Rules and Guidelines for ITI Committees, Forums and Networks

International Theatre Institute ITI

World Organization for the Performing Arts

Official Partner of UNESCO

Version 2024

I. Nature of an ITI Committee, Forum or Networks

I. A Committee, Forum or Network is an 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 Network)* consists of people who are investing their own time, energy and often also own 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 ITI and the goals of 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, Inclusiveness, Collaboration.

II. Rules **

A. Any group of members of the ITI network (Centres and Cooperating Members) who wish to concentrate on international activities in a specific field that belongs to the performing arts may constitute a Committee, Forum or Network – providing that their request is approved by the General Assembly in its session or in between General Assemblies by the Executive Council of ITI. (Charter of the ITI)

B. A Committee of ITI must abide by the goals of 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 embers of 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.

Individuals wishing to participate in a Committee must be approved by their National Centre and/or Cooperating Member.

F. 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 members approves it.

G. Membership in a Committee is decided by simple majority vote of the Committee's members during an ITI World Congress. Any member of a Centre or Cooperating Member is eligible for membership.

H. If a member cannot attend an ITI World Congress (professional reason, illness, etc.), that person may be

included by the members of the Committee, present at the ITI World Congress.
I. A Committee has the right to include new members between Congresses and exclude members by a simple majority of its members.
J. Before the ITI World Congress each Committee's report is sent to the General Secretariat to be included in the Report of the Director-General for the period between the Congresses. The deadlines and format are given by the General Secretariat and must be followed.
K. The Executive Council may terminate a Committee, 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.
L. An individual member of a Centre can only be a board member of one Committee. Furthermore, the same member may be part of another/other Committee/s as a corresponding member.
M. If a member of a Committee violates the rules and guidelines stated in the *ITI Rules & Guidelines for Ethics and Conflict Resolution,* this member can be excluded of the Committee by a majority vote of the Committee´s members. If this member does not agree, she or he can take recourse to the Executive Council; and if she or he does not agree with the decision of the Executive Council, she or he can submit an appeal to the General Assembly. The decision of the General Assembly is final.
III. Guidelines **
Structure
1. To stimulate rotation and diversity, leadership (its chairpersons, secretary, etc. 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 Committee's members and the Executive Council of ITI.
2. A Committee may have board members as well as corresponding members. Board members should consist of those members who take more responsibility and invest more time and energy for the Committee.
3. The decision in which structure a Committee works is decided by the members of 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. Committees must have a clear methodology and benchmarks for evaluating the success of their process, projects and activities.
6. Guiding principles include thorough planning and organization of work, successful completion of the projects and then achievement of the Committee's goals.
7. 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
8. A Committee, Forum or Network of ITI should meet at least three times between Congresses. A meeting can be held onsite or online (video-conferencing). An onsite meeting can take place by invitation of a Centre or Cooperating Member. An onsite meeting can also take place at any location by the decision of the members of a Committee, without having an invitation. Room and board may be offered by a Centre or an event, or it may be paid by each member. An important event, festival or conference may be an ideal place to meet for a Committee.
9. Ideally, invitations for meetings are made by a Centre, Cooperating Member or another host. A Centre, Cooperating member or host may limit the number of persons that can be hosted, due to 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.

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
12. Honorary membership (honorary board member, honorary president, etc.) may be given to those who have been a long-standing active member or have procured extraordinary assistance to the Committee by a simple majority vote by the members of a Committee.
13. It is up to a Committee to invite honorary members to meetings, celebrations, activities, etc.
Collaboration with ITI
14. Each Committee should stay in contact with the other ITI Committees and explore collaboration possibilities.
15. Each Committee should collaborate closely with the General Secretariat and the Executive Council. Meetings with the Executive Council or Executive Board may be scheduled by the General Secretariat between Congresses.
16. Each Committee should select 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 a member of the Executive Council or a member of the Executive Council selected by the Committee.
ITI World Congress
17. The Report of each Committee (Forum or Network) for the Director-General's Report, sent to the General Secretariat before the Congress serves as information for the Delegates of a Congress and needs to be approved by the General Assembly. The General Secretariat provides the (new) delegates with this information which will help the new delegates to decide which Committee they will join.
18. The Congress host offers space for two meetings for each Committee of ITI - scheduled at an appropriate time during the Congress. All the Committees have their meeting at the same time.
19. The Congress host and the General Secretariat may include Committee activities during the Congress depending on the availability of finances and space.
20. 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.
21. At the end of the Congress each Committee, Forum or Network of ITI needs to inform about its structure and the list of all the members, and it needs to present the plans for the period until the next Congress.
22. The Executive Council of ITI approves the proposed projects at its earliest session either during or shortly after the Congress. A change of name of a Committee, Forum or Network of ITI needs to be approved by the Executive Council.
23. After the Congress, the future projects, the names of the members or a name-change of a Committee are published in the Director-General's Congress Report, compiled by the General Secretary of ITI as information to the members and friends of ITI.
Additional Reference Charter of ITI
Footnotes

* The word Committee in this text also includes any ITI Forum or ITI Network. or on similar association of persons of ITI.

** 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.

History: Based on existing rules and practices developed in the past by the Committees of the ITI. Formulated by the General Secretary and the Strategic Plan 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 Executive Council of the ITI, in September 2009. Final approval by the General Assembly during the Xiamen World Congress, 2011. Revision 2024 Approved by General Assembly.

© Copyright 2024 by International Theatre Institute ITI, UNESCO, Paris, France