



CIOFF®

INTERNATIONAL COUNCIL OF ORGANIZATIONS OF
FOLKLORE FESTIVALS AND FOLK ART

Official Partner of UNESCO

Associate Status Accredited to the UNESCO ICH Committee

Internal Regulations

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Budapest

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Chapter I: CIOFF® name, logo, flag and slogan

1. Name, logo, flag and slogan

The CIOFF® name and logo are legally protected as a Registered Mark.

Their use is a privilege reserved to CIOFF® members (meaning, among others, to all members of a National Section, Associate and Partner Members), to CIOFF® Officers, CIOFF® bodies and CIOFF® Festivals, in their activities and representation. Special authorizations may be given by the Council to the organizers of the CIOFF® World Folkloriada, among others, under condition that the relevant country has registered the protection of the CIOFF® name and logo.

Shape, colors, size, special designs and the Guidelines for utilization of the Logo, the flag and the slogan are documented in the Intranet part of the CIOFF® website, www.cioff.org.

All specifications are documented in the CIOFF® Design Guide.

Chapter II: Implementation of the tasks

2. World Congress

The World Congress consists of:

- the General Assembly;
- programs in the framework of the CIOFF® Cultural Policy;
- meetings of other CIOFF® bodies.

It takes place at least every second year. The country is determined by the National Section, which has volunteered and has been accepted by the General Assembly to be the host organization. The conditions to organize the World Congress are fixed by specific guidelines established by the Secretary General.

2.1 Participants in the World Congress

All CIOFF® members are invited to attend the CIOFF® World Congress.

The financial conditions for the participants are mentioned in the Guidelines prepared by the Secretary General and adopted by the General Assembly.

In order to grant guest status to other participants, who are important for the workability of the Congress, the Executive Committee may make an agreement with the host National Section.

If necessary, the number of persons attending the World Congress, except official Representatives of Members and Honorary Members, may be restricted by the Council in agreement with the host National Section.

2.2 Preparation of the Congress

To prepare the Congress and especially the General Assembly, the Council meets at least four months in advance. All Full Members who intend to present motions to the General Assembly shall submit such motions to the Secretary General, so that they can be dealt with at this meeting. The Council works out the proposals for the agenda according to the By-Laws and suggests the items for discussion.

The notification to attend the General Assembly is sent out by the Secretary General to the members three month ahead. It contains information about time and place for the Assembly, the proposal for the Agenda, including annexes to various items. The written notification is sent in French, English and Spanish languages.

3. General Assembly

3.1 Organization

The secretariat of the General Assembly is directed by the Secretary General. He or she is responsible to issue the minutes and produces the written statement of all resolutions and minutes passed during the General Assembly in one of the CIOFF® languages.

Translation into other CIOFF® languages can be made either immediately or later. The meetings of the General Assembly are conducted in accordance with the Rules of Procedure. The Rules of Procedures are accepted and amended by the General Assembly by simple majority.

3.2 Items to be dealt by the General Assembly

The General Assembly takes place in the following order:

1. opening by the President of CIOFF®;
2. roll call, legality of the notification,
3. agenda for the meeting;
4. minutes of the previous meeting;
5. annual report;
6. finance report;
7. auditors' report;
8. release of the Council;
9. work program;
10. budget;
11. elections, as relevant;
12. any other information and proposals by the Council;
13. motions by the National Sections;
14. acceptance of new members;
15. next meetings;
16. closing of the General Assembly.

3.3 Reporting

The period for reporting entails the period of a calendar year.

The Report from the Council is the Annual Report, in accordance with article 12.2. The text is written in English.

The Financial Report consists of a balance sheet and an explanation thereof.

The Auditors' Report contains the result of the audit and problems in relation with the financial situation.

3.4 Work program

The Council proposes to the General Assembly a Long Term Policy Plan and a yearly Work Plan or a Plan of Strategy.

3.5 Budget

The Treasurer presents the budget proposal to the General Assembly on behalf of the Council. The budget is submitted for discussion in the General Assembly. If the budget is rejected, it shall be resubmitted during the same General Assembly.

The budget year runs from January 1st to December 31st.

3.6 Voting Procedure

- Elections (persons): The election is secret.
- Proposals (texts): When voting is needed, it takes place by showing cards.
- Other items (Membership, Festivals, Meeting place, Folkloriada, etc.): On request of a Delegate, seconded by another Delegate, the GA may decide to hold secret voting.

