24 – Administration Board Meetings

24.1. Notification and Rules of Procedure

The Administration Board will convene as often as the interests of the federation require, but at least once per year + General Assembly.

Conference calls can substitute further real meetings.

Any member of the Administration Board may convene meetings in writing, and announce it at least 2 (two) weeks before any scheduled date.

These meetings are open for Delegates of full members, but they have no voting rights.

24.2. Administration Board Quorum

The quorum for the Administration Board meetings shall be 3 (three), including the President.

The prevented or absent Administrator has to inform the others, s/he must have her/himself represented by another Administration Board member. However, no Administrator can have more than two votes.

Decisions shall be by simple majority of Administrators present or represented.

Voting may also be conducted via e-mail or online tools under the above rules.

The records of the vote (printed) shall be stored with the ARTSCENICO archives.

24.3. Minutes

Minutes are drawn up for each meeting and will be signed by 2 (two) Administrators. They will be stored at the registered office of the federation. They shall be accessible online to all full ARTSCENICO members.

24.4. Reimbursement of Expenses and Fees

All Administrators may claim for reimbursement of expenses in respect of their duties.

Moreover an Administrator may receive fees, for any work done for, or on behalf of ARTSCENICO that extends beyond their duties in the Administration Board. The Board will establish guidelines to this respect which have to be ratified by the General Assembly.

25 – Administration Board Authorization

Unless otherwise authorized, all documents legally binding on ARTSCENICO must be signed by 2 (two) Administrators.

26 – Administration Board Legal Action

Where ARTSCENICO instigates any legal action against a third party, it is for the Administration Board to supervise any such action.

V. RESOURCES

27 – Membership Fees

All members agree to pay the annual fee, the amount and due date of which are decided at each ordinary General Assembly.

Members who resign, or who are excluded, remain obliged to pay the fee for the year during which the exclusion, resignation or decision by the General Assembly has taken place.

Members whose fees remain unpaid six months after the due date will be suspended. This suspension will deprive full members of their voting rights.

The suspended member will be given notice to pay by registered letter. If payment is not received within six months of the date of that letter, then the suspended member will be considered to have resigned.

The Administration Board may decide for a member to reduce its fee or relieve it of its membership fee for solidarity reasons, if there are reliable reasons presented by this member.

28 – Other Financing

In addition to membership fees, ARTSCENICO may receive and seek to acquire subsidies or donations or any other financial assistance or assistance in kind from any individual or any national or international body or foundation.

ARTSCENICO has the right to refuse any such subsidies or donations if in the view of the Administration Board it would not be in the best interests of the federation to accept them.

29 – Budget and Accounts

29.1 Financial Year

The financial year of ARTSCENICO starts on 1st September and ends on the 31st of August.

The Treasurer will present draft accounts to the General Assembly in accordance with French law.

It will also submit a budget forecast for the following year for approval by the General Assembly.

29.2 Cash Committee

Each year, another full member is in charge of the internal review of the expenses made by the Treasurer.

The General Assembly designates the member in charge of this task for the upcoming year.

VII. FINAL PROVISIONS

30 – Dissolution and Liquidation

30.1. Dissolution

The General Assembly, convened under the same rules as for modifications to the statutes, may, in the presence of 2/3 (two-thirds) of the full members, announce the dissolution of the federation and appoint a person responsible to disburse the federation's assets.

If this quorum of 2/3 (two-thirds) is not achieved, an extraordinary General Assembly has to be reconvened within 1 (one) month, and will be able to deliberate validly regardless of the number of members present.

The dissolution must be agreed by at least 2/3 (two-thirds) of the full members present.

30.2. Liquidation

The General Assembly will appoint one or more liquidators, with collective responsibility. If no appointment is made, the liquidation will be conducted by the sitting President, Secretary and Treasurer at the time of the dissolution.

The General Assembly will vote on what is to be done with the federation's assets, which must be allocated to a non-profit organization whose activities are compatible with the aims of ARTSCENICO.

31 – French law

Any matter not referred to in the statutes of ARTSCENICO, in particular regarding their acceptance by French governmental authorities and required publication in the «Journal Officiel», will be governed according to French Law.

32 - Legal representatives

The bodies empowered to represent the federation as a legal entity vis-à-vis third parties are : The President, the Vice-Presidents, the Treasurer, the Vice-Treasurers. Their actions engage the federation with regard to third parties (banks, administrations, justice, other associations, etc.).

They may delegate all or part of their powers to one or more other members of the Administration Board. In this case, s/he remains co-responsible for acts carried out in the name of the federation by those to whom s/he has delegated her/his powers.

33 – Registration of the Statutes

The present statutes, signed by two Administrators, will be deposited in accordance with the laws and regulations in force.

The President is empowered to undertake any required action for the registration of the present 33 articles of the statutes of ARTSCENICO approved by the General Assembly.

Written in Paris, on 31st of January 2019, in 3 exemplars, en English and French.