

**STATUTE OF THE
UN-FOE-PRAE INTERNATIONAL NATIVITY FEDERATION
(Universalis Foederatio Praesepistica)**

Preamble

Designated UN-FOE-PRAE (Universalis Foederatio Praesepistica), an international association (federation) was formed in 1952 in Barcelona, Spain, bringing together corporate entities from all over the world that were and remain committed to the promotion of the nativity and the dissemination of the Christian message, “Gloria in excelsis Deo”.
The headquarters of the UN-FOE-PRAE are located in Rome, within the office of the Italian nativity federation “Amici del Presepio”.

Article 1

Name; head office; financial year

1. The International Federation subsists under the name UNIVERSALIS FOEDERATIO PRAESEPISTICA (UN-FOE-PRAE).
2. The head office is located within the domicile of the President.
3. As soon as the parameters of international organisational law and non-profit law shall become applicable, the UN-FOE-PRAE Federation shall accordingly apply for registration under this legal category.
4. The financial year shall be deemed to be the calendar year.

Article 2

Intent; ambit; objectives

1. The International Federation purports to nurture, promote and perpetuate the nativity heritage and tradition by means of ecclesiastical, artistic and folkloric constructs, while duly recognising and acknowledging cultural diversity.
2. The UN-FOE-PRAE Federation construes its ambit to incorporate – in particular:
 - a focus on preserving, nurturing, reviving and developing the nativity heritage and tradition in all its cultural and artistic diversity;
 - the creation, support and promotion of new national-level corporate entities that are dedicated to the cause;
 - the dissemination of the Christian message of the incarnation and embodiment of God in Jesus Christ and His everlasting love for us, His people;
 - programmes promoting harmony and understanding among people and countries, and facilitating peaceful co-existence.
3. The objectives shall be realised by means of a series of measures, including:

- the organisation or promotion of international congresses and workshops;
 - the study and preservation of the nativity heritage and tradition prevailing within the various countries;
 - the promotion of communication between friends and aficionados of the nativity the world over;
 - the publication of communications using multiple media channels.
4. The work of the Federation shall remain non-partisan, global and ecumenical.

Article 3 **Non-profit focus**

1. The Federation shall solely and directly serve non-profit causes and pursue objectives of public benefit.
2. The Federation is altruistic; its primary focus shall not be economic gain for its own financial interests.
3. The resources of the Federation may solely be utilised for objectives defined in the Statute. The members shall receive no remittances from the resources of the Federation.
4. No individual may be favoured or benefited by means of outgoings that are inconsistent with the intent of the corporate entity or that are disproportionately high.

Article 4 **Affiliation (membership)**

1. The UN-FOE-PRAE International Federation is constituted by registered national-level associations/societies/federations which are pursuant to a common organisational purpose, defined in Article 2 of this Statute.
A prerequisite hereto is that these national-level associations/societies/federations shall be representative of all nativity associations subsisting within the respective country. The national-level association/society/federation must, thus, constitute a legal entity within the parameters of legislation within that country.
2. Those associations and individuals privy and party to the formation of the UN-FOE-PRAE International Federation in 1952 shall be deemed to have already assumed membership within the Federation, as shall those who – at the time of promulgation of this new Statute – shall have already joined the International Federation in observation of the previous Statutes.
3. Associations/societies subsisting in countries in which no integrative national-level federation dedicated to nativity heritage promotion exists, and which are pursuant to the promotion thereof consistent with Article 2 of this Statute, may be accepted as non-voting members of the UN-FOE-PRAE International Federation.
4. Any individual who shall have officiated as General Secretary within the parameters of the

previous Statute or as President within the parameters of the new Statute may be extended membership. Such an individual shall officiate within the International Council but shall retain no voting rights.

5. Acceptance of a member within the UN-FOE-PRAE International Federation is to be submitted in writing to the Executive Board. The International Council shall be charged with the duty of acceptance or rejection thereof.
6. Only national-level associations may be designated “members” and may exercise voting rights to the count of one (1) vote within the International Council. Thus, all members of the national-level associations shall also be deemed members of the UN-FOE-PRAE International Federation, yet shall have no proprietary voting rights and may not officiate within the International Council.
7. Membership shall cease upon a member organisation’s withdrawal, dissolution or expulsion. Withdrawal is to be communicated to the Executive Board in writing by providing a notice period of three months prior to the conclusion of the calendar year.