3.7 Elections

3.7.1 Election Committee

The Election Committee consists of a Chairman and two Members, each representing different Sectors, elected by the General Assembly. The mandate period for the Election Committee is two years. Members of the Election Committee cannot be candidates in any election conducted by the General Assembly.

The tasks of the Election Committee are:

- to take care of the practical arrangements for the election of the Members of the Council and of the Auditors;
- to check that each candidate meets the established requirements;
- to seek candidates for offices where no candidates meeting the requirements have been presented by the National Sections.

3.7.2 Candidates

Candidates can be nominated by National Sections. Nominations are presented in writing. In case the candidate belongs to another National Section, the nomination is approved by that section. The same person may be nominated to more than one office simultaneously. Each

candidate gives a written assurance that he accepts the nomination and that, if elected, is able and willing to carry out the relevant tasks, as well as to attend the relevant meetings. Each candidate's National Section likewise gives a written assurance that it will give its full support to this end.

The letter of support, which includes financial assistance, is only required at the start of the mandate of the candidate and the National Section is not required to confirm its support during the mandate and cannot withdraw its support during the mandate of the candidate unless a very good reason as well as supporting evidence is presented to the Council.

The three documents:

1. letter from the National Section with the name of the candidate and the confirmation of its support;
2. letter from the candidate confirming that he/she is willing to carry out the relevant tasks;
3. curriculum vitae (CV) of the candidate.

Are sent to the chairman of the Election Committee before August 31st of the election year.

3.7.3 Election process

When elections are to be on the agenda of the General Assembly, the Election Committee, before the 1st of March prior to the General Assembly, distributes to all National Sections information on the forthcoming elections and the nomination of candidates. National Sections send their nominations to the Chairman of the Election Committee two (2) months before the General Assembly, at the latest. The Election Committee circulates a list of candidates to all National Sections in advance of the General Assembly. Later nominations are accepted only if requested by the Election Committee.

The Election Committee establishes the list of all candidates meeting the established requirements to be presented to and confirmed by the General Assembly. No assessment of the relative merits of the candidates shall take place. For any office for which no candidates are available, the Election Committee requests additional nominations from the National Sections.

The elections are secret. The candidates are elected by simple majority (i.e. the highest number of votes cast). The result is announced in sequence of votes obtained. If the majority is not reached, the election is repeated for the candidates in question. In case the number of candidates is the same as the offices to be filled, or, for a specific office, if only one candidate has been nominated, such candidates shall be confirmed to their offices without voting. A secret vote may nevertheless take place under the following two conditions:

1. the proposal to proceed to a secret vote has to be seconded by another Delegate;
2. the proposal to proceed to a secret vote has to be accepted by majority of the General Assembly.

The candidate is elected if the simple majority of secret votes is reached. If not, a new election can only take place, if one or more additional candidate(s) are presented to the General Assembly. If that is not the case, the previous candidate is elected.

The sequence of the elections is the following:

1. President of CIOFF®
2. Vice-President for Administrative Affairs
3. Vice-President for Cultural Affairs
4. Other members of the Executive Committee
5. Chairmen of the Commissions

After the elections there is an opportunity for the Sectors to elect their representatives, taking into account the results of previous elections.

3.7.4 Filling of vacancies

If it becomes obvious that a member of the Council is not able to fulfill his or her duties, the President of the Executive Committee may request that the member resign from his office. For the interim period, the President, until the next coming meeting of the Council, and then the Council shall make the decision on how the relevant tasks shall be carried out.

4. Programs within the framework of the cultural policy at the World Congress

For the implementation of the objectives of CIOFF[®], as defined in article 6 of the By-laws, a program within the framework of the Cultural Policy shall be arranged at the World Congress. On the basis of the long term plan of CIOFF[®], the Cultural Commission shall prepare a proposal. The proposal shall be submitted to the Council at the latest one and a half (18 months) year before the World Congress. The implementation of the programs takes place in cooperation with the host National Section.

Main items are:

- to deal with studies and problems related to Safeguarding of the Cultural Heritage, particularly with respect to traditional culture and realization of joint projects with UNESCO (Assessment of materials used at seminars, conferences and similar events, organized by National Sections);
- information and practical demonstration about development, research and documentation of the performing folk arts of the host country or a region thereof;
- organization of specific thematic workshops in connection with practical demonstrations and exchange of good experiences reached by international exchanges of experiences to achieve further development of traditional culture.

