
ASSITEJ POLICIES & PROTOCOLS HANDBOOK MAY 2014

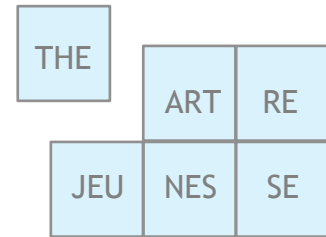


MAY 1, 2014

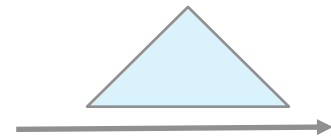
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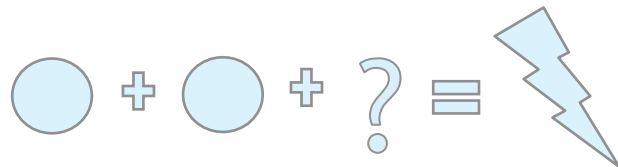
THE ROLES THAT ASSITEJ PLAYS FOR ITS MEMBERS:



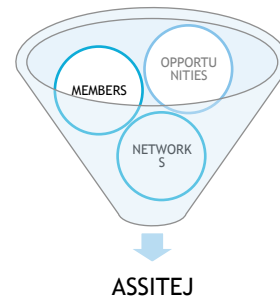
Builder - ASSITEJ exists to build the field of theatre for young audiences in every country of the world. It does this through linking members into national centres, into regional networks and into the wider ASSITEJ membership for international exchange. It provides through its programmes and activities, which include publication, promotion, research, networking, artistic exchange, mentorship and development, opportunities for the field of theatre for young audiences to become stronger and more effective.



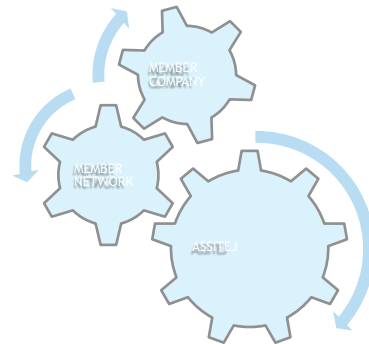
Activator - ASSITEJ is, at core, a network of members. To make real progress in the field of theatre for young audiences, we need people to become active partners in this mission. By being active members of the network, members generate greater returns for their own work. By activating members in actions where they can have greater impact, ASSITEJ contributes to a dynamic theatre landscape.



Synergiser -By trying to see the big picture and by embracing all those working in the field, ASSITEJ attempts to find ways to correlate action and cooperation between two or more members, so that the whole becomes bigger than simply a sum of the parts. Sometimes a small shift of focus, or simply a connection between previously unrelated people or organisations working in the field, can create a startling change or development.



Access point - ASSITEJ provides opportunities, directly and indirectly. There are ASSITEJ projects and programmes that hold within them obvious opportunities, such as the Next Generation Placement programme, which allows emerging artists to find international opportunities for growth, exploration and development. There are also the indirect, unpredictable opportunities created through accidental meetings at gatherings. By providing access on all kinds of levels, ASSITEJ develops the field of theatre for young audiences.



Network generator -ASSITEJ generates networks in order to serve its members with special interests; by creating networks around areas of focus, we can make real changes in the field more quickly. Sometimes the networks evolve independently of ASSITEJ and seek to join ASSITEJ to become more connected to the global TYA movement. Sometimes the networks evolve inside of ASSITEJ because of the identification of a particular need or area of interest.



Partner -ASSITEJ partners with our members in projects, which we feel have the vision of the association at their centre. By offering support, advice, marketing and publicity, monitoring and evaluation, introductions, mentorships, letters of reference, financial support where this is possible, and any number of other supportive actions, members are able to do more with whatever they have.



Replicator -By replicating pilot projects that ASSITEJ has driven elsewhere, in your own country or between countries through our members, ASSITEJ members have an opportunity to spread access to the performing arts to every child and young person.

“We have much to learn from one another... let’s listen, share our experiences and grow together...”

These notions of ASSITEJ are an interpretation of the mission of ASSITEJ, as experienced and as envisioned by ASSITEJ President, Yvette Hardie (2011-2014) and as presented in several talks and workshops about the roles and work of ASSITEJ.

MEMBERSHIP POLICY

In order to begin the process of modernization of the association to a more dynamic and efficient organization and the need to open the door to changes that will allow for better realisation of the mission and achievement of objectives in the future, the General Assembly approved a new ASSITEJ Constitution in Malmo, Sweden, at the 17th ASSITEJ Congress. Apart from changes to the Preamble and the Election Procedure, the new statutory changes are specifically related to the Membership System.

ASSITEJ foregrounds the importance of the mission statement to unite the theatres, organizations and individuals in the world dedicated to children and youth. Past practice has offered the opportunity to be involved in the organization only through membership in the National Centres. The new statute confirms the importance of the National Centres as the basic form of membership. However alternative forms of membership are also offered, opening up the possibility for membership by Professional networks or as Individual members.

The following are guidelines relating to the membership policy, interpreted and supported by the current EC members. It will hopefully facilitate better practice in the next three year period.

‘All members are bound to be active in activities, projects or collaborations which reflect the aims and achieve the goals of ASSITEJ.’

ASSITEJ members: National centres, Professional networks and Individual members are bound to be actively engaged in activities, projects or collaborations which reflect the aims and achieve the goals of the Association (Constitution, article no. 5.4.) and in their admission policy for their membership must apply a policy of inclusion and representativity

membership



INDIVIDUALS

No voting power
\$50 - \$50 per year for 3 years



NATIONAL CENTRES

3 VOTES
Can make proposals
\$750 - \$150 per year for 3 years



CORRESPONDING MEMBERS

1 VOTE
\$75 per year for 3 years
with the view to becoming a full national centre or network member

iiian

international
inclus
arts
netw

PROFESSIONAL NETWORKS

3 votes
Can make proposals
\$\$750 - \$150 per year for 3 years

wri
play global.

connecting playwrights for
young audiences worldwide



The National Centre is intended to be representative of the field of theatre for children and young people as it exists in that country. The focus is on creating a nationally based network of professional members, first and foremost, but it should be noted that contexts for professionalism differ from country to country. For this reason, the term “professional” or “non professional” is understood within the context of the national centre and each national centre should define this term for itself.

National centres are networks of members which may include organizations, institutions, associations (actor training institutions, specialist artistic networks in

‘All efforts should be made to include all artists working in the field, to grow membership over time and to raise standards.’

the country, theatre archivers, theatre educators, university researchers, cultural centres, festivals etc.) and persons active in theatre for children and young people and supporting organizations, institutions, associations, or persons interested in theatre for children and young people (like critics, patrons, honorary members, social welfare organisations, literacy organisations,

educational institutions etc.) Theatre companies or artists who work partially for children and young people, and partially in other contexts, may also be admitted.

All efforts should be made to include all artists working in the field, to grow membership over time and to raise standards.

National centres should prioritise the aims of ASSITEJ according to an analysis of their national needs.

Professional networks are formal, international networks formed on the basis of sharing a common artistic interest/need or a particular area of specialisation in the field for example, playwriting, dance, research or theatre for young audiences across cultural, linguistic, national and other divides).