The International Council may exercise its discretionary powers to expel a member if:

- the reputation of the International Federation shall be deemed to have been damaged;
- gross infringement of the objectives and intent of the Statute shall be deemed to have occurred;
- payment of the annual contribution shall have remained unremitted for three years in succession, with no substantiation for the lapse having been provided.

A statement is to be obtained from the member in question.

8. The decision of the International Council is to be communicated to the member in question in writing.
Appeals may be lodged against rejection of an application for inclusion and against expulsion during the following session of the International Council.

Article 5 Member contributions

An annual member contribution shall be payable as defined in Article 4 Nos. 1-3; the exact sum shall be defined by the International Council.

Article 6 Members’ rights and obligations

1. Each member shall have the right to attend all events organised by the International Federation.
2. In their capacity as members of the International Council, the national-level associations shall be accorded voting rights consistent with Article 4 of this Statute. The right to vote shall be exercised by the President of the national-level association or his representative. In the event that representation by another individual shall be effected, a corresponding written

power of attorney must be submitted to the Executive Board when the Assembly is opened.

3. Changes in personnel within the Executive Board of the national-level federation are to be communicated immediately to the President of the UN-FOE-PRAE.
4. The annual contribution shall be payable during the first quarter of the current year.

Article 7

Organs of the UN-FOE-PRAE International Federation

Organs of the UN-FOE-PRAE International Federation comprise:

- the International Council of the UN-FOE-PRAE (AGM)
- the Executive Board of the UN-FOE-PRAE International Federation
- the General Assembly within the International Congress

Article 8

International Council

1. The International Council shall comprise representatives/delegates of all members consistent with Article 4 of this Statute. Up to two representatives may participate in the sessions.
2. The International Council shall be entrusted with the following ambit:
 - Participation in the AGM
 - Selection and dismissal of the Executive Board consistent with Article 10
 - Selection of the financial auditors
 - Decision-making specific to the acceptance and expulsion of members
 - Approval of the annual budget (budgetary recommendations)
 - Approval of the annual financial statement (closing balance) of the concluded financial year
 - Receipt of reports drafted by the President, Treasurer and auditors
 - Stipulation of the annual contribution
 - The passing of resolutions specific to amendments to the Statute and to the dissolution of the International Federation
 - The allocation of awards at the International Congress
 - Recognition of distinction
 - The convocation of select committees (ad hoc committees)

Article 9

**Annual General Meeting (AGM)
(International Council)**

1. The International Council AGM is to take place at least once a year. The time and venue shall be decided during the preceding session.
Additionally, the AGM is to be convened if the interests of the International Federation so demand or if a request is submitted to the Executive Board in writing for convocation of one fifth (1/5) of the members, providing intent and substantiation thereto.
2. Members are to be invited to participate in the session by the President – and in his incapacity by the First Vice President, and in the latter's incapacity by the Second Vice President. Invitations are to be issued in a timely fashion and not later than two months before the scheduled session.
The agenda for the session is to be appended with the invitation.
During the course of the year, members may make written recommendations specific to the agenda to the Executive Board.
3. Each member so deemed consistent with Article 4 of this Statute shall have the right to exercise one vote.
In the event of absence, voting rights may be transferred to a delegated person in writing. The original document is to be handed over to the President in his capacity as head of the session at the commencement of the session.
Each delegate may exercise a maximum of two (2) proxy votes.
4. Any appropriately convened AGM shall be deemed to retain decision-making powers if at least 50% of its members plus 1 are present or represented. Resolutions shall be passed by the Council if a simple majority of the attending/represented members prevails.
In the event that less than 50% of the members shall be present/represented, the rulings made must be addressed again in the course of the next session.
5. A simple majority of votes cast shall suffice to pass a resolution.
6. The voting procedure shall, as a rule, be determined by the President in his capacity as Chairperson of the session.
Ballots pertaining to personnel (polls specific to the ambit of the Executive Board) shall be conducted in secret.
A secret ballot must also be conducted in other matters if one fifth (1/5) of the attending/represented members so request.
7. The AGM proceedings are to be minuted. A sign-off on the minutes must be obtained from the Secretary and the President in his capacity as Chairperson of the session.
The minutes are to incorporate the date, place and time of the session, the number of members attending and represented, names of other members and guests, information on the session Chairperson, the agenda, resolutions passed, voting results and the voting procedure adopted.

