



Rules and Guidelines for ITI Committees, Forums and Groups

International Theatre Institute ITI

Non-governmental organisation
in formal associate relations
with UNESCO



Nature of a Committee, Forum and Group of the ITI

I. Nature of a Committee, Forum and Group of the ITI

- I A committee, forum or group is a small association within the ITI that is working in a specific field and develops international activities in this field that embrace the practitioners of all levels in its field on a national, regional and international basis.
- II A committee (forum or group)* consists of people who are investing their own time, energy and often also funds for the achievement of the goals of the committee. In general, members of a committee participate on a voluntary basis. With this in mind, all rules and guidelines should be based on mutual respect, on the principles of rotation of the office bearers and on inclusiveness of the young and also of those who have worked for a long time for committee projects.
- III All the rules and guidelines for a committee must be in conformity with the Charter of the ITI and the goals of the ITI. They must support the work of a committee so that the goals of the projects and activities can be reached. They should be based on common sense and on organizing principles.
- IV A committee should embrace the core values of the ITI – inspiration, transparency (no hidden tactics and strategies), visibility (e.g. through print and internet), inclusiveness (all ages, young, long term members, etc.) and collaboration.

Rules

II. Rules **

- A Any group of members of the ITI network (centres and cooperating members) who wish to concentrate international activities in a specific field that belongs to the performing arts may constitute a committee, forum, group or similar association – providing that their request is approved either by the General Assembly of the ITI or the Executive Council of the ITI. (Charter of the ITI)
- B A committee of the ITI must abide by the goals of the ITI laid out in the Charter of ITI, namely the goal of promoting international collaboration, of providing education and training in the performing arts, of promoting and protecting cultural identity and diversity, as well as the goal of mutual understanding and peace through the activities of performing arts.
- C A committee must abide by democratic principles.
- D A committee must actively focus on involving young practitioners in its ranks.
- E A committee is composed of members of centres and cooperating members of the ITI. The number of members of one centre or one cooperating member is limited to two members. More than two members are accepted if the simple majority of

the board/leadership of a committee agrees with an exception, and the decision supports the goal of the committee.

- F Individuals wishing to participate in a committee must be approved by their home centre and/or cooperating member.
- G If a potential member is from a country that has no centre or cooperating member, but his/her skill or position is an asset for the committee, he/she can be a member of a committee, if the simple majority of the committee's board/leadership approves it.
- H Membership in a committee is decided by simple majority vote during a congress. Any member of a centre or cooperating member is eligible for membership.
- I If a member cannot attend a congress (professional reason, illness, etc.) that person may be included by the voting delegates of the committee, present at the congress.
- J The board/leadership of a committee has the right to include new members between congresses by simple majority of the board.
- K Before the congress the committee reports are sent to the General Secretariat to be included in the Report of the General Secretary for the period between the congresses. The deadlines and format are given through by the General Secretariat and must be followed.
- L A committee may be terminated by the Executive Council, if it is no longer abiding by the rules, is actively opposing the ITI goals or wishes to dissolve itself. If a committee disputes the decision of the Executive Council, it may bring it forward to the General Assembly for recourse. The General Assembly's decision is final.

3

III. Guidelines **

Guidelines

Structure

Structure

- 1 To stimulate rotation and diversity, leadership (chairpersons and secretaries of a committee) should limit their term of office to two terms. They should actively include all members and prepare them for leadership transition. Longer terms for office bearers should be approved by the simple majority of the board members and the Executive Council of the ITI.
- 2 A committee may have board members as well as corresponding members. Board members should consist of those members

* The word *committee* in this text also includes any ITI forum or ITI group or on similar association of persons, such as the International Monodrama Forum or the New Project Group, etc.

** *Rule*: a principle or regulation governing conduct, action, procedure, arrangement. *Guideline*: a detailed plan or explanation to guide you in setting standards or determining a course of action.

who invest most of their time and energy for the committee.

4

- 3 The decision in which structure a committee works is decided by the committee alone.
- 4 Each committee is responsible for its financial management and fund-raising. It is recommended to have a treasurer and a fund raiser for their activities and projects.
- 5 Guiding principles include thorough planning and organization of work, successful completion of the projects and the achievement of the committee's goals. Committees must have a clear methodology and benchmarks for evaluating the success of their process, projects and activities.
- 6 Alternate structures and leadership positions may be determined by the committee with the understanding that roles and responsibilities are clearly articulated and communicated to all committee members, to the General Secretariat and the Executive Council.