Professional networks may include those directly involved in a particular specialisation (actors, directors, scenographers, playwrights, researchers or arts critics in theatre for children and young people, etc), or those interested in exploring a particular theme or idea (dance theatre for young audience, theatre for the early years, inclusive theatre across all abilities, etc.). These members may be organizations, institutions, associations or persons actively engaged in the work of theatre for children and young people (these may include actor training institutions, theatre archivers, theatre educators, university researchers, cultural centres, festivals etc.) actively engaged in the particular specialisation, interest, need, theme or idea of the network, and supporting organizations, institutions, associations, or persons interested in theatre for children and young people (such as critics, patrons, honorary members, social welfare organisations, literacy organisations, educational institutions etc.), interested in the particular specialisation, interest, need, theme or idea of the network.

‘Professional artistic networks form around a common artistic interest, need or area of specialisation.’

It should be noted that regional networks comprising of national centres as members are not eligible for membership of ASSITEJ, since the national centres are already members of the association.

Professional networks should prioritise the aims of ASSITEJ according to an analysis of the specific need, interest, theme or idea that is their *raison d'être*.

Individual membership is meant to embrace theatre companies, organisations or persons who are *not able to participate in the other forms of ASSITEJ membership*, with the purpose of bringing them into networks and working towards the formation of new networks in the future.

Individual membership can take various forms. Here are some examples:

- A network organisation in a country where there is no ASSITEJ centre, due to the country not being officially recognised by the UN.
- A theatre company or other organisation which is currently not able to meet the requirements for membership as a National centre, due to lack of representivity (for example), but which wishes to participate in the work of ASSITEJ, while working towards membership as a National centre.
- Individuals from countries where there are currently no ASSITEJ National centres.
- Individuals from countries where there is an ASSITEJ National centre, but this centre has not given them access. (This last category will be subject to certain conditions (as outlined in chapter: Procedures for Membership)

Individual memberships are valid for 3 years only, after which time, it is anticipated that the Individual member will have been able to gain Full or Corresponding membership through some other means.

‘Individual memberships is valid for 3 years only, after which time it is hoped that the Individual member will have been able to gain Full or Corresponding Membership through some other means.’

Categories of membership and rights

Voting in General Assembly:

Full member	= 3 votes
Corresponding member	= 1 vote
Individual member	= 0 vote

Status of Full, Corresponding or Non-voting members, determine the rights of members.

Full members have the right to make proposals at constitutional meetings, to be elected to the Executive Committee, and to have THREE votes in the General Assembly.

Corresponding members have the right to make proposals at constitutional meetings and to have ONE vote in the General Assembly. Corresponding members do not have the right to be elected to the Executive Committee.

PROXY

A member (national centre or professional network) that is not present at a General Assembly may give their proxy to another member (national centre or professional network). Full members (three votes) will give their proxy to full members; and corresponding members (1 vote) may give their proxy to corresponding members or to full members. This proxy must be given in writing and communicated to the Secretary-General at least 12 hours before voting is due to begin.

A centre or network with full membership may have only one representative on the Executive Committee. Where a centre and a network nominate candidates from the same country, the candidate of the national centre takes preference and may stand for election. This means that should a professional network propose a candidate who happens to be from a country that is also putting forward a candidate for the national centre, the candidate of the national centre will take precedence, and the professional network will need to suggest another candidate.

‘No ONE country may be represented twice on the Executive Committee. National centres take precedence over Professional networks’

All **Individual members** are non-voting members and will only attain a vote by either forming or joining a national centre, or by forming or joining a professional network, and then following the procedures for ASSITEJ membership as outlined in the other documents. A non-voting member can receive news of the Association, can be recognised on the Association’s database, can share news of relevant activities, can participate in activities of ASSITEJ as a member, but without the right to vote or to be elected to any office within the Association.

Obligations

1. All ASSITEJ members should adhere to the constitution and the principles of inclusion and representivity that underpin the constitution.
2. Members have obligations to act upon the decisions made by the Association. All decisions taken by the General Assembly are binding for all members at the national as well as the international level.
3. Members are expected to update the Secretary General at least once a year, but preferably on a monthly basis. This can be done through the website, the newsletter, in person, or by other means. Communication is a key element in networking.

‘ALL ASSITEJ members must act on the decisions made by the Association.’

This means that in each national centre there is a person who takes responsibility for corresponding with the Secretary General. Both email and physical addresses should be provided. Most communication will occur by email, unless the national centre (in rare instances) is unable to use this medium.

4. All newsletters and other information sent from the Secretary General’s office should be forwarded to the membership of the national centre or network. No centre or network should be seen to keep information to itself, which could be of benefit to its members.
5. All full and corresponding members must use the acronym “ASSITEJ” either in the name of the centre or network or in the description in the subtitle. For example, “ASSITEJ Rwanda” or “ARTEJ – ASSITEJ in Rwanda” are both acceptable titles for a national centre. Wherever possible, the logo of ASSITEJ should be displayed alongside the logo of the national centre.

Membership fees

membership fees*:

full members	= \$750 / year
corresponding members	= \$75 / year
individual members with 5 or more members	= \$50 / year
individual members with fewer than 5 members	= \$30 / year

*US Dollars

Membership fees are determined by the General Assembly for a three year period, or until such time as the Executive Committee sees fit to propose a change to the fee structure.

Currently **Full Members** pay 750 USD annually. Members who have financial difficulties may pay less than this, provided it is equal to or more than the minimum amount of 150 USD.

Invoices are sent out by the Treasurer in November/December requesting payment. If a centre or network wishes to pay less than 750 USD, they need to request an invoice for the amount concerned.

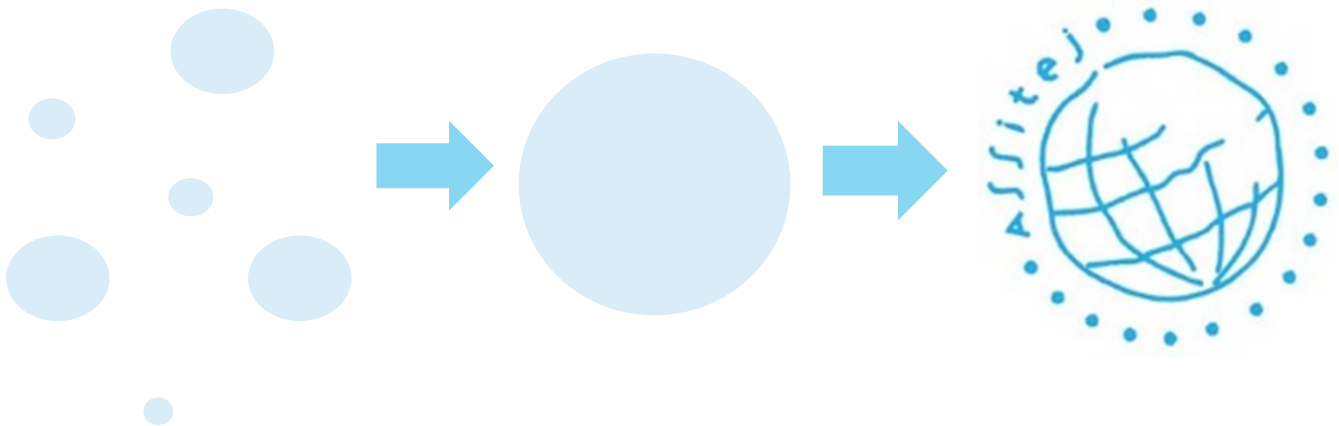
Currently **Corresponding Members** pay 75 USD annually. The same rules of payment apply as for Full Members.