**Article 10
Executive Board**

1. The Executive Board shall be constituted by:
 - President

- First Vice President
 - Second Vice President
 - Congress President
 - Secretary
 - Treasurer
 - Standing Committee (two Associate Assessors)
2. The members of the Executive Board shall be elected by the International Council in compliance with the principle of simple majority in a secret written ballot. The term of office spans five (5) years. Members of the Board are eligible for re-election. Upon cessation of their tenure, members are to remain in office until the next election.
 3. In the event that a member of the Executive Board shall withdraw from office prior to cessation of his tenure, a successor must be elected in the course of the following Assembly of the International Council.
 4. The President of the International Congress shall be accorded membership within the Executive Board solely for the duration of his own tenure.
 5. The members of the Executive Board are to work to further the interests of the Federation on a voluntary basis.
 6. The members of the Executive Board shall hold voting rights within the Executive Board.
 7. The President of the International Congress shall hold voting rights within the Executive Board and the International Council (AGM) solely in matters pertaining to the International Congress.
 8. The President of the Executive Board shall also be deemed the President of the UN-FOE-PRAE and shall chair the sessions of the International Council.

Article 11

Ambit of the Executive Board

1. The Executive Board shall assume responsibility for the routine management of the International Federation's business affairs and transactions.
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.
3. The Executive Board shall deem itself governed by Rules of Procedure that it shall draft.
4. The Executive Board shall, primarily, be concerned with the following areas of responsibility:
 - The planning and preparation of an International Council AGM and the drafting of the agenda
 - The convocation of the AGM of the International Council
 - The convocation of the General Assembly held under the auspices of the International Congress
 - The issue of invitations for the International Congress

- The enforcement of resolutions passed by the Assembly
- The preparation of the annual budget
- The administration and management of the Federation's assets
- The compilation and publication of the annual report and the annual financial statement
- Publication of an annual bulletin

Article 12

Treasury management

1. The funds and resources required for the attainment of the Federation's objectives shall be raised from members' contributions and by means of donations and subsidies, etc.
2. The Treasurer shall be required to carry out all requisite book-keeping and financial accounting, compile an annual financial statement (annual balance sheet) and draw up a budget.
Payments may be remitted solely upon obtaining approval from the President in conjunction with the First Vice President, and – in the event of the latter's incapacity – the Second Vice President.
3. The annual financial statement is to be inspected by two financial auditors, each elected by the International Council to officiate for two years. The audited annual financial statement is to be submitted to the International Council for approval.

Article 13

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.
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 Federation shall assume no liability in the event that material or bodily damages shall have been caused by Federation members during the course of organised events.

Article 14

International Congress

1. An 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 Congress shall be held within a period of four (4) years from the last Congress organised and not later than in the fourth year of this four-year period. Any friend or aficionado of the nativity may participate in this event.

The International Congress shall operate on a level that purports independence channelled through a member federation (a member holding voting rights) of the International Council. Applications are to be submitted to the International Council for resolution not later than at the time of the preceding Congress.

3. The International Congress shall be chaired by the Congress President of the host member federation in conjunction with the President of the UN-FOE-PRAE.
4. 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.
5. A General Assembly shall be held under the aegis of the International Congress; all aficionados of the nativity who express interest are to be invited to this event. The Chairperson shall be the President of the UN-FOE-PRAE, who shall officiate in conjunction with the Congress President.
Awards shall be allocated by the UN-FOE-PRAE during this Assembly.

Article 15 Languages

The official languages of the UN-FOE-PRAE shall be German, Italian, English, Spanish and French.

The terms used to describe individuals and functions apply equally to male and female entities.

Article 16 Amendments to the Statute

Amendments to the Statute shall require a two-thirds majority of attending or represented members if they are to come into effect. A minimum of 60% of all members must be present or represented for this to occur.

Amendments to the Statute must be listed in the appropriately received Assembly agenda.

Article 17 Dissolution

1. Dissolution of the International Federation may be effected solely in the course of an AGM convened under the auspices of the International Council for this specific purpose and must demonstrate a two-thirds majority of attending or represented members in order to be implemented. A minimum of 60% of all members must be present or represented for this to occur.
2. Upon dissolution of the International Federation, a potential asset of a disparate

organisation, utilisable under this Statute, may become obviated. The decision pertaining to the recipient shall be taken in the course of the dissolution session.

3. The resolution pertaining to dissolution must be provided in writing to each member.

Article 18 Resolution

The Statutes of the UN-FOE-PRAE have been re-worked and have now been replaced by this new Statute.

The German version shall be legally definitive. It shall be deemed the basis for all translations.

Promulgated at the session of the International Council in Innsbruck, Austria, on 02.04.2011, with the signatures of the attending or represented members consistent with Article 4 Nos. 1 + 2 of this Statute duly appended: