

Rules of Procedure of the UN-FOE-PRAE

The Rules of Procedure purport to define the ambit, activities and functions of the organs of the UN-FOE-PRAE International Federation and to differentiate between these elements on the basis of the Statute promulgated on 02.04.2011.

Article 1 Executive Board

According to Article 10 of the Statute, the Executive Board of the UN-FOE-PRAE International Federation shall comprise the following members:

- President
- First Vice President
- Second Vice President
- President of the International Congress
- Secretary
- Treasurer
- 2 Associate Assessors

In the event that a member of the Executive Board should withdraw from office prior to the scheduled date of cessation of his tenure, a successor must be elected at the next session of the International Council.

The Committee of the Executive Board should reflect the cultural diversity of the UN-FOE-PRAE.

Article 2 Ambit of the Executive Board

I. General ambit and areas of responsibility

1. The Executive Board shall assume responsibility for the routine management of the International Federation's business affairs and transactions consistent with the prevailing Statute.
2. The Federation shall be represented by the President and the two Vice Presidents in all legal matters. Each representative shall be authorised to act in isolation (Article 11, No. 2 of the Statute).
3. The Executive Board shall be obligated to represent and protect the international Federation's legal and legitimate interests unreservedly and without limitations of time or place.
4. The Executive Board, represented by the President and the two Vice Presidents, shall act in proxy for the UN-FOE-PRAE International Federation at meetings and other events in which the Federation shall participate either as an associate entity or as an invitee. In the event that attendance of the President and the Vice Presidents shall prove impossible, the President may also instruct another person within the Executive Board or the International Council to effect official representation on their behalf.
5. The Executive Board shall convene an annual session of the International Council (Annual

General Meeting [AGM]) in writing and shall also provide the agenda thereto (Article 11, No. 4 of the Statute).

6. The Executive Board shall work in conjunction with the International Council to develop and define ambit directives on the basis of the Statute. The members of the Federation shall support the Executive Board in this undertaking. They shall remain wholly responsible for fulfilling the tasks assigned to them within the parameters of the Statute and the Rules of Procedure.
7. Members assigned a remit shall be obligated to report all trends and happenings within their area of responsibility to the President or the Vice Presidents on an ongoing basis.
8. In conjunction with members of the International Council, the Executive Board may set up additional select committees (ad hoc committees) for disparate areas of responsibility.
9. All members of the Executive Board and the International Council shall exercise their duties in a voluntary capacity. Personal and material expenses may be reimbursed by and from the Federation fund. Detailed regulations are stipulated in Article 10 of these Rules of Procedure.

II. **Specific ambit and areas of responsibility**

1. The President shall open a dedicated bank account for the UN-FOE-PRAE.
2. Planning and preparation of the session of the International Council, specification of the agenda and of session proceedings
3. Convocation of the session of the International Council
4. Convocation of the General Assembly held on the occasion of the International Congress
5. Enforcement of the resolutions passed by the International Council
6. Administration and management of the Federation's assets
7. Compilation and publication of the annual report and the annual financial statement (annual balance sheet)
8. Preparation of a budget

Article 3 President

1. The President of the Executive Board shall also be deemed the President of the UN-FOE-PRAE International Federation. He shall represent the Federation in all public and private matters.
He shall have the status of a legal representative.
2. The President shall chair all Executive Board meetings, as well as those of the International Council and the International Congress General Assembly.

3. In his capacity as session Chairperson, the President shall be responsible for ensuring that all sessions and public events are conducted with decorum and that order prevails. He shall be entrusted with the responsibility of exercising the house rules.
4. The President shall supervise the enforcement of the resolutions passed by the Executive Board and the International Council.
5. The President shall be required to obtain approval from the International Council when concluding contractual agreements.
6. Further presidential duties shall be consistent with the ambit of the Executive Board detailed in Article 2 of the Rules of Procedure.

Article 4 Vice Presidents

1. Both Vice Presidents are representatives of the President. In their representative capacity, they shall be required to unreservedly assume the functions, duties and rights of the President.
2. Representation may be exigent in consequence of incapacity, prolonged absence or illness of the President. In the event that the President shall pass away while in office, the First Vice President – and in the event of the latter's incapacity, the Second Vice President – shall assume responsibility for attending to the affairs of the Federation until the subsequent session of the International Council. The election of a new President will then ensue.

Article 5 Secretary

1. The Secretary shall take minutes of all meetings and sessions.
The minutes must specify:
 - the place, date and time of the session,
 - the number of members attending and represented,
 - names of guests,
 - the session or Assembly Chairperson,
 - the agenda,
 - the resolutions considered and passed,
 - voting results and the voting procedure.
2. After duly taking minutes, the Secretary shall be required to prepare a written memorandum, to which a list of attendees is to be appended. The memorandum, which is to be archived, is to be accompanied by written statements explaining the representation of absent members.
3. Each member shall receive a copy of the memorandum in a language officially endorsed by the UN-FOE-PRAE.
Translations shall be commissioned by the Secretary and provided to members within a period of three months.
The memorandum transcribed by the Secretary in his language of choice shall be the version

that is deemed legally valid.