Individual members that are organisations consisting of more than 5 people will pay 50 USD annually. Individual members that are a person or an organisation consisting of less than 5 people will pay 30 USD annually.

Payments should preferably be made by electronic transfer directly into the ASSITEJ bank account. Other forms of payment are also acceptable. The payment will be acknowledged by the Treasurer with a receipt.

Members who are unable to pay the full fee in a given year, may apply in writing to the Executive Committee, giving specific reasons, requesting for their fees to be reduced or waived. These reasons will be considered by the Executive Committee, and if the reduction or waiver is granted, no rights of the member will be compromised.

Procedures for Membership



National centres and Professional networks

Typically, an individual or individuals wishing to launch a national centre or professional network makes a call to, or approaches directly, the artists working in the field of theatre for children and young people in that country (for national centres), or to the artists working in the field of theatre for children and young people who share that particular specialisation, interest, need or idea (professional networks).

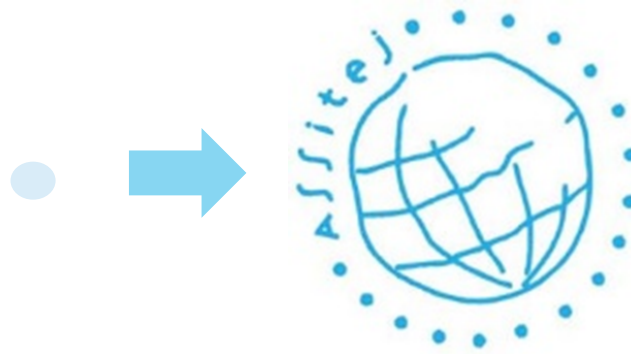
A national (or international) meeting is held to bring together these companies, organisations and persons. In case of network, it would be at an international event of significance for the network. Already existing companies, institutions and organisations of relevance to the field should be included in the network wherever possible. At this meeting, a board of representatives for the national centre or professional networks should be elected democratically. Ideally national centres should be formally constituted, according to the laws governing such associations in the given country. Professional networks may be formally constituted as associations where this is possible.

Once the board of the national centre, or the board/steering committee of the professional network has been established and membership of the association has reached a point considered sufficiently representative of the field to constitute a national centre or network (and the minimum requirements of the ASSITEJ constitution have been met), an application form for membership of ASSITEJ should be completed.

This application form is submitted to the Executive Committee and the request is discussed at one of the physical meetings of the EC, or via email. If the request is granted, then the national centre will be notified by the Secretary General, and the Treasurer will send an invoice requesting payment of membership fees for the first year. Once these fees have been received into the ASSITEJ account, the membership is considered active.

If the request is rejected, reasons for rejection will be given by the Secretary General, and the group will be given the opportunity to reapply once conditions for membership have been met.

Individual members



An individual member (theatre company, organization or person) wishing to apply for membership of ASSITEJ must approach the Secretary General with a written application stating their involvement or interest in theatre for young audiences. This application will also give clearly the reasons for the request. Application forms will be provided by the Secretary General on the website or by request.

The Secretary General will first ascertain whether or not there is an ASSITEJ centre in the country of origin of the applicant. If this is not the case, they will further enquire whether the applicant would like to/is able to join one of the international networks, if there is a network relevant to the work of the applicant.

Should the applicant not have any other options for membership, then the application may be taken forward to an Executive Committee meeting. The application form is submitted to the Executive Committee and the request is discussed at one of the physical meetings of the EC, or via email. If the request is granted, then the applicant will be notified by the Secretary General, and the Treasurer will send an invoice requesting payment of membership fees for the first year. Once these fees have been received into the ASSITEJ account, the membership is considered active.

If the request is rejected, reasons for rejection will be given by the Secretary General, and the applicant will be given the opportunity to reapply once conditions for membership have been met.

Membership is dependent on the payment of annual fees and on communication (at least once annually) with the Secretary General. Individual memberships are valid for 3 years only, after which time, it is anticipated that the Individual member will have been able to gain Full or Corresponding membership through some other means. Should this not be the case, the theatre company, organisation or person will have to reapply for Individual membership, once again giving reasons for doing so.

On being granted Individual membership, the individual is tasked to work towards becoming part of a network, by working to establish a national centre in his/her country. Should more Individual members join from the same country, they will be directed towards this Individual member until a network has been formed which is considered sufficiently representative of the field to meet the minimum requirements of the ASSITEJ constitution. Then an application form for membership as a National centre of ASSITEJ should be completed, and the process followed for approval as a National centre.

In the case of individuals applying from countries *where there is already a national centre*, the following procedure will apply:

1. The National centre will be notified by the Secretary General of the application and of the reasons given for the request.
2. A period of 3 months will be allowed, during which time the National centre has the opportunity to either invite the applicant to join their centre, or to give reasons why ASSITEJ membership should not be granted to this particular individual, company or organisation. These reasons will be submitted to the Secretary General, who together with the Officers of the Executive Committee, will deliberate on the submissions on a case-by-case basis.
3. Should the decision be taken to grant Individual membership of ASSITEJ to the applicant, the Secretary General will communicate the reasons for the decision to the National centre.
4. The National centre may appeal the decision at an Executive Committee Meeting, if they so desire. Once a decision on the appeal has been taken, it will be final and binding for the term of that Executive Committee.
5. Membership will be given to the Individual member for a period of no longer than 3 years. Should the Individual member wish to reapply for membership of ASSITEJ at the end of the three year term, they will need to reapply through the proper procedures and give reasons for their application.
6. Wherever possible, membership of a national centre or professional network is encouraged by ASSITEJ.

Resignation



We urge members to engage with the Secretary General about their problems before taking the step to resign from the Association.

When resigning from the Association, national centres should give reasons for their resignation, so that the Association may have a stronger sense of what its membership needs and wants.

Suspension or Expulsion from membership

Suspension of membership implies that the member will not be acknowledged as a member of ASSITEJ until such time as certain criteria have been met.

Suspension is usually for a set period, say 6 months, in which a member (national centre, network or individual member) is asked to reorganise themselves to meet their constitutional obligations or to deal with other issues identified as problematic by the Executive Committee.

Expulsion implies that the member will no longer be considered part of the association. Expulsion is usually a last resort after a period of communication with the member. Reasons for expulsion include but are not limited to: non-payment of fees for three or more years; non-communication and non-responsiveness; exclusivity, lack of representation or gate-keeping activity; refusal to adhere to the constitution of ASSITEJ; bringing ASSITEJ into disrepute.

Once expulsion of a national centre has occurred, the Executive Committee should wherever possible work towards finding theatre companies, organisations and persons in that country who might form a new centre.

Appeals

A member wishing to appeal the rejection, suspension or expulsion of their membership status should give notice of the appeal in writing to the Secretary-General so as to be included in the Agenda for the General Assembly.

The General Assembly will hear both the appeal and the reasons of the Executive Committee for the decision. They may overturn the decision of the Executive Committee by a majority vote.

MEMBERSHIP POLICY AND PROTOCOLS: NATIONAL CENTRES

CONSTITUTION	EXPLANATIONS
1. Underlying philosophy:	
<i>No theatre, organization or individual can be refused admittance to membership of ASSITEJ on the basis of age, gender, ethnicity, disability or ability, sexual orientation, cultural identity, national origin, or political or religious conviction.</i>	National centres must therefore apply a policy of inclusion and representivity in their admission policy for membership of the national centre.
2. National Centres: Criteria for membership	
2.1 Description	
<i>National centres are networks of theatre companies, organisations and persons working in that country in the field of theatre for children and young people.</i>	The national centre is intended to be representative of the field of theatre for children and young people as it exists in that country. All efforts should be made to include all artists working in the field and to raise standards by engaging with artists in exchanges and other activities, rather than by limiting membership to a select few. National centres should be actively working to grow their membership over time.
2.2 Categories of membership within national centres are:	
<i>Professional theatre companies or artists performing for children and young people.</i>	The term “professional” is understood to mean professional within the context of the national centre. Each national centre should determine for itself what constitutes “professional”. Theatre companies or artists who work partially for children and young people and partially in other contexts, may also be admitted.
<i>Non-professional theatre companies or artists performing for children and young people.</i>	The term “non-professional” is understood to mean non-professional within the context of the national centre. Each national centre should determine for itself what constitutes “non-professional”.
<i>Organizations, institutions, associations or persons actively engaged in the work of theatre for children and young people.</i>	These may include actor training institutions, specialist artistic networks in the country, theatre archivers, theatre educators, university researchers, cultural centres, festivals etc.
<i>Supporting organizations, institutions, associations, or persons interested in theatre for children and young people.</i>	These may include critics, patrons, honorary members, social welfare organisations, literacy organisations, educational institutions etc.

2.3 Criteria for full or corresponding membership:	
<i>To qualify for full membership in the Association, a national centre must be a network comprising of at least three (3) professional members (2.1), or five (5) members with at least two (2) professional members (2.1) and three (3) non-professional members (2.2).</i>	These are minimum criteria; ideally a national centre will comprise more members than is described here. The focus is on creating a national network of professional members, first and foremost, but it should be noted that contexts for professionalism differ from country to country.
<i>To qualify for corresponding membership, a national centre must be a network of theatre companies, organisations, and persons which does not achieve the above criteria.</i>	The term “network” implies a minimum of THREE theatre companies, organisations or persons working in the field.
3. Rights and Obligations of Membership	
3.1 Rights of Membership	
<i>Full members have the right to make proposals at constitutional meetings, to be elected to the Executive Committee, and to have THREE votes in the General Assembly.</i>	A full member that is not present at a General Assembly may give their proxy (3 votes) to another national centre that is a full member of ASSITEJ. This proxy must be given in writing and communicated to the Secretary-General at least 12 hours before voting is due to begin. Only one person from a national centre may be proposed for election to the Executive Committee.
<i>Corresponding members have the right to make proposals at constitutional meetings and to have ONE vote in the General Assembly. Corresponding members do not have the right to be elected to the Executive Committee.</i>	A corresponding member that is not present at a General Assembly may give their proxy (1 vote) to another national centre that is either a full or corresponding member of ASSITEJ. This proxy must be given in writing and communicated to the Secretary-General at least 12 hours before voting is due to begin.
3.2 Obligations of Membership	
<i>All members have the following obligations:</i>	
<i>to work to achieve the aims defined by the Association,</i>	National centres should be actively engaged in activities, projects or collaborations which reflect the aims of the Association. National centres should prioritise aims according to an analysis of their national needs.

	<p>The aims of the Association (when applied to national centres) include:</p> <ul style="list-style-type: none"> ○ To work for the rights of children and young people to artistic experiences especially designed and created for them in that country. ○ To work for the recognition and acknowledgement of theatre for children and young people in that country. ○ To work for improvement of the conditions of theatre for children and young people in that country. ○ To improve the common knowledge of theatre for children and young people, thus drawing the attention of international and national authorities to the importance of taking children and young people and the artistic work created for them seriously. ○ To give people working with theatre for children and young people in that country the opportunity to learn about the work of colleagues from other countries and cultures, thus enabling them to enrich theatre for children and young people in their own country. ○ To form and sustain a national centre which functions in accordance with the mission, constitution and policies of the Association. This centre shall unite all theatres, organizations, and persons interested in theatre for children and young people in that country. ○ To participate in international artistic networks to explore different aspects of artistic work for children and young people, to increase the artistic competence of artists and to benefit them.
<i>to maintain its statutes,</i>	National centres should adhere to the constitution and the principles of inclusion and representivity that underpin the constitution.
<i>to act upon the decisions made by the Association,</i>	All decisions taken by the General Assembly are binding for all members at the national as well as the international level.
<i>to pay their membership fees,</i>	See notes on membership fees below.
<i>to keep the Secretary General informed of their activities on a regular basis,</i>	National centres are expected to update the Secretary General at least once a year, but preferably on a monthly basis. This can be done through the website, the newsletter, in person, or by other means. Communication is a key element in networking.
<i>to appoint a correspondent,</i>	This means that in each national centre there is a person who takes responsibility for corresponding with the Secretary

	General.
<i>to provide a permanent address,</i>	Both email and physical addresses should be provided. Most communication will occur by email, unless the national centre (in rare instances) is unable to use this medium.
<i>and to communicate to their members the information sent from the Secretary General's office.</i>	All newsletters and other information sent from the Secretary General's office should be forwarded to the membership of the national centre. No centre should be seen to keep information to itself, which could be of benefit to its members.
All full and corresponding members must use the acronym "ASSITEJ" either in the name of the centre or network or in the description in the subtitle.	For example, "ASSITEJ Rwanda" or "ARTEJ – ASSITEJ in Rwanda" are both acceptable titles for a national centre. Wherever possible, the logo of ASSITEJ should be displayed alongside the logo of the national centre.
3.3 Payment of Membership fees	
<i>Membership fees, which are determined by the General Assembly, are due on 1st January of each year and must be sent to the Treasurer. Members more than six (6) months in arrears lose the right to vote in the General Assembly.</i>	<p>Membership fees are determined by the General Assembly for a three year period, or until such time as the Executive Committee sees fit to propose a change to the fee structure.</p> <p>Currently Full Members pay 750 USD annually.</p> <p>Members who have financial difficulties may pay less than this, provided it is equal to or more than the minimum amount of 150 USD annually.</p> <p>Invoices are sent out by the Treasurer in November/December requesting payment. If a centre wishes to pay less than 750 USD, they need to request an invoice for the amount concerned.</p> <p>Payments should preferably be made by electronic transfer directly into the ASSITEJ bank account. Other forms of payment are also acceptable. The payment will be acknowledged by the Treasurer with a receipt.</p> <p>Members who are unable to pay the full fee in a given year, may apply in writing to the Executive Committee, giving specific reasons, requesting for their fees to be reduced or waived. These reasons will be considered by the Executive Committee, and if the reduction or waiver is granted, no rights of the member will be compromised.</p>
	<p>Currently Corresponding Members pay 75 USD annually.</p> <p>The same rules of payment apply as for Full Members.</p>
4. Procedures for Membership	
4.1 Application for membership	Process of applying for membership:
<i>Written applications for</i>	Typically, an individual or individuals wishing to launch a

<p><i>membership shall be addressed to the Secretary General. These applications will be considered, approved, or denied by the Executive Committee. In the case of a denial by the Executive Committee, the applicant may appeal to the next General Assembly.</i></p>	<p>national centre makes a call to, or approaches directly, the artists working in the field of theatre for children and young people in that country. A national meeting is held to bring together these companies, organisations and persons. Already existing companies, institutions and organisations of relevance to the field should be included in the network wherever possible. At this meeting, a board of representatives for the national centre should be elected democratically. Ideally national centres should be formally constituted, according to the laws governing such associations in the given country.</p>
	<p>Once the board of the national centre has been established and membership of the association has reached a point considered sufficiently representative of the field to constitute a national centre (and the minimum requirements of the ASSITEJ constitution have been met), an application form for membership of ASSITEJ should be completed.</p>
	<p>This application form is submitted to the Executive Committee and the request is discussed at one of the physical meetings of the EC, or via email.</p>
	<p>If the request is granted, then the national centre will be notified by the Secretary General, and the Treasurer will send an invoice requesting payment of membership fees for the first year. Once these fees have been received into the ASSITEJ account, the membership is considered active.</p> <p>If the request is rejected, reasons for rejection will be given by the Secretary General, and the group will be given the opportunity to reapply once conditions for membership have been met.</p>
<h4>4.2 Resignation from membership</h4>	
<p><i>Any member that wishes to resign from the Association should inform the Secretary General in writing. The resignation will take effect from 1st January in the following year.</i></p>	<p>We urge members to engage with the Secretary General about their problems before taking the step to resign from the Association.</p> <p>When resigning from the Association, national centres should give reasons for their resignation, so that the Association may have a stronger sense of what its membership needs and wants.</p>
<h4>4.3 Suspension or Expulsion from membership</h4>	
<p><i>The Executive Committee may decide, by a majority of two-thirds, on the suspension, or expulsion of any member whose work conflicts with the fundamental aims of this Association, or who has failed several times in one of the obligations</i></p>	<p>Suspension of membership implies that the member will not be acknowledged as a member of ASSITEJ until such time as certain criteria have been met.</p> <p>Suspension is usually for a set period, say 6 months, in which a national centre is asked to reorganise themselves to meet their constitutional obligations or to deal with other issues identified as problematic by the Executive Committee.</p> <p>Expulsion implies that the member will no longer be considered part of the association. Expulsion is usually a last</p>

<p><i>mentioned in Article 6.4. Any centre which has been suspended, or expelled loses the right to use the acronym "ASSITEJ".</i></p>	<p>resort after a period of communication with the centre. Reasons for expulsion include but are not limited to: non-payment of fees for three or more years; non-communication and non-responsiveness; exclusivity, lack of representation or gate-keeping activity; refusal to adhere to the constitution of ASSITEJ; bringing ASSITEJ into disrepute.</p> <p>Once expulsion has occurred, the Executive Committee should wherever possible work towards finding theatre companies, organisations and persons in that country who might form a new centre.</p>
<p><i>Any rejected, suspended, or expelled member may appeal to the next General Assembly.</i></p>	<p>Notice of the appeal must be given in writing to the Secretary-General so as to be included in the Agenda for the General Assembly.</p> <p>The General Assembly will hear both the appeal and the reasons of the Executive Committee for the decision. They may overturn the decision of the Executive Committee by a majority vote.</p>

MEMBERSHIP POLICY AND PROTOCOLS: PROFESSIONAL NETWORKS

CONSTITUTION	EXPLANATIONS
1. Underlying philosophy:	
<i>No theatre, organization or individual can be refused admittance to membership of ASSITEJ on the basis of age, gender, ethnicity, disability or ability, sexual orientation, cultural identity, national origin, or political or religious conviction.</i>	Professional networks must therefore apply a policy of inclusion and representivity in their admission policy for membership of the professional network.
2. Professional networks: Criteria for membership	
2.1 Description	
<i>Professional networks are formal, international networks of theatre companies, organisations, and/or persons working in and supporting the field of theatre for children and young people.</i> <i>Professional networks can be formed on the basis of sharing a common artistic interest or need related to the work of theatre for children and young people, and which serves the growth of the field.</i>	Professional networks are intended to bring together theatre companies, organisations or persons across cultural, linguistic, national and other divides, because of a shared interest or need related to the field of theatre for children and young people. In professional networks, membership may be specific to a particular area of specialisation in the field. Professional networks may include, for example, networks of actors, directors, scenographers, playwrights, researchers or arts critics in theatre for children and young people, etc. Networks may also grow up around a theme or idea, for example, dance theatre for young audience, theatre for the early years, inclusive theatre across all abilities, theatre in schools, etc.
2.2 Categories of membership within professional networks are:	
<i>(a) Professional theatre companies or artists performing for children and young people.</i>	Professionals directly involved in the particular specialisation, interest, need, theme or idea of the network.
<i>(b) Non-professional theatre companies or artists performing for children and young people.</i>	Non-professionals directly involved in the particular specialisation, interest, need, theme or idea of the network.
<i>(c) Organizations, institutions, associations or persons actively engaged in the work of theatre for children and young people.</i>	These may include actor training institutions, theatre archivers, theatre educators, university researchers, cultural centres, festivals etc. actively engaged in the particular specialisation, interest, need, theme or idea of the network.
<i>(d) Supporting organizations, institutions,</i>	These may include critics, patrons, honorary members, social welfare organisations, literacy organisations,

<i>associations, or persons interested in theatre for children and young people.</i>	educational institutions etc, interested in the particular specialisation, interest, need, theme or idea of the network.
2.3 Criteria for full or corresponding membership:	
<i>To qualify for full membership in the Association, a professional network should be a global network which includes members from at least seven (7) countries from two (2) or more continents.</i>	These are minimum criteria; ideally a professional network will comprise more members than described here. The seven members should fall into categories (a) or (c). Additional members may belong to categories (b) or (d). It should be noted that regional networks comprising of national centres as members are <u>not</u> eligible for membership of ASSITEJ, since the national centres are already members of the association.
<i>Those professional networks which do not meet the above criteria, but include members from a minimum of five (5) countries, may apply for corresponding membership.</i>	These five members should fall into categories (a) or (c). Additional members may belong to categories (b) or (d).
3. Rights and Obligations of Membership	
3.1 Rights of Membership	
<i>Full members have the right to make proposals at constitutional meetings, to be elected to the Executive Committee, and to have THREE votes in the General Assembly.</i>	A full member that is not present at a General Assembly may give their proxy (3 votes) to another professional network that is a full member of ASSITEJ. This proxy must be given in writing and communicated to the Secretary-General.
<i>A centre or network with full membership may have only one representative on the Executive Committee. Where a centre and a network nominate candidates from the same country, the candidate of the national centre takes preference and may stand for election.</i>	Only one person from any country may be proposed for election to the Executive Committee. This means that should a professional network propose a candidate who happens to be from a country that is also putting forward a candidate for the national centre, the candidate of the national centre will take precedence, and the professional network will need to suggest another candidate.
<i>Corresponding members have the right to make proposals at constitutional meetings and to have ONE vote in the General Assembly. Corresponding members do not have the right to be elected to the Executive Committee.</i>	A corresponding member that is not present at a General Assembly may give their proxy (1 vote) to another professional network that is either a full or corresponding member of ASSITEJ. This proxy must be given in writing and communicated to the Secretary-General.
3.2 Obligations of Membership	
<i>All members have the following obligations:</i>	