5. Commissions, Committees and Working Groups (BL, art.18)

5.1 Commissions

The Chairman of a Commission is elected by the General Assembly. He proposes to the Council for approval competent persons to become members of the Commission for a period of four (4) years, with the consent of the National Sections concerned.

The Chairman is entitled to act on behalf of the Commission in urgent or routine issues; such actions shall be presented to the next meeting of the Commission for confirmation. If, during a mandate, the activities or means of a member no longer correspond to his or her obligations, the Commission concerned may request the Council to remove this person from his or her duties.

The tasks and method of operation are defined by the respective Terms of Reference adopted by the General Assembly.

5.2 Committees

The Council appoints the Chairmen of the Committees. The Chairman proposes to the Council for approval competent persons as members of his committee, with the consent of the National Sections concerned.

The tasks and method of operation are defined by the respective Terms of Reference adopted by the General Assembly.

5.3 Working Groups

In principle, they are established as Ad Hoc Working Groups.

The Council appoints the chairman and the members of a Working Group, upon proposal from the Executive Committee and with the consent of the National Sections concerned. The tasks and method of operation are defined by the Council.

5.4 Support to the representatives

The designation as member of Commissions, Committees and Working groups must be immediately communicated to the person and to the respective National Section and a letter of support, **which includes financial assistance**, must be received from the National Section within thirty days from the communication.

5.5 Report

Commissions, Committees and Working Groups report annually (before the end of January) to the Council, including the activities during the prior years, as well as the work plan for the current and following years.

6. National Sections (Full members)

The National Section helps to carry out the objectives and tasks of CIOFF[®], in line with its capabilities, according to article 9 of the By-Laws.

A National Section should be open to organizations, institutions, festivals and individual persons engaged in the field of traditional culture.

A National Section is organized in line with the national conditions and legislation.

It nominates the Delegate to the World Congress and prepares, in accordance with the agenda, high quality reports and other paperwork.

It informs organizations, institutions and festival directors about the work carried out in other countries in the field of traditional culture.

It informs CIOFF® every year of tendencies in development of traditional culture in its country and, on a long term basis, about such events as festivals, workshops, colloquia, exhibitions and other practical-methodical undertakings that can be useful to other CIOFF® members.

It takes part in carrying out planned projects included in the CIOFF® work program.

It assists in mutual exchange of ensembles, while considering continuous improvement of artistic quality.

It helps with matching ensembles to festivals and in organizing tours. It takes active part in the work in its Sector.

It organizes collaboration with the members, promotes the ideals of CIOFF® and carries its symbol.

An Ethics Code may complete the article 6 on specific aspects. It is approved by the General Assembly.

The National Section which organizes the World Congress, the Council Meeting, the Folkloriada or the Youth Forum, is exempted from membership Fee for the year concerned.

7. Youth movement

7.1 Youth Forum

The meetings of the Youth Forum are conducted in accordance with the Rules of Procedure. The Chairman of the Youth Coordinating Committee shall chair the meetings. The Forum shall meet every two years in connection with the CIOFF® World Congress.

7.2 Forum items

Items to be dealt with by the Youth Forum:

1. opening by the Chairman
2. roll call
3. agenda for the meeting
4. minutes of the previous meeting
5. report of the activities of the Youth Movement since the last meeting
6. work program until the next meeting
7. elections (preferably for the same period as for the CIOFF® Council)
8. any other proposals by the Coordinating Committee
9. motions by delegates

In connection with the Forum, seminars and workshops may be arranged.

7.3 Elections

The members of the Youth Coordinating Committee are elected according to article 3.7. All elected members are appointed by the Council for a period of two years.

7.4 Coordination Committee

The Coordinating Committee consists of:

- the Chairman
- the Vice-Chairman
- the Secretary
- the Treasurer
- the Sector Representatives
- Youth members in Commissions, Committees and Working Groups

The Youth Coordinating Committee reports to the Council and the Youth Forum. The tasks are defined by the Terms of Reference proposed by the Youth Coordinating Committee and adopted by the Council.

7.5 Revenues

The revenues of the CIOFF® Youth Movement are allocated to the expenditures of the CIOFF® Youth Movement.

8. Regional Sectors (Sectors)

The Sectors have a General Meeting at least once each year. The meeting shall take place after the Council Spring Meeting.

The Sector:

- regularly informs the Council and other Sectors about its activities, especially by distributing the reports of its General Meetings
- invites the President of CIOFF® to attend its General Meeting
- invites also one Youth Delegate from every member country

Youth Sector Representatives have the right to invite Youth delegates from CIOFF® countries where a Youth Commission is not yet established, with the agreement of the respective National Section.

9. Festivals

They bring together folk art performers in a peaceful and friendly atmosphere. With their program, the participants will give to the other participants, as well as to a larger part of the population, an insight into folk traditions of their country, and they will strive for an understanding of the cultural heritage and traditions of other people. To strengthen these thoughts, the ensembles will mingle with each other in a friendly atmosphere.

9.1 CIOFF® Festivals

CIOFF® Festivals are festivals associated with a CIOFF® member.

They can be either national or international, depending on the origin of the groups that participate.

These festivals shall be recognized by the responsible CIOFF® member.

Obligations for all CIOFF® festivals:

1. The Festival is able and willing to promote, within its competence, the aims and policies of CIOFF®
2. The Festival is obliged to follow the rules and guidelines on CIOFF® Festivals.
3. The Festival has an identified, responsible organizer.
4. The Festival has the privilege and duty of using the CIOFF® Logo and Flag and must use the Logo in all Festival publications in a prominent place,
5. The Festival does not have the right to display either the UNESCO's or the UNESCO National Commission's name or its symbol without permission from UNESCO or UNESCO National Commission.
6. The Festival is forbidden to arrange competitions between foreign groups.
7. The festival must invite the foreign groups from the CIOFF® network (through CIOFF® members, through other CIOFF® Festival or direct invitation of groups for cultural exchange.

Invitations to the festival must be sent to the relevant CIOFF® Members. In case the CIOFF® Member has not responded within one month, the invitation may be sent directly to the group.

8. Copy of the invitation to a foreign group, regardless of whether the group is affiliated to a CIOFF® member, must be provided to (i) the CIOFF® Member of the inviting Festival and (ii) the CIOFF® Member of the invited group.
9. The festival has to make an agreement/contract with each invited group which clearly defines the rights and responsibilities of both parties. This can take place by an exchange of letters.
10. The Festivals have to provide for each foreign group invited the following conditions:
 - Transportation inside the host country or a travel indemnity;
 - Full accommodations and meals during the stay at the festival site;
 - Adequate first aid, normal medical care for incidental illness, and insurance against accidents, for which they are held responsible. Each group shall arrange its own valid travel and medical insurance.
11. More detailed indications on the procedures are specified in the Guidelines for CIOFF® International Festivals and CIOFF® Festivals.

9.2 "CIOFF® International Festival" recognition

An International folklore festival may apply for recognition as "CIOFF® International Festival". The relevant CIOFF® member must endorse the application.

Thereafter the CIOFF® member shall verify the accuracy of the information provided by the Festival and shall confirm that the Festival meets the requirements of a CIOFF® International Festival.

The Cioff® member shall send the application to the Festivals Commission, who will study and approve the request.

The President of CIOFF® signs the Certificate of recognition.

Ten years after recognition as a CIOFF® International Festival, this recognition must be renewed in the same manner as above.

For recognition as a “CIOFF® International Festival”, the following requirements shall be met (in addition to the requirements for CIOFF® festivals):

1. the Festival must have a cycle of one to five years and a duration of at least five days with a full program, including one day of rest, or two half days of rest.
2. the Festival must invite to each edition at least five foreign groups from at least five different countries in order to offer cultural diversity.
3. the Festival is obliged to follow the rules and guidelines on “CIOFF® International Festivals”.
4. the festival must provide a contribution to the expenses for the coming of foreign groups. If the festival cannot provide it, because of local rules or specific decision between both parties, it must justify another compensation in the agreement. The compensation between the festival and the foreign groups are provided in the agreement entered into between the parties under 9.1.9

9.3 Monitoring of all the CIOFF® Festivals and of the invited groups

All CIOFF® Festivals shall submit themselves to surveillance by invited groups, as arranged by the Festivals Commission. They shall provide, upon request from the Festivals Commission, explanations on any deviations from the adopted rules and guidelines.

CIOFF® International Festivals and CIOFF® Festivals shall give assessment, as arranged by the Festivals Commission, on all invited participating groups.

For this purpose, they have the duty to fill out the report on line with the link sent by the Festivals Commission each year. A copy of the Report will be sent by the Festival Commission to the Festival and to the relevant CIOFF® member.

All CIOFF® Festivals are also obliged to allow groups to complete the festival report during the duration of the festivals or afterwards by sending them the link provided for this purpose.

A CIOFF® International Festival that fails to send the Festival Report on 3 consecutive occasions will lose its CIOFF® recognition.

The purpose of the surveillance is to give assurance to the festivals that they will receive groups, which meet their expectations, as well as, for the groups, that the festivals will provide them with adequate CIOFF® conditions.

The Festivals Commission shall distribute the results of the surveillance to the relevant CIOFF® members.

The Festival who does not comply with the provisions of point 1.1 of the Internal Regulations will receive a written reminder by the Festival Commission.

If a CIOFF® International Festival, despite written remarks by the Festivals Commission, remains in conflict with its obligations under these Internal Regulations, the Festivals Commission shall, with consent of the Legal Commission, withdraw its recognition. Such withdrawal may be appealed to the Council. The recognition of a Festival shall also be withdrawn if the relevant CIOFF® member so requests. If a recognized CIOFF® International Festival cancels the festival during a period of 2 months before the scheduled date of the festival, without valid reasons, the recognition as CIOFF® International Festival will automatically be withdrawn.

9.4 Role of the CIOFF® members

The main obligation of the CIOFF® member is to convey the invitations to the relevant groups, and help to select groups which, in the best possible way, meet the requirements of the inviting festivals. Any invitations shall be promptly answered, even when the answer is negative. If a group that has accepted an invitation through the CIOFF® member cancels its participation, the CIOFF® member should promptly propose a replacement.

The CIOFF® members shall actively promote the exchange of groups. They shall also take appropriate action on the results of the surveillance of the CIOFF® festivals within their territories, as well as of groups invited from their country.

The CIOFF® members have the duty to remind the Festivals to fill out the Festival report on-line.

9.5 Role of the National Sections

The main obligation of the National Sections is to convey the invitations to the relevant groups, and to select groups which, in the best possible way, meet the requirements of the inviting festivals. Any invitations shall be promptly answered, even when the answer is negative. If a group that has accepted an invitation through the National Section cancels its participation, the National Section should promptly propose a replacement.

The National Sections shall actively promote the exchange of groups. They shall also take appropriate action on the results of the surveillance of the CIOFF® festivals within their territories, as well as of groups invited from their country.

9.6 CIOFF® World Folkloriada

The CIOFF® World Folkloriada is a worldwide festival that has as its aim to bring together representatives of traditional cultures of all CIOFF® Members. Of equal importance is the performing of folk-arts, such as the dancing, singing and playing together of the participants.

A CIOFF® World Folkloriada shall be organized every four (4) years. The theme of the event, as well as the National Section responsible for the practical arrangements, shall be agreed by the General Assembly.

The Council shall conclude a tripartite agreement in writing with the organizing National Section and the local authorities. The agreement shall include a clear allocation of duties and responsibilities among the various bodies of CIOFF®, the organizers, and the local authorities, as well as those of the participating National Sections.

The Council shall appoint one of its members to be in charge of the implementation of the agreement.

Any National Section organizing the event shall seek legal protection within its country for the name "CIOFF® World Folkloriada".

10. Events

10.1 Purpose and contents

With the purpose of promoting the aims, policies and programs of CIOFF®, its Sectors or National Sections may organize events such as conferences, forums, seminars, workshops, exhibitions, etc.

- CIOFF® International events are open for participation to all CIOFF® members.
- CIOFF® Sector events are open to members of the relevant sector.
- CIOFF® national events are open to members of the relevant National Section. This does not restrict the invitation of guests and speakers to the events

The subject, name and outline of the program of these events shall be accepted in advance by:

- The Council for CIOFF® International events
- The relevant Sector for CIOFF® Sector events
- The relevant National Section for CIOFF® national events These include events for participants of only certain countries.

10.2 Results and responsibility

Plans to arrange an international or Sectoral cultural event shall be transmitted to the Cultural Commission for coordination. Any decision to accept an event shall not take place before the Cultural Commission has had a reasonable opportunity to present its comments.

10.3 Role of the Cultural Commission

Plans to arrange an international or Sectoral cultural event shall be transmitted to the Cultural Commission for coordination. Any decision to accept an event shall not take place before the Cultural Commission has had a reasonable opportunity to present its comments.

10.4 Organization of an event in another country

A CIOFF® member cannot organize events in another CIOFF® country, nor sign an agreement with entities or associations of the same, without obtaining a prior authorization from the relevant National Section.

11. International Organizations

CIOFF® shall cooperate with other international organizations with shared interests. Special chapters on this cooperation shall be included both in the work plan, as well as in the Annual

Report.