4. The Secretary shall also prepare a file identifying all member associations. Name and address lists shall be routinely updated and shared with member associations.
5. The Secretary shall supply all relevant information to the website administrator.
6. Further duties shall include routine correspondence that is not directly dealt with by the President or the Vice Presidents.

Article 6 Budget

1. The financial year shall be deemed equivalent to the calendar year.
2. The Executive Board shall be required to draw up a budget at the appropriate time. The budget must incorporate all receivables and expenses that are projected for the prospective financial year. Amounts that cannot be exactly calculated must be conscientiously and carefully estimated. Estimates made must take into account variables recorded in preceding years.
3. The budget is to be balanced in terms of receivables and expenses. The sum total of all expenses must be consistent with the sum total of all receivables.
4. The budget is to be endorsed by the International Council.
5. The budget shall constitute the basis for the administration and management of all receivables and expenses. Outgoings may be utilised solely for the purpose defined in the budget.

Article 7 Treasury management – Treasurer's remit

1. The Treasurer shall be obligated to conduct all fund management processes. Upon direction by the President (represented by the Vice Presidents), he shall complete all treasury-specific and accounting procedures that are necessary for the execution and maintenance of the Federation's business operations.
2. The Treasurer shall be in possession of a power of attorney, enabling him to transact specific to all bank accounts held by the Federation.

The Treasurer's duties include:

- maintaining accounts and keeping associated books and receipts,
- paying invoiced sums approved by the President (in the event of incapacity of the Vice Presidents),
- monitoring and adhering to the approved budget,
- compiling an annual financial statement (annual balance sheet),

- drawing up a budget for the financial year in progress,
- monitoring and recovering monies owed to the Federation (members' contributions, approved subsidies or donations, sales revenue, etc.),
- issuing donation receipts.

Outgoings may be effected solely upon approval thereof.

Approval shall be granted by the President in conjunction with the First Vice President, and – in the event of the latter's incapacity – the Second Vice President.

The International Council must ensure that sufficient funds are available to cover all outgoings and that the UN-FOE-PRAE Federation may be in possession of the required resources.

Article 8

Financial auditing and accounting control

1. The auditors identified by the International Council shall be obligated to conduct a financial audit upon conclusion of the respective financial year.
2. The cash audit shall incorporate/display:
 - a comparison between actual cash reserves and projected cash reserves
 - integrity and completeness of invoices and receipts and congruence between the sums detailed therein and the entries in the cash ledger
 - a computational check of the accounting documentation
 - the objective assessment of the exigency that shall have prompted expenditure, assuming that this shall not have been budgeted or shall not have received formal approval
 - a review and determination of any state of insolvency
 - the review and settlement of payments owed
 - a review of the recovery of all receivables owed to the Federation
 - a review of budgetary compliance
 - a review of the administration and management of all assets held
3. A memorandum shall be required to be prepared specific to the audit. The memorandum is to be disseminated at the AGM of the International Council.
4. The auditors are to make recommendations specific to the AGM exonerating the Treasurer and the entire Board on the basis of the audit findings.

Article 9

Associate Assessors

The Associate Assessors shall be obligated to perform a consultative function in all matters pertaining to business administration.

The Associate Assessors or a select (ad hoc) committee may, however, additionally be assigned further projects by the Executive Board for which they shall be solely responsible.

Article 10
Reimbursement of expenses

1. The Federation's resources may be utilised solely for purposes defined within the Statute.
2. The members of the International Council shall receive no remittances originating from the Federation's resources for the exercise of their various functions.
3. Expenses incurred by the members of the International Council in consequence of participation in sessions of the International Council and of the select committees and in the International Congress' General Assembly shall not be reimbursed by the UN-FOE-PRAE. The respective national-level delegating Federation shall be responsible for this.
4. Material expenses (postal charges, telephone charges, travel costs, etc.) incurred by members of the Executive Board within the parameters of their official duties may be reimbursed. This shall be contingent upon the Federation being in possession of the requisite financial resources. Efficiency and economy are mandated.
5. In the event that the President, the Vice Presidents or another member of the Executive Board shall be invited to function as a representative of the UN-FOE-PRAE by a national-level nativity association, the party issuing the invitation shall be required to bear the associated costs.
This shall also apply to nativity associations that are not immediate members of the UN-FOE-PRAE.
6. In the event that the President, the Vice Presidents or another member of the Executive Board shall be invited by a higher-ranking governmental or ecclesiastical organisation to function as a representative of the UN-FOE-PRAE, the costs may be borne by the UN-FOE-PRAE. However, this is possible only if the Federation possesses the requisite financial resources.