<i>to work to achieve the aims defined by the Association,</i>	<p>Professional networks should be actively engaged in activities, projects or collaborations which reflect the aims of the Association.</p> <p>Professional networks should prioritise aims according to an analysis of the specific need, interest, theme or idea that is their <i>raison d'être</i>.</p> <p>The aims of the Association (when applied to professional networks) include:</p> <ul style="list-style-type: none"> ○ To work for the rights of children and young people to artistic experiences especially designed and created for them across the world. ○ To work for the recognition and acknowledgement of theatre for children and young people across the world. ○ To work for improvement of the conditions of theatre for children and young people. ○ To improve the common knowledge of theatre for children and young people, thus drawing the attention of international and national authorities to the importance of taking children and young people and the artistic work created for them seriously. ○ To give people working with theatre for children and young people the opportunity to learn about the work of colleagues from other countries and cultures, thus enabling them to enrich theatre for children and young people in their own contexts. ○ To form and sustain a professional network which functions in accordance with the mission, constitution and policies of the Association. This network shall unite theatres, organizations, and persons interested in the particular focus, need, interest or theme identified by the network. ○ To participate in international artistic networks to explore different aspects of artistic work for children and young people, to increase the artistic competence of artists and to benefit them.
<i>to maintain its statutes,</i>	<p>Professional networks should adhere to the constitution and the principles of inclusion and representivity that underpin the constitution.</p>
<i>to act upon the decisions made by the Association,</i>	<p>All decisions taken by the General Assembly are binding for all members of professional networks at the national as well as the international level.</p>

<i>to pay their membership fees,</i>	See notes on membership fees below.
<i>to keep the Secretary General informed of their activities on a regular basis,</i>	Professional networks are expected to update the Secretary General at least once a year, but preferably on a monthly basis. This can be done through the website, the newsletter, in person, or by other means. Communication is a key element in networking.
<i>to appoint a correspondent,</i>	This means that in each professional network there is a person who takes responsibility for corresponding with the Secretary General.
<i>to provide a permanent address,</i>	Both email and physical addresses should be provided. Most communication will occur by email, unless the professional network (in rare instances) is unable to use this medium.
<i>and to communicate to their members the information sent from the Secretary General's office.</i>	All newsletters and other information sent from the Secretary General's office should be forwarded to the membership of the professional network. No network should be seen to keep information to its board or steering committee, which could be of benefit to its members.
All full and corresponding members must use the acronym "ASSITEJ" either in the name of the network or in the description in the subtitle.	For example, "Write Local Play Global – ASSITEJ Playwrights network" or "ASSITEJ Playwrights' Network" are both acceptable titles for a professional network.
3.3 Payment of Membership fees	
<i>Membership fees, which are determined by the General Assembly, are due on 1st January of each year and must be sent to the Treasurer. Members more than six (6) months in arrears lose the right to vote in the General Assembly.</i>	<p>Membership fees are determined by the General Assembly for a three year period, or until such time as the Executive Committee sees fit to propose a change to the fee structure. Currently Full Members pay 750 USD annually.</p> <p>Members who have financial difficulties may pay less than this, provided it is equal to or more than the minimum amount of 150 USD annually.</p> <p>Invoices are sent out by the Treasurer in November/December requesting payment. If a network wishes to pay less than 750 USD, they need to request an invoice for the amount concerned.</p> <p>Payments should preferably be made by electronic transfer directly into the ASSITEJ bank account. Other forms of payment are also acceptable. The payment will be acknowledged by the Treasurer with a receipt.</p> <p>Networks that are unable to pay the full fee in a given year, may apply in writing to the Executive Committee, giving specific reasons, requesting for their fees to be reduced or waived. These reasons will be considered by the Executive Committee, and if the reduction or waiver is</p>

	granted, no rights of the member will be compromised.
	Currently Corresponding Members pay 75 USD annually. The same rules of payment apply as for Full Members.
4. Procedures for Membership	
4.1 Application for membership	Process of applying for membership:
<i>Written applications for membership shall be addressed to the Secretary General. These applications will be considered, approved, or denied by the Executive Committee. In the case of a denial by the Executive Committee, the applicant may appeal to the next General Assembly.</i>	<p>Typically, an individual or individuals wishing to launch a professional network makes a call to, or approaches directly, the artists working in the field of theatre for children and young people who share that particular specialisation, interest, need or idea. ASSITEJ may support the building of the network by making an international call for participation.</p> <p>An international meeting is held to bring together these companies, organisations and persons at an event of significance for the network. Already existing companies, institutions and organisations of relevance to the field should be included in the network wherever possible. At this meeting, a board of representatives for the professional network should be elected democratically. Professional networks may be formally constituted as associations, where this is possible.</p>
	Once the board/steering committee of the professional network has been established and membership of the network has reached a point considered sufficiently representative of the field to meet the minimum requirements of the ASSITEJ constitution, an application form for membership of ASSITEJ should be completed.
	This application form is submitted to the Executive Committee and the request is discussed at one of the physical meetings of the EC, or via email.
	<p>If the request is granted, then the professional network will be notified by the Secretary General, and the Treasurer will send an invoice requesting payment of membership fees for the first year. Once these fees have been received into the ASSITEJ account, the membership is considered active.</p> <p>If the request is rejected, reasons for rejection will be given by the Secretary General, and the network will be given the opportunity to reapply once conditions for membership have been met.</p>
4.2 Resignation from membership	
<i>Any member that wishes to resign from the Association should inform the Secretary General in writing. The resignation will take effect</i>	<p>We urge members to engage with the Secretary General about their problems before taking the step to resign from the Association.</p> <p>When resigning from the Association, professional</p>

<i>from 1st January in the following year.</i>	networks should give reasons for their resignation, so that the Association may have a stronger sense of what its membership needs and wants.
4.3 Suspension or Expulsion from membership	
<i>The Executive Committee may decide, by a majority of two-thirds, on the suspension, or expulsion of any member whose work conflicts with the fundamental aims of this Association, or who has failed several times in one of the obligations mentioned in Article 6.4. Any centre which has been suspended, or expelled loses the right to use the acronym "ASSITEJ".</i>	<p>Suspension of membership implies that the member will cease to be acknowledged as a member of ASSITEJ until such time as certain criteria have been met. Suspension is usually for a set period, say 6 months, in which a professional network is asked to reorganise themselves to meet their constitutional obligations or to deal with other issues identified as problematic by the Executive Committee.</p> <p>Expulsion implies that the member will no longer be considered part of the association. Expulsion is usually a last resort after a period of communication with the network. Reasons for expulsion include but are not limited to: non-payment of fees for three or more years; non-communication and non-responsiveness; exclusivity, lack of representation or gate-keeping activity; refusal to adhere to the constitution of ASSITEJ; bringing ASSITEJ into disrepute.</p>
<i>Any suspended, or expelled member may appeal to the next General Assembly.</i>	<p>Notice of the appeal must be given in writing to the Secretary-General so as to be included in the Agenda for the General Assembly.</p> <p>The General Assembly will hear both the appeal and the reasons of the Executive Committee for the decision. They may overturn the decision of the Executive Committee by a majority vote.</p>

MEMBERSHIP POLICY AND PROTOCOLS: INDIVIDUALS

CONSTITUTION	EXPLANATIONS
1. Underlying philosophy:	
<i>No theatre, organization or individual can be refused admittance to membership of ASSITEJ on the basis of age, gender, ethnicity, disability or ability, sexual orientation, cultural identity, national origin, or political or religious conviction.</i>	No individuals can be refused admittance to ASSITEJ on these bases; however, the protocols and policies outlined below, pertain.
2. Individuals: Criteria for membership	
2.1 Description	
<i>Individual members (theatre companies, organisations, or persons) dedicated to theatre for children and young people, who are not able to participate in other forms of ASSITEJ membership.</i>	<p>Individual membership is meant to embrace theatre companies, organisations or persons who are not able to participate in the other forms of ASSITEJ membership, with the purpose of bringing them into networks and working towards the formation of new networks in the future.</p> <p>Individual membership can take various forms. Here are some examples:</p> <ul style="list-style-type: none"> • A network organisation in a country where there is no ASSITEJ centre, due to the country not being officially recognised by the UN. • A theatre company or other organisation which is currently not able to meet the requirements for membership as a National centre, due to lack of representivity (for example), but which wishes to participate in the work of ASSITEJ, while working towards membership as a National centre. • Individuals from countries where there are currently no ASSITEJ National centres. • Individuals from countries where there is an ASSITEJ National centre, but this centre has not given them access or where the national centre has no objection to their also holding individual membership. This last category will be subject to certain conditions as outlined below.
2.2 Categories of membership for Individual members:	
<i>(a) Professional</i>	Professionals directly involved in theatre for young audiences

<i>theatre companies or artists performing for children and young people.</i>	
<i>(b) Non-professional theatre companies or artists performing for children and young people.</i>	Non-professionals directly involved in theatre for young audiences
<i>(c) Organizations, institutions, associations or persons actively engaged in the work of theatre for children and young people.</i>	These may include actor training institutions, theatre archivers, theatre educators, university researchers, cultural centres, festivals etc. actively engaged in theatre for young audiences
<i>(d) Supporting organizations, institutions, associations, or persons interested in theatre for children and young people.</i>	These may include critics, patrons, honorary members, social welfare organisations, literacy organisations, educational institutions, interested in theatre for young audiences.
2.3: Non-voting membership	
<i>All Individual members are non-voting members.</i>	Individual members will only attain a vote by either forming or joining a national centre, or by forming or joining a professional network, and then following the procedures for ASSITEJ membership as outlined in the other documents.
3. Rights and Obligations of Membership	
3.1 Rights of Membership	
<i>Non-voting members have the right to participate in the work of the Association, including giving proposals at constitutional meetings, but do not have the right to vote according to the rules detailed in Article 9. Additionally, non-voting members do not have the right to be elected to the Executive Committee.</i>	A non-voting member can receive news of the Association, can be recognised on the Association's database, can share news of relevant activities, can participate in activities of ASSITEJ as a member, but without the right to vote or to be elected to any office within the Association.
3.2 Obligations of Membership	
<i>All members have the following obligations:</i>	

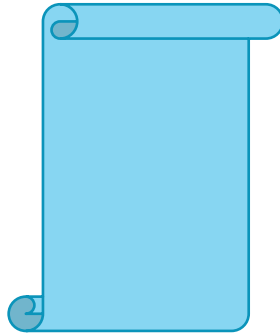
<i>to work to achieve the aims defined by the Association,</i>	<p>Individual members should be actively engaged in activities, projects or collaborations which reflect the aims of the Association.</p> <p>The aims of the Association (when applied to individual members) include:</p> <ul style="list-style-type: none"> ○ To work for the rights of children and young people to artistic experiences especially designed and created for them across the world. ○ To work for the recognition and acknowledgement of theatre for children and young people across the world. ○ To work for improvement of the conditions of theatre for children and young people. ○ To improve the common knowledge of theatre for children and young people, thus drawing the attention of international and national authorities to the importance of taking children and young people and the artistic work created for them seriously. ○ To give people working with theatre for children and young people the opportunity to learn about the work of colleagues from other countries and cultures, thus enabling them to enrich theatre for children and young people in their own contexts. ○ To form and sustain networks which function in accordance with the mission, constitution and policies of the Association.
<i>to maintain its statutes,</i>	Individual members should adhere to the constitution in all respects.
<i>to act upon the decisions made by the Association,</i>	All decisions taken by the General Assembly are binding for all individual members.
<i>to pay their membership fees,</i>	See notes on membership fees below.
<i>to keep the Secretary General informed of their activities on a regular basis,</i>	Individual members are expected to update the Secretary General at least once a year. This can be done through the website, the newsletter, in person, or by other means. Communication is a key element in networking.
<i>to appoint a correspondent,</i>	This means that each Individual member (if it is an organisation rather than a person) appoints someone who takes responsibility for corresponding with the Secretary General.
<i>to provide a permanent address,</i>	Both email and physical addresses should be provided. Most communication will occur by email, unless the Individual member (in rare instances) is unable to use this medium.
<i>and to communicate to their members the information sent from</i>	In instances where Individual members are organisations, all newsletters and other information sent from the Secretary General's office should be forwarded to the membership of that

<i>the Secretary General's office.</i>	organisation. No Individual member should be seen to keep information to its board or steering committee, which could be of benefit to its members.
3.3 Payment of Membership fees	
<i>Membership fees, which are determined by the General Assembly, are due on 1st January of each year and must be sent to the Treasurer. Members more than six (6) months in arrears lose the right to vote in the General Assembly.</i>	<p>Membership fees are determined by the General Assembly for a three year period, or until such time as the Executive Committee sees fit to propose a change to the fee structure.</p> <p>Individual members that are organisations consisting of more than 5 people, will pay 50 USD annually.</p> <p>Individual members that are a person or an organisation consisting of less than 5 people, will pay 30 USD annually.</p> <p>Invoices are sent out by the Treasurer in November/December requesting payment.</p> <p>Payments should preferably be made by electronic transfer directly into the ASSITEJ bank account. Other forms of payment are also acceptable. The payment will be acknowledged by the Treasurer with a receipt.</p>
4. Procedures for Membership	
4.1 Application for membership	Process of applying for membership:
<i>Written applications for membership shall be addressed to the Secretary General. These applications will be considered, approved, or denied by the Executive Committee. In the case of a denial by the Executive Committee, the applicant may appeal to the next General Assembly.</i>	<p>An individual member (theatre company, organization or person) wishing to apply for membership of ASSITEJ must approach the Secretary General with a written application stating their involvement or interest in theatre for young audiences. This application will also give clearly the reasons for the request. Application forms will be provided by the Secretary General on the website or by request,</p> <p>The Secretary General will first ascertain whether or not there is an ASSITEJ centre in the country of origin of the applicant. If this is not the case, they will further enquire whether the applicant would like to/is able to join one of the international networks, if there is a network relevant to the work of the applicant.</p> <p>Should the applicant not have any other options for membership, then the application may be taken forward to an Executive Committee meeting.</p>
	The application form is submitted to the Executive Committee and the request is discussed at one of the physical meetings of the EC, or via email.
	<p>If the request is granted, then the applicant will be notified by the Secretary General, and the Treasurer will send an invoice requesting payment of membership fees for the first year. Once these fees have been received into the ASSITEJ account, the membership is considered active.</p> <p>If the request is rejected, reasons for rejection will be given by the</p>

