



WORLD FEDERATION  
OF INTERNATIONAL  
MUSIC COMPETITIONS  
FÉDÉRATION MONDIALE  
DES CONCOURS  
INTERNATIONAUX  
DE MUSIQUE

# **STATUTES OF THE WORLD FEDERATION OF INTERNATIONAL MUSIC COMPETITIONS**

APPROVED AT THE GENERAL ASSEMBLY  
IN YEREVAN, 2016



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## **I. MISSION STATEMENT, LEGAL CONSIDERATION, OFFICE HEADQUARTERS**

### **Article 1 Name, Constitution and Office Headquarters**

The World Federation of International Music Competitions (hereinafter referred to as ‘the Federation’), founded in 1957, is an association organised as a corporation that has a legal personality, in accordance with Articles 60 and following of the Swiss Civil Code. The Federation is a non-profit-making organisation. Its duration is not limited. The official languages of the Federation are English and French.

The headquarters of the Federation is in the Canton of Geneva, Switzerland.

### **Article 2 Mission**

- 1 The World Federation of International Music Competitions contributes to the vibrancy of the music world by representing leading international music competitions and supporting them with valuable services and guidelines.
- 2 The Federation has the following specific objectives:
  - a. Generate and communicate a positive image and high profile for international music competitions;
  - b. Identify potential opportunities for and challenges to the world of international music competitions and devise strategies to deal with both;
  - c. Cooperate in promoting the careers of Member Competition laureates;
  - d. Strengthen communication among Member Competitions and between Member Competitions and organisations that promote the careers of young musicians;
  - e. Encourage membership applications from new competitions that serve disciplines or localities not already represented in the Federation;
  - f. Maintain ties and collaborate with organisations associated with the Federation;
  - g. Collaborate with non-member organisations that share the Federation’s goals;
  - h. Adopt and enforce standards for admission to and for membership in the Federation that will ensure the quality of competitions;



## **I. MISSION STATEMENT, LEGAL CONSIDERATION, OFFICE HEADQUARTERS (continuation)**

- i. Require that Member Competitions maintain the highest professional standards and strictest ethics, treating participants with integrity, dignity and humanity;
- j. Provide and exchange information that will help members raise the artistic level of competitions;
- k. Promote the composition and performance of new works;
- l. Create a forum for sharing interests and concerns, thus helping to evaluate progress toward common goals;
- m. Advise Member Competitions and, if so requested, assist them as far as possible;
- n. Assist in resolving disputes between Member Competitions;
- o. Coordinate Member Competition dates and disciplines whenever possible;
- p. Maintain a website and promote worldwide the dates and details of Member Competitions;
- q. Maintain and build relationships with the media to create a favourable environment for international music competitions.



## II. STRUCTURE OF THE FEDERATION

### Article 3            Members

- 1    The Federation has two (2) categories of membership:
  - Member Competitions (voting members) see *Article 4*;
  - Associate Organisations (non-voting members) see *Article 5*.
  
- 2    *Member admission, resignation, inactive status and exclusion*
  - a.    Admission of a new Member must be pronounced by the General Assembly. The Board determines the procedure for application and proposal of admission of new members to the General Assembly.
  - b.    Any Member may resign from the Federation with effect from the end of the calendar year by transmitting a signed notice of resignation by letter or electronic means addressed to the Secretariat.
  - c.    An Inactive Member retains membership in the Federation but its representative is not permitted to vote in the General Assembly nor serve as a Board Member. The Member will be ineligible for any member benefits but they may attend the ordinary meeting of the General Assembly. If no corrective measures can be mutually agreed within twelve (12) months, the Board may recommend the Member for exclusion from the Federation at the next ordinary meeting of the General Assembly.

The Board may place a Member on inactive status for any of the following reasons:

- i.    A Member Competition has not produced a competition for two (2) consecutive editions;
- ii.    A Member is deemed by the Board not to have acted in compliance with the Statutes or in the spirit of the Federation's 'Recommendations for an International Music Competition';
- iii.    Membership dues remain unpaid after six (6) months of the date of the Federation's invoice.
- d.    Exclusion of a Member must be pronounced by the General Assembly following an absolute majority vote of all the Member Competitions. The Board determines the procedure for proposing the exclusion to the General Assembly.



## II. STRUCTURE OF THE FEDERATION (continuation)

- 3 The obligations of the Federation are guaranteed solely by the assets of the Federation, with the exclusion of any individual liability of its members.

### **Article 4**                    **Members: Member Competitions**

- 1 The procedure for application for approval as a Member Competition is determined by the Board. In order to be presented at the ordinary meeting of the General Assembly, an application must be submitted at least three (3) months before the meeting, provided that the application complies with the Statutes.
- 2 In order to qualify for admission as a member of the Federation and to remain an active Member in good standing, a Member Competition must meet the following requirements:
  - a. Support the mission and pursue the objectives of the Federation as defined in *Article 2*;
  - b. Be an international music competition of musical performance or musical composition on a professional level;
  - c. Use a name that will not lead to confusion with similar organisations;
  - d. State the discipline(s) included in the competition at the time of the application for admission, and agree not to state or imply that any other discipline is part of that competition unless the General Assembly gives its prior approval;
  - e. Be of enduring nature and schedule regularly recurring competitions;
  - f. Pursue solely artistic and cultural objectives, none designed to produce commercial gain;
  - g. Have an international character; that is, be open to participants of all nationalities, ethnic origins, religions and of both genders;
  - h. Offer all participants optimum and equal practice, rehearsal and performance conditions during each stage of the competition;
  - i. Excuse no participant from an early round of a competition;
  - j. Present a final round with orchestra, unless the competition's discipline makes this requirement unsuitable;



## II. STRUCTURE OF THE FEDERATION (continuation)

- k. Pay prize money and fees promptly;
- l. Judge competitions according to jury rules that are made known to jurors and summarised for participants and the public before the competition;
- m. Assemble juries of not less than seven (7) members, except in the case of composition competitions, where the jury must not comprise less than five (5) members;
- n. Assemble juries whose members represent several nationalities and countries of residence;
- o. Assemble juries, the majority of whose members represent nationalities and countries of residence other than the country in which the competition is held;
- p. Provide evidence to the Secretariat that at least two (2) previously produced competitions have met all of the requirements set out above;
- q. Provide all application materials for each competition edition to the Secretariat as soon as they are made available to potential competition participants;
- r. Complete and submit to the Secretariat, by electronic means and within three (3) months following each competition edition, a Member Competition Compliance Certificate in the form prescribed by the Board and authorised by a representative of the Member Competition. Such certificate shall:
  - i. Require the Member Competition to state that its competition complied with the requirements of these Statutes or to provide an explanation where the competition failed to comply or where one or several requirements do not apply wholly or in part;
  - ii. Require the Member Competition to state that its competition complied with the 'Recommendations of an International Music Competition' or to provide an explanation where the competition failed to comply or where one or several recommendations do not apply wholly or in part.
- s. Send a representative to or nominate a proxy for the ordinary meeting of the General Assembly at least once every five (5) years.



## II. STRUCTURE OF THE FEDERATION (continuation)

- 3 Only one competition in any one discipline in any one city or its environs may be at any one time a member of the Federation. The General Assembly may make an exception to this rule if it considers the circumstances to be appropriate.
- 4 The procedure for application for approval of a new discipline in a Member Competition is determined by the Board. An application received at least three (3) months prior to an ordinary meeting of the General Assembly will be presented at that meeting, provided that the application complies with the Statutes.
  - a. The application must be accompanied by a certificate completed and authorised by a representative of the Member Competition. Such certificate shall:
    - i. Confirm that competitions in the new discipline will comply with all of the continuing requirements for a competition set out in these Statutes;
    - ii. Confirm that the new discipline will comply with the 'Recommendations of an International Music Competition' or provide an explanation where it will fail to comply or where a recommendation does not apply wholly or in part.
- 5 If a Member Competition is acquired by another Member Competition or is merged with another Member Competition, the acquiring or surviving Member Competition must apply for approval of the acquisition or merger. Such application shall be made in accordance with the procedure in *Article 4.4*, as though the acquired or merged competition was a new discipline or new disciplines in the acquiring Member Competition.

If a Member Competition is acquired by a competition that is not a Member Competition or is merged with a competition that is not a Member Competition, the Member Competition thereupon ceases to be a Member of the Federation. This applies even if the Member Competition is the surviving competition in a merger. The acquiring or surviving competition may apply for membership of the Federation in accordance with *Article 3.2*.
- 6 Each Member Competition of the Federation retains its autonomy and remains responsible for its actions; it must comply with the rules deriving from these Statutes.





## II. STRUCTURE OF THE FEDERATION (continuation)

### Article 5 **Members: Associate Organisations**

Associate Organisations are non-voting members, admitted by decision of the General Assembly, which contribute to the mission and objectives of the Federation. These organisations, which coordinate the activities of their own members, may take part in Federation activities, including General Assembly meetings, in an advisory capacity.

### Article 6 **Organisational Structure**

The structure of the Federation includes the following bodies:

- General Assembly (see *Article 7*);
- Board (see *Article 8*) which includes the President, the Vice-President(s) and the Treasurer (see *Article 10*);
- Committees (see *Article 9*);
- Secretary General and the Secretariat (see *Article 11*).

### Article 7 **General Assembly**

- 1 The General Assembly is the supreme governing body of the Federation.
- 2 *Composition of the General Assembly and Right to take part in its meetings*

The General Assembly includes:

- a. Each Member Competition, through one (1) or two (2) of its representatives who exercise its voting right (one (1) vote);
- b. Each Associate Organisation, through one (1) or two (2) representatives, in an advisory and non-voting capacity;
- c. The Secretary General, who has no voting rights.

#### 3 *Representation by Proxy*

A Member Competition may be represented by the delegation of another Member Competition. No delegation may represent more than two (2) Member Competitions—its own and, by authorised proxy vote, one other.



## II. STRUCTURE OF THE FEDERATION (continuation)

### 4 *Powers of the General Assembly*

The General Assembly alone, through the vote of the Member Competitions present or represented, has the jurisdiction to deal with the following issues:

- a. Adopt and amend the Statutes of the Federation;
- b. Pass resolutions of general interest which do not fall within the jurisdiction of another body;
- c. Elect the President and the Board;
- d. Admit new members to the Federation;
- e. Exclude members without having to justify such exclusion;
- f. Set the amount of the membership admission fee and annual dues;
- g. Approve the annual balance sheet, profit and loss account and budget;
- h. Decide the dates and locations of ordinary meetings of the General Assembly while allowing the Board to change dates and locations in extraordinary circumstances;
- i. Consider an appeal lodged by a Member Competition against a decision taken by the Board or against rules or regulations adopted by the Board.

### 5 *Ordinary Meetings of the General Assembly*

The General Assembly must meet at least once a year and is convened by the Board. Notice of this annual meeting, together with its agenda, is sent to all members at least two (2) months before the meeting. Should an already convened Ordinary Meeting of the General Assembly be cancelled due to force majeure or exceptional circumstances as referred to in *Article 7.4.h.*, an extraordinary meeting of the General Assembly shall be called as soon as possible.

### 6 *Agenda of Ordinary Meetings of the General Assembly*

One of the first items on the agenda of an Ordinary Meeting of the General Assembly must be the adoption or possible modification of the agenda. Members have the right to have one or more items included on the agenda, provided such item(s) reach the Secretariat in writing by letter or electronic means by the date defined by the Board for the meeting. The Member Competitions present or represented at the General Assembly meeting may, unanimously, decide to add to the agenda under 'Miscellaneous' any new item of general importance, which may then be put to the vote during the same meeting.



## II. STRUCTURE OF THE FEDERATION (continuation)

- 7 *Extraordinary Meetings of the General Assembly*

Upon the written request by letter or by electronic means of at least one-fifth of the Member Competitions of the Federation, and with the points to be placed on the agenda clearly specified, the Board shall convene an Extraordinary Meeting of the General Assembly. The Board may convene such a meeting on its own initiative, particularly in the event of having to replace an elected Board Member or Officer, owing to his/her death, resignation or permanent incapacity to perform his/her duties before the end of his/her term of office. Notice of an Extraordinary Meeting of the General Assembly shall be sent to all members, together with the agenda, at least one (1) month before the meeting.
- 8 *Quorum and Majority*

The General Assembly may not deliberate nor make decisions unless a majority of the Member Competitions of the Federation is present or represented by proxy. Voting rights belong only to Member Competitions that are present or represented at the General Assembly, each Member Competition having one (1) vote. Associate Organisations have no voting rights but may express opinions.
- 9 Resolutions of the General Assembly are passed by a simple majority of the votes cast; abstentions are not taken into account. A decision to exclude a Member Competition requires an absolute majority of all Member Competitions; the dissolution of the Federation requires a qualified two-thirds majority vote of all Member Competitions.
- 10 *Voting procedures*

The General Assembly votes by open ballot (show of hands), except when a delegate of a Member Competition requests a vote by secret ballot. However, the election of the President and the Board and voting on new member applications shall be conducted by secret ballot only.
- 11 *Candidacies for Election of Board Members and President*

Member Competitions nominate candidates when a General Assembly meeting agenda includes one or more elections. Nominations must be communicated in writing by letter or electronic means to the Secretariat at least two (2) months before the opening of the General Assembly meeting.



## II. STRUCTURE OF THE FEDERATION (continuation)

### Article 8 Board Members

- 1 The Board of the Federation, which includes in particular the President, one or more Vice-Presidents and the Treasurer shall comprise at least seven (7) and at most eleven (11) persons elected by the General Assembly.

The Board shall determine the required number of Board Members prior to election.

- 2 *Duties and Powers*

The Board has the authority and the responsibility to manage and control all of the affairs of the Federation. All authority not vested in the General Assembly resides in the Board.

In particular, the Board has the following responsibilities:

- a. Develop the strategy of the Federation subject to ratification by the General Assembly;
- b. Select, evaluate and, if necessary, replace the Secretary General, determine his/her remuneration and ensure the continuity of his/her duties;
- c. Approve operational and financial plans of the Secretariat;
- d. Provide advice to the Secretary General;
- e. Advise the Secretary General, when necessary, on appropriate responses of the Federation in regard to matters of principle and other issues;
- f. Adopt internal control, risk management and financial reporting procedures and ensure their enforcement;
- g. Ensure that its members are capable of assuming their duties and that a slate of skilled candidates is presented to the General Assembly for election when needed;
- h. Ensure that governance practices are sound;
- i. Consider draft amendments to the Statutes before recommending them to the General Assembly;



## II. STRUCTURE OF THE FEDERATION (continuation)

- j. Make recommendations to the General Assembly regarding new membership applications to the Federation;
- k. Examine compliance of Federation members with statutory requirements and, if necessary, engage with those who are non-compliant;
- l. Inform non-compliant members that they may be proposed to the General Assembly for exclusion from the Federation (based on *Article 8.2.k.*);
- m. Adopt rules and regulations of a general nature.

### 3 *Eligibility and Term of Office*

- a. Board Members must be representatives of Member Competitions. Only one (1) representative of any Member Competition may serve on the Board at any one time.
- b. Board Members, except the President, are elected for a three (3)-year term and are eligible to be elected for three (3) consecutive terms.
- c. The President is elected for a three (3)-year term and is eligible to be elected for two (2) consecutive terms.
- d. The duties of Board Members conclude at the adjournment of the General Assembly meeting that elects their successors.

### 4 *Removal*

- a. The General Assembly may remove a Board Member before the end of his/her term of office and nominate a candidate for his/her replacement. The Board Member thus elected in replacement of the removed Board Member will remain in office until the end of the original term of office for which the removed Board Member had been elected. The provisions for re-election will be applied subsequently.
- b. Board Members must attend all Board meetings in person or by electronic means. Two (2) consecutive absences may justify a decision by the General Assembly to consider removal of a Board Member.
- c. Board Members must attend all meetings of the General Assembly in person. Two (2) consecutive absences may justify a decision by the General Assembly to consider removal of a Board Member.



## II. STRUCTURE OF THE FEDERATION (continuation)

- d. The exclusion of a Member Competition entails the removal *ipso facto* of its representative on the Board.
- e. The removal of a Board Member has no retroactive effect; the validity of decisions in which he/she participated is not affected.

### 5 *Remuneration*

The Board is not remunerated for its duties except for reimbursement of personal expenses necessitated by the exercise of their duties as defined by the Board. When a Board Member renders services, he/she may be remunerated for such services provided the motivation and extent of such remuneration have been determined beforehand by decision of the other Board Members.

### 6 *Mode of Operation*

- a. The Board meets at least three (3) times a year and is convened by the President; the President must convene a meeting of the Board if requested to do so by at least two (2) of its members.
- b. Notice and agenda of a meeting of the Board must be sent in writing, by letter or electronic means, at least one (1) month in advance, except in cases of emergency.
- c. Participation in Board meetings may take the form of the physical presence of members or that of a virtual meeting or video-conference enabling participants to communicate with each other and cast their votes. Minutes of Board meetings are taken stipulating each member's mode of participation. A written decision signed in identical terms by Board Members constitutes a valid decision of the Board even if its Board Members did not meet simultaneously. Board Member signatures may be transmitted by letter or electronic means.
- d. Meetings of the Board are chaired by the President or, in his/her absence, the highest ranking Vice-President in attendance (see *Article 10.1*). Failing these circumstances, the participating members will choose the meeting chair.



## II. STRUCTURE OF THE FEDERATION (continuation)

### 7 *Quorum and Majority*

The Board may not deliberate nor make decisions unless a majority of its members is present at a meeting. It may, however, decide on a quorum of a greater or lesser proportion of members, on a case by case basis. Decisions by the Board are taken by a majority of the votes cast by the Board Members present at the meeting; abstentions are not taken into account. In the event of a tie, the meeting chair casts the deciding vote. Proxy votes are not accepted.

### 8 *Replacement*

If a Board Member is disabled for an extended period of time and unable to assume the responsibilities of his/her position, or if he/she resigns or dies before the end of his/her term of office and the other Board Members deem it necessary to replace him/her before the next Ordinary Meeting of the General Assembly, such replacement will be effected at an Extraordinary Meeting of the General Assembly convened urgently for that purpose.

## Article 9

### Committees

- 1
  - a. The Board may appoint one or more committees and delegate to them certain powers and responsibilities.
  - b. The Board defines committee mandates and assigns each committee's chair.
  - c. Committee chairs must be Board Members. Committee members may be recruited by committee chairs from the Federation membership at large.
- 2 *Mode of Operation*

A committee exercises the powers that have been delegated to it at meetings in which at least the majority of its members take part. In every other respect, the provisions concerning the mode of operation of the Board apply *mutatis mutandis* to the operation of the committees.



## II. STRUCTURE OF THE FEDERATION (continuation)

### Article 10 **President, Vice-President(s) and Treasurer**

- 1 The President is elected to his/her office by the General Assembly; the Board appoints from among its Board Members one or more Vice-Presidents and the Treasurer; if it appoints more than one Vice-President, it assigns ranking.
- 2 *President*  
The President is the Senior Elected Officer of the Federation. He/she presides at all meetings of the General Assembly and the Board when he/she is present. He/she exercises the powers and assumes the responsibilities entrusted to him/her by the General Assembly and by the Board. In the absence of the Secretary General, the President represents the Federation.
- 3 *Vice-President(s)*  
Upon the vacancy of the post of President or in the absence of the President, his/her responsibilities and powers are assumed by a Vice-President; if there is more than one Vice-President, their order of ranking determines which of them shall assume such responsibilities and powers. The Vice-President(s) further exercise such responsibilities and powers as may be entrusted by the Board.
- 4 *Treasurer*  
The Treasurer advises the Secretariat on financial management and reporting, reviews accounting and financial documents prior to their issue or review by the Board, auditor and General Assembly.