12. Publications

CIOFF® publishes following materials:

12.1 Calendar of Festivals

The Calendar of Festivals lists CIOFF® Festivals and other international folklore festivals that comply with the CIOFF® conditions, except for the duration and the number of participating groups, and are members of the National CIOFF® Section. It also contains international practical-methodical events, such as congresses, conferences, seminars, exhibitions, etc.

Considered as an important means of public relations, the Festivals Calendar also includes general information on the CIOFF® organization and a list of its members.

12.2 Annual Report

The Annual Report contains an account of the main activities and achievements of CIOFF®, as well as the implementation of the tasks decided by the prior year's General Assembly.

The Commissions, Committees, Working Groups, Sectors, CIOFF® Representative to UNESCO and Youth Coordinating Committee send their reports covering the past year to the Secretary General by the end of January.

The Secretary General prepares a draft report by the end of February and distributes it to the members of the Council. The Council agrees on the report at its Spring Meeting. This report can then be distributed to all members, together with other documentation for the World Congress.

12.3 Periodical Newsletter « Entre Nous »

The periodical Newsletter « Entre Nous » is the means of communication with the members in the period between the Congresses. It informs, contains reports from the Council and the Sectors and other information that is useful for the members.

12.4 Further publications

The Secretary General shall distribute to members an annual list of all Members and office holders. The Council may decide to offer other publications.

13. Languages

13.1 Official languages

The official languages of CIOFF® are English, French and Spanish. They are used for the By-Laws, the Internal Regulations, the General Assembly and its minutes.

13.2 Translation

During the World Congress a simultaneous translation in the official CIOFF® languages is to be secured, especially for the General Assembly and the Cultural Conference.

Chapter III: Membership

14. Acquisition of membership

14.1 Full members

A candidate presents its application, using the respective CIOFF® Application form available on www.cioff.org, to the Secretary General, together with the following information:

- name and headquarters
- date of incorporation and legal status
- By-Laws and other regulations
- list of members of the governing body and how they are elected/ appointed
- list of folklore festivals and groups/organizations associated with the Candidate.

The Secretary General, the relevant Sector and the Chairman of the Legal Commission may request additional information, in order to insure that the conditions of membership are fulfilled.

The Secretary General passes the application on to the Sector Representative concerned, who is responsible for the overall assessment of the candidature and, in case the assessment justifies it, presents the application to the Council.

The Legal Commission is in charge of assessing the legal aspects of the application. The Council

decides on submission of the application to the General Assembly for decision.

The Full Membership with voting right becomes effective as soon as the membership fee for the next year is paid.

In principle, candidates for Full Membership are encouraged by the relevant Sectors to initially present an application for Associate Membership.

In case an application is received from a country where CIOFF® already has a Full Member, the relevant Sector encourages the applicant to become member in the National Section or join the forces with it. If this does not succeed, the Legal Commission examines, with the assistance of the relevant Sector, whether the National Section does fulfill the conditions of membership (see Bylaws, article 9.4). If this is not the case, the Legal Commission examines, with the assistance of the relevant Sector, whether the applicant fulfills these conditions. If positive, the Legal Commission shall propose to the Council that the applicant be accepted as an Associate or Full Member, and that the membership of the present National Section be terminated. The Council then presents the case to the General Assembly for decision. If negative, the Legal Commission proposes to reject the application. In a case where neither the National Section nor the applicant are considered to fulfill the relevant requirements, the Council shall decide on appropriate measures to be taken.

14.2 Associate members

Candidates for Associate Membership use the respective CIOFF® application form available on www.cioff.org and follow the same procedure as for Full Membership.

Associate Members receive the same CIOFF® documents as Full Members.

14.3 Partner Members

Candidates for Partner Membership use the respective CIOFF® application form available on the CIOFF® website www.cioff.org and follow the same procedure as for Full Membership. Partner Members receive the same CIOFF® documents as Full Members.

14.4 Corresponding Members

14.4.1 Membership of Corresponding Member

The Corresponding Membership of a cultural organization or a festival or an individual is decided by the Council and has to be ratified by the General Assembly.

14.4.2 Membership as Corresponding Member limited in time

For the time between two General Assemblies, the Executive Committee, in accordance with the respective Sector and the Legal Commission, may give the status of Corresponding Member to any new applicant with which CIOFF® has a specific interest of relations. Corresponding members receive all CIOFF® publications and those documents, which are relevant to their relations with CIOFF®.