Article 11
Awards

The UN-FOE-PRAE International Federation shall award medals to individuals or organisations that have distinguished themselves internationally in the course of their nativity work during the course of its International Congresses.

The Executive Board, the International Council and the national-level member associations of the UN-FOE-PRAE shall reserve the right to recommend the names of such individuals or organisations.

Multiple (up to five) national-level recommendations may be submitted, but only one award per member association may be granted by the International Council.

Cogent applications are to be submitted in writing to the Executive Board at the appropriate time. The applications should incorporate:

- the candidate's trajectory (complete with a photograph)
- a detailing of the nativity work carried out
- substantiation for the application

The allocation of the award shall be decided by the International Council during its session held one year prior to the International Congress.

Costs arising from the allocation of the award shall be borne by the national-level nativity association issuing the recommendation.

Article 12 International Congress

General specifications

1. The International Congress of the UN-FOE-PRAE offers the opportunity to familiarise oneself with the nativity culture and nativity heritage and traditions prevailing within the host country; it also provides a forum for the professional exchange of ideas and enables people from all over the world who are interested in the nativity heritage to come together.
2. The International Nativity Congress shall be held within a period of four years from the last Congress organised and not later than in the fourth year of this four-year period.
3. Any national-level nativity association that is also a voting member of the International Council of the UN-FOE-PRAE shall have the right to submit a bid to host the Congress.
4. Such bids shall be submitted to the Executive Board of the UN-FOE-PRAE not later than during the course of the session of the International Council prior to the year in which the current Congress is to be held. The decision shall rest with the International Council.
5. Sole responsibility for execution of the event and for all aspects of Congress proceedings shall be borne by the respective national-level association in its capacity as event organiser.
6. The national-level Congress organiser shall be represented by a Congress President within the Executive Board and in the International Council of the UN-FOE-PRAE. The tenure of the Congress President shall commence at the time of announcing the latter's name in the course of the current Congress and shall cease upon conclusion of the subsequent Congress.
7. Congress invitations shall be issued by the Executive Board of the UN-FOE-PRAE in conjunction with the national-level host.
8. The General Assembly of the UN-FOE-PRAE shall be held during the International Congress. All nativity aficionados shall be entitled to participate in this event.
9. The Congress may not receive financial support from the UN-FOE-PRAE.

Congress specifics

1. A Congress programme that is as detailed as possible should be made available to the members of the International Federation not later than one year prior to the Congress. Ongoing reporting to the President of the UN-FOE-PRAE, specifying the progress of Congress planning and preparation, is desirable.
2. Participation in Congress events should be open to all sections of the community. The organisers should take this into account.
3. A specific timeline should be allocated to the General Assembly of the UN-FOE-PRAE within the Congress programme. UN-FOE-PRAE awards shall also be dispensed during this event.
4. Attention must be paid to the various languages endorsed by the UN-FOE-PRAE (German, Italian, Spanish and English). Appropriate translation aids are extremely desirable.
5. The Congress shall be conducted over a period of not more than five days.

Article 13 **Amendments to the Rules of Procedure**

Amendments and additions to the Rules of Procedure shall be decided by the International Council of the UN-FOE-PRAE by means of a majority vote among members present and represented. Prospective amendments are to be addressed in the sessional agenda of the International Council.

Article 14 **Liability**

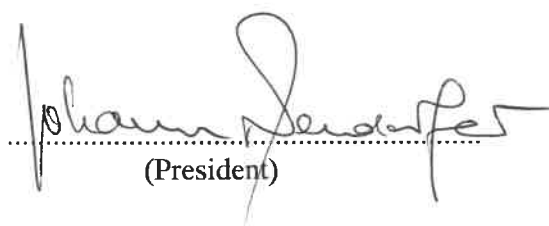
1. The International Federation shall be obligated to effect restitution for damages caused by a member of the governing bodies in the course of executing duties within the scope of his remit. In the event of damage, the Federation's liability shall be scoped solely in accordance with its assets. Further liability shall be excluded.
2. Internally, the member shall be indemnified against all liability, assuming that gross negligence or malicious intent shall not have been in evidence.
3. The Federation shall assume no liability in the event of any kind of accident sustained in the course of exercising duties within the ambit of the International Federation or within the parameters of members' or other individuals' participation in events organised by the International Federation. This shall also apply to events organised by third parties.
4. The International Federation shall assume no liability in the event that material or bodily damages shall have been caused by Federation members.

5. Appropriate insurance cover shall address demands for recursion.

Article 15
Assumption of validity

These Rules of Procedure were promulgated on 02.04.2011 during the session of the International Council of the UN-FOE-PRAE held at Innsbruck, Austria; they were duly approved by the members.

Innsbruck, 02.04.2011


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(President)