### Article 11 **Secretary General and Secretariat**

- 1
  - a. The Secretary General is the chief executive of the Federation. He/she directs the Secretariat and reports to the Board. He/she acts at all times in accordance with the plans and policies of the Federation and its elected bodies.
  - b. All members of the Secretariat staff report directly to the Secretary General, who hires them and determines their duties.
- 2 *Remuneration and Working Conditions*
  - a. The remuneration and working conditions of the Secretary General are determined by the Board.
  - b. The remuneration and working conditions of the Secretariat staff are determined by the Secretary General.





## II. STRUCTURE OF THE FEDERATION (continuation)

### Article 12                    **Responsibility of Board Members**

- 1    The Board Members are responsible for the effective and faithful execution of the tasks assigned to them, without having to guarantee the results.
- 2    Except in the case of intent or gross negligence or a breach of the Statutes, the Board Members are not liable for any damage suffered by the Federation due to actions, omissions or decisions of the Board.
- 3    The Federation absolves all Board Members or former Board Members from any commitment or responsibility that they may have assumed in the faithful and diligent exercise of their duties, and from any third party claim arising from the faithful and diligent exercise of their duties. The Federation may carry insurance to cover this risk.

### Article 13                    **Representation of the Federation**

The Federation is bound in all contractual matters by the joint signature of an Officer of the Board and the Secretary General.

The Board may decide on a case-by-case basis to delegate specific signing powers with respect to particular matters. In particular, the Board determines the signatures that will be binding on the Federation in banking matters.

### Article 14                    **Appeals to the General Assembly**

A Member Competition may appeal to the General Assembly against:

- a decision of the Board concerning the member directly; or
- a rule or regulation adopted by the Board.

The appeal shall be lodged in writing and sent to the Secretariat of the Federation, by letter or electronic means, not later than thirty (30) days from the date on which the appellant received the contested decision or became aware of the contested rule or regulation. If the last day of said period is a Saturday, a Sunday or a public holiday in the Canton of Geneva, the period is extended until the next working day. The appellant shall stipulate the grounds of appeal. The appeal is submitted to the next General Assembly provided it takes place more than three (3) months after the date of receipt of the appeal, or otherwise to the following General Assembly.

The appeal has no suspensory affect.



### III. FINANCES

#### **Article 15 Annual Membership Dues**

- 1 Each Member Competition will be charged annual dues, the amount of which is set by the General Assembly.
- 2 Membership dues are payable within six (6) months of the date of the Federation's invoice, failing which, the defaulting Member Competition may be placed on inactive status or face exclusion from the Federation under the conditions specified in these Statutes.

#### **Article 16 Admission Fee**

- 1 A newly admitted Member Competition shall pay an admission fee, the amount of which is set by the General Assembly.
- 2 The membership admission fee is payable within two (2) months of the date of the Federation's invoice. The decision to admit a new Member Competition shall enter into effect only on receipt of the admission fee and the first payment of the annual membership dues.

#### **Article 17 Financial Year and Audit**

- 1 Unless otherwise decided by the Board, the financial year of the Federation coincides with the calendar year from 1 January to 31 December.
- 2 The accounts of the Federation are audited every year by an auditor proposed by the Secretary General and approved by the Board.



#### **IV. MISCELLANEOUS PROVISIONS**

##### **Article 18                   Amendment of the Statutes**

A proposal to amend the Statutes of the Federation may be made by the Board or any Member Competition of the Federation. Before any amendment of the Statutes or adoption of new Statutes by the General Assembly, the relevant draft is considered by the Board; the Board decides whether to submit the draft to the General Assembly; the draft is transmitted to the members of the Federation by the Board together with the latter's recommendation, no later than jointly with the convening notice of the meeting of the General Assembly and, in that case, with the proposed amendment explicitly included on the meeting's agenda.

##### **Article 19                   Dissolution and Liquidation**

- 1   Dissolution of the Federation may be decided upon by the General Assembly only by a two-thirds majority vote of all Member Competitions of the Federation.
- 2   In the event of the Federation being dissolved, the net assets, after satisfaction of all debts, shall be distributed by equal shares among the Member Competitions.

##### **Article 20                   Entry into Effect**

The present Statutes have been adopted by the General Assembly this 15th day of June, 2016 and enter into effect as of this day.