14.5 Supporting Members

Candidates for Supporting Membership send their proposal to the Secretary General. The Council decides about the financial contract. In exceptional cases, the contract can be decided by the Executive Committee.

15. Reforming period

15.1 Reform period granted to a member

If necessary the General Assembly may grant a reforming period to a new member or an existing member to enhance the unfulfilled or only partially fulfilled membership requirements.

15.2 Duration of the reform period

The reforming period is the time between two consecutive General Assemblies with the possibility of extension.

15.3 Reforming period for non exclusivity of membership

CIOFF® members who, at the moment of entry in force of art. 14 of the By Laws, do not comply with its provisions, will have a reforming period.

15.4 Report of the measure taken

A CIOFF® member who received a reforming period presents a report on the measures taken in

order to fulfill the requirements to the Council for assessment. The report must be sent to the Council one (1) month before the next General Assembly. The Council presents the result of the assessment to the General Assembly for decision.

16. Termination of membership

16.1 Resignation from Membership

Any member who wishes to resign from CIOFF®, informs the Secretary General in writing. The resignation will only be valid when the member has fulfilled all duties to CIOFF® undertaken before the decision to resign.

16.2 Cessation of Membership

16.2.1 Non-payment of fees

The due date for the payment of membership fee is set at March 31st each year. To members who have not paid in time, the Treasurer sends a reminder by September 30th, with copy to the relevant Sector. When necessary, it is repeated by December 31. After two (2) full years of non-payment, the Council terminates the membership, except in case the member has presented valid reasons before the end of the second year.

The Council has the authority to award partial or full exemption from the payment of Membership Fee to National Sections, Associate Members or Partner Members. Such exemptions are to be awarded only in cases of severe hardship resulting from national disasters, civil or armed conflict, or similar causes, and are to be awarded on a year-by-year basis.

16.2.2 Non respect of the requirements

If a National Section or Associate or Partner member for other than the financial aspect, does not fulfill the Membership Requirements (to be open, democratic, representative and communicative) and there exists another organization in the same country which is open, democratic, representative and communicative, which approaches CIOFF® with some interest to apply for CIOFF® membership, the General Assembly can decide to terminate the membership of the existing National Section or Associate or Partner member immediately.

Such a cessation of membership can be presented by the Council to the General Assembly only if a detailed reforming period has been proposed to the existing member and the proposal remained without answer or relevant effect.

The proposal of termination must be duly motivated and documented by the Council for both, the reasons for termination of the existing member and the validity of the replacing organization.

17. Honorary Members and Meritorious Persons

17.1 Proposals for nomination

Proposals for Honorary Membership and Meritorious Persons are presented according to the relevant guidelines.

- Motivated nominations for Honorary Membership are sent to the Executive Committee which presents them to the Council for screening. The number of living Honorary Members may not exceed 12 persons. There can be only one Honorary President.
- Meritorious Persons can be recognized at international or sector level.
- Recognition at international level requires significant services for CIOFF®, for friendship among nations and for promotion of folk arts at the international level. Recognition at the sector level requires the same at the sector or national level.
- Motivated proposals for recognition at the international level must be sent to the Executive Committee, which shall present them to the Council for decision.
- Motivated nominations for recognition at the sector level are sent to the president of the relevant Sector, which shall present them to the Sector meeting for decision. The annual number of recognized Meritorious Persons shall not exceed six (6) at the international level and three (3) to five (5) for each Sector defined by the Council.

Honorary Members and Meritorious Persons receive a certificate and a special CIOFF® pin.

Chapter IV: Executive Committee and other Officers

18. Function inside the Executive Committee

18.1 The President

The main task of the President is to insure that CIOFF® is operating toward its aims and in accordance with its By-Laws and Internal Regulations.

He chairs the meetings of the General Assembly, the Council and the Executive Committee, in accordance with the Rules of Procedure.

He represents CIOFF® in official relations to other organizations, public authorities and in public.

The President may delegate specific tasks mentioned in the next article 18.2 and 18.3 to Vice-Presidents or to the Secretary General or to other CIOFF® members.

18.2 The Vice-Presidents

According to the CIOFF® Structure, the two (2) Vice-Presidents are elected for the following responsibilities:

- a Vice-President for Administrative Affairs
- a Vice-President for Cultural Affairs

The elections are carried out separately for each function, first for the Administrative Affairs and second for the Cultural Affairs.