Meetings and Hosting

Meetings and Hosting

- 7 A committee, forum or group should meet at least twice between congresses. A meeting can take place by invitation of a centre or cooperating member. It can also take place at any location by the decision of the committee, without having an invitation. Room and board may be paid by each member – e.g. during an important event, festival or with the consent of the board/leadership. Committees have the option to hold meetings online and/or video-conferencing.
- 8 Ideally, invitations for meetings are made by a centre, cooperating member or other host. A centre, cooperating member or host may limit the number of persons that it is able to host, due to its financial constraints. The host generally provides room and board (room: hotel, hostels, guest rooms or similar; board: breakfast and if possible all meals). The host's limitations may affect the duration for room and board and guests may be asked to pay for additional days of stay.
- 9 The attending participant's travel should be paid by the centre or cooperating member organization attending the meeting. If a centre has no funds to pay for travel, the attending participant should find other possibilities of financing his/her own travel (e.g. travel funds offered by ministry of culture, other associations she or he is part of, etc.) or consider paying the travel out of his or her own funds.
- 10 It is expected that the host assists the participants in procuring a visa, if required.
- 11 Committees should consider a group travel fund or share the

travel expenses for a member who is not able to find the funds for travel in their country due to political or economic situations in that country or of that member.

Honorary Membership

Honorary Membership

5

- 12 Honorary membership (honorary board member, honorary president, etc.) may be given to those who have been long-standing active members. It is up to the current board to invite honorary members to meetings, celebrations, activities, etc.

Collaboration with ITI

Collaboration with ITI

- 13 Each committee should stay in contact with the other ITI committees and explore collaboration possibilities.
- 14 Each committee should collaborate closely with the General Secretariat and the Executive Council. Meetings with the Executive Council or Executive Board are scheduled by the General Secretariat between congresses.
- 15 Each committee has a liaison person to the Executive Council to insure the flow of information to and from the committee. The liaison person is either a member of the committee who is member of the Executive Council or a person of the Executive Council assigned to the committee.

ITI World Congress

ITI World Congress

- 16 Each committee may have projects and presentations during the period between congresses, as well as during the congress.
- 17 The congress organizer offers space for two joint committee meetings. The first is scheduled at the beginning of the congress, so that all committees may show their activities since the last congress. It also provides the (new) delegates with information that will help them to decide which committee they will join. The second joint committee meeting is scheduled at the end to show all delegates each committee's planned activities for the coming period.
- 18 During a congress a meeting place for the board/leadership of all committees may be provided as a location where (new) delegates can ask questions to a committee leader and also joint projects between committees may be discussed.
- 19 A congress organizer normally provides space for two committee meetings, if more meetings are needed, they can be arranged between the congress organizer and each committee. The rooms should be equipped with adequate basic furniture to include tables and chairs. Additional equipment such as

electronic devices, projectors, Wi-Fi, etc. is by request and pending availability.

6

- 20 A congress organizer provides space for committee activities – e.g. performances, stage-readings, exhibitions, round tables, presentations, lectures, workshops, master classes, etc. The congress organizer and the Executive Council of the ITI will plan the schedule according to the needs of the committees. Each committee has the same rights and will be treated equally.
- 21 A congress organizer may support a committee financially for committee performances.
- 22 If a committee plans performance(s) for a congress it must be prepared to provide financial resources for pre-production and performance(s) expenses: through centres, cooperating members, sponsors, donations from individual persons, etc.
- 23 During the last session of the congress, the proposed projects of a committee are presented to the General Assembly for information.
- 24 The Executive Council of the ITI approves the proposed projects at its earliest session either during or shortly after the congress.
- 25 After the congress, the projects are published in the Congress Report of the General Secretary of the ITI for information to the ITI network.

Appendix - The Charter of the ITI

(Valid version, 2000)

Articles mentioning Committees

Article III – Constitution

- 1 The governing body of the Institute is constituted by a congress of members assembled in plenary session. Between congresses, the functioning of the Institute shall be directed by the Executive Council, by the Executive Board and by the Secretary General.
- 2 In order to encourage the development of the theatre in specific geographical area, the Institute may create Regional Offices.
- 3 In order to study in depth certain matters in specialized areas of the performing arts, the Institute may create standing or temporary committees.
- 4 The congress can put an end to the existence of these committees.

Article VIII – Committees

- 1 In order to study in depth certain matters in the specialised field of the theatre, the Institute may set up programme committees which have their respective projects of activities in line with the ITI Charter. The congress can put an end to the existence of these committees.
- 2 The congress or the Executive Council may appoint committees for the purpose of examining important problems.

Appendix The Charter of the ITI

Article III – Constitution 7

Article VIII – Committees

History: Based on existing rules and practices developed in the past by the committees of the ITI. Formulated by the General Secretary and the Strategy Working Group. Discussed, improved and approved at the 1st joint meeting of all committees and Executive Board of the ITI, 10 May 2009, Paris. Approved by the the Committees and the Executive Council of the ITI, in September 2009

International Theatre Institute ITI
UNESCO, 1 rue Miollis
75732 Paris Cedex 15, France
Tel. +33 1 45 68 48 80
Fax +33 1 45 66 48 84
www.iti-worldwide.org
iti@iti-worldwide.org