In case of incapacity or absence of the President, a Vice President carries out the tasks of the President, in a sequence determined by the Executive Committee.

18.3 The Secretary General

The Secretary General is the main operating CIOFF® officer. He or she coordinates and carries out current matters, in agreement with the President and other relevant officers. His or her duties are the following:

- directs the current business under guidance of the President.
- organizes the collaboration with UNESCO and other international organizations.
- sends the notifications and prepares the agenda for the meetings of the Executive Committee, the Council and the General Assembly.
- prepares the Annual Report for the first Council meeting of the year.
- records motions.
- sends the notification for the General Assembly three (3) months in advance, containing place, date, motions and Annual Report.
- records the delegations with proxy for voting right.

At the General Assembly, he or she:

- organizes and directs the secretariat
- is responsible for the preparation and distribution of the minutes and for the distribution of the decisions taken by the General Assembly
- organizes the translation and the distribution of official documents
- distributes the CIOFF® list of members, officers and bodies of CIOFF®
- encourages and coordinates the decentralization of the internal services of CIOFF®, such as publications, translations, work sessions among Commissions, etc.
- directs and coordinates the centralization of the external services of CIOFF®, such as the distribution of documents, official external information, public relations, etc
- is responsible for the CIOFF® Archives, in accordance with the Archive Plan.

In connection with the tasks related to UNESCO, the Secretary General performs in cooperation with the CIOFF® Representative to UNESCO.

18.4 The Treasurer

The Treasurer is principal Financial Officer of CIOFF®. His or her duties are the following:

- In cooperation with the Committee for Financial Development (of which the Treasurer is the Chairman), he endeavors to ascertain adequate revenues to meet the financial obligations of CIOFF®
- He or she maintains the financial records of CIOFF®
- He or she prepares and submits annually the Financial Report
- He or she collects membership fees and other revenues
- He or she manages banking relationship(s)

- He or she prepares the annual Budget, controls expenditures in accordance with such budget, proposes amendments of the Budget as needed and warranted to meet any unexpected circumstances

18.5 Auditors

The auditors shall have professional competence; they are elected by the General Assembly by simple majority for a period of four years.

The Auditors shall only verify that CIOFF® finances have been operated in accordance with the relevant rules and decisions. When discrepancies are found, the employment of a professional certified Public Accountant is recommended.

The Auditor's Report shall be issued before the ensuing year's CIOFF® General Assembly.

18.6 Special assistants

The Council and the Executive Committee may appoint persons for specific tasks as special assistants. They shall work according to the mandate adopted by the appointing body.

18.7 - Coordinator of the Festival Calendar

The Coordinator of the Festivals Calendar is appointed by the Council and ratified by General Assembly for a term of 4 years.

The Coordinator is an Ex officio Member of the Festivals Commission.

18.8 Webmaster

The webmaster is appointed by the Council for a term of 4 years.

18.9 Legal Advisor

The Legal Advisor is appointed by the Council and ratified by General Assembly for a term of 4 years.

The Legal Advisor is an ex-officio member of the Legal Commission.

Chapter V - Sanctions

19. Sanctions for events derogatory to CIOFF® International image and values

19.1 - Upon the occurrence of an event which shall be considered by the Council unanimously as derogatory to CIOFF® International image and values, the Council shall propose to the General Assembly to attribute to the author of such event the status of "persona non grata".

19.2 The "persona non grata" shall not cover any office in any National Section or other bodies of CIOFF®.

19.3 CIOFF® members wishing to denounce an event which may be considered as derogatory to CIOFF® International image and values, shall submit all facts, arguments and evidence at least one month after the occurrence of such event and one month before the meeting of the Council where the decision to attribute the status of "persona non grata" will be decided.

20. Sanction for unjustified absence at the General Assembly

20.1 If a CIOFF® member does not send either a delegate or a proxy to the GA for two consecutive years, a written reprimand will be sent by the Council.

20.2 If CIOFF® member sends a proxy to the GA for three consecutive years a written reprimand will be sent by the Council.

20.3 If the member continues to be absent the year following the reprimand, a proposal of suspension will be presented by the Council to the General Assembly

Chapter VI: Final clauses

21. Regulation acceptance and reference language

21.1 Regulation acceptance

- Amendments of the Internal Regulations are adopted by simple majority.
- The amended Internal Regulations have been adopted by the General Assembly on

November 11th 2021 in Budapest and enter in force after the closure of the General Assembly.

22.2 Reference language

In case of doubt, the text in French is decisive.