	Secretary General, and the applicant will be given the opportunity to reapply once conditions for membership have been met.
<i>Continued membership</i>	<p>Membership is dependent on the payment of annual fees and on communication (at least once annually) with the Secretary General. Individual memberships are valid for 3 years only, after which time, it is anticipated that the Individual member will have been able to gain Full or Corresponding membership through some other means.</p> <p>Should this not be the case, the theatre company, organisation or person will have to reapply for Individual membership, once again giving reasons for doing so.</p>
<i>Towards forming national centres</i>	<p>On being granted Individual membership, the individual is tasked to work towards becoming part of a network, by working to establish a national centre in his/her country. Should more Individual members join from the same country, they will be directed towards this Individual member until a network has been formed which is considered sufficiently representative of the field to meet the minimum requirements of the ASSITEJ constitution. Then an application form for membership as a National centre of ASSITEJ should be completed, and the process followed for approval as a National centre.</p>
<i>In the case of individuals applying from countries, where there is already a national centre</i>	<p>In this case, the following procedure will apply:</p> <ol style="list-style-type: none"> 1. The National centre will be notified by the Secretary General of the application and of the reasons given for the request. 2. A period of 3 months will be allowed during which time the National centre has the opportunity to either invite the applicant to join, or to give reasons why ASSITEJ membership should not be granted to this particular individual, company or organisation, or state that they have no objection to the individual membership being granted. These reasons will be submitted to the Secretary General, who together with the Officers of the Executive Committee, will deliberate on the submissions on a case-by-case basis. 3. Should the decision be taken to grant Individual membership of ASSITEJ to the applicant, the Secretary General will communicate the reasons for the decision to the National centre. 4. The National centre may appeal the decision at an Executive Committee Meeting, if they so desire. Once a decision on the appeal has been taken, it will be final and binding for the term of that Executive Committee. 5. Membership will be given to the Individual member for a period of no longer than 3 years. Should the Individual member wish to reapply for membership of ASSITEJ at the end of the three year term, they will need to reapply through the proper procedures and give reasons for their application. 6. Wherever possible, membership of a national centre or

	professional network is encouraged by ASSITEJ.
4.2 Resignation from membership	
<i>Any member that wishes to resign from the Association should inform the Secretary General in writing. The resignation will take effect from 1st January in the following year.</i>	<p>We urge members to engage with the Secretary General about their problems before taking the step to resign from the Association.</p> <p>When resigning from the Association, Individual members should give reasons for their resignation, so that the Association may have a stronger sense of what its membership needs and wants.</p>
4.3 Suspension or Expulsion from membership	
<i>The Executive Committee may decide, by a majority of two-thirds, on the suspension, or expulsion of any member whose work conflicts with the fundamental aims of this Association, or who has failed several times in one of the obligations mentioned in Article 6.4. Any centre which has been suspended, or expelled loses the right to use the acronym "ASSITEJ".</i>	<p>Suspension of membership implies that the member will cease to be acknowledged as a member of ASSITEJ until such time as certain criteria have been met. Suspension is usually for a set period, say 6 months, in which an individual member is asked to account for themselves to meet their constitutional obligations or to deal with other issues identified as problematic by the Executive Committee.</p> <p>Expulsion implies that the member will no longer be considered part of the association. Expulsion is usually a last resort after a period of communication with the individual. Reasons for expulsion include but are not limited to: non-payment of fees for one or more years; non-communication and non-responsiveness; refusal to adhere to the constitution of ASSITEJ; bringing ASSITEJ into disrepute.</p>
<i>Any suspended, or expelled member may appeal to the next General Assembly.</i>	<p>Notice of the appeal must be given in writing to the Secretary-General so as to be included in the Agenda for the General Assembly.</p> <p>The General Assembly will hear both the appeal and the reasons of the Executive Committee for the decision. They may overturn the decision of the Executive Committee by a majority vote.</p>

PROFESSIONAL CODE OF CONDUCT



An ASSITEJ member (whether an individual, theatre company, organisation, institution, network or national centre) will:

- Accept and support the constitution of ASSITEJ, and work to further its stated mission, vision, aims and objectives;
- Be aware that ASSITEJ exists to serve and advocate for the entire field of theatre for young audiences, as well as for its members;
- Act upon the decisions made by ASSITEJ, wherever these apply to them;
- Conduct their professional work in a manner that reflects favourably on ASSITEJ, which is in accord with public interest and which abides by the relevant laws in their country;
- Show respect for ASSITEJ fellow members and professional colleagues;
- Clarify the terms of individual and mutual responsibility when entering into partnerships, collaborations or agreements with other ASSITEJ members, or with other practitioners within the field of theatre, and keep to these agreements;
- Adhere to the highest standards of honesty, fairness, integrity and inclusivity in all dealings with, for, and on behalf of ASSITEJ;
- Uphold the articles of the United Nations Conventions on Human Rights and the Rights of Children, and protect and promote the welfare of children and young people in their professional work;
- Not intentionally harm the reputation of ASSITEJ, or any member of ASSITEJ, nor of any professional person within the field of young audiences;
- Not express personal opinions in the name of ASSITEJ, where these conflict with the core values of ASSITEJ.

*'advocate' - to
publically recommend
or support*

We recommend that all ASSITEJ members follow these guidelines in the interests of good professional practice, and in order to strengthen the core values of the association.

HOW TO REQUEST SUPPORT: PROTOCOL FOR REQUESTING LETTERS OF SUPPORT

Dear Prospective Funder

This letter serves to recommend Theatre Company “Children for the Art”.

They have shown themselves to be outstanding artists and activists in the name of educating children in rural Narnia.

We have no hesitation in offering our full support to this innovative, professional company.

Regards

The ASSITEJ Executive Committee

Preamble: In 2009, the ASSITEJ EC called upon the membership to support an esteemed artist whose theatre was under threat of closure from authorities. Letters of support were written in this case, coming from the EC, national centres and individuals. Since then, the EC has received several such requests for support; this is becoming a more regular occurrence given the economic constraints and pressures that are being felt the world over.

There are also some occasions when members wish to initiate new activities, projects or programmes, or apply for funding or visas for travel, and require support from the International Association in order to receive this support in their own countries.

In order to ensure fairness and equality in dealing with such requests, and that all concerned know how to access support from the International body, when it is needed, the EC, on behalf of ASSITEJ, has created the following protocol.

Given that one of the core functions of ASSITEJ, according to our constitution, is to “be an advocate for the promotion of theatre for young audiences in principle and practice”, and that there are many places and circumstances where theatre for young audiences is under threat or requires development, ASSITEJ feels it has a duty to its members to support them when they require and request this support.

This protocol is for the guidance of all ASSITEJ members in good standing with the organisation (in other words, they are paid up members, and have no matters pending against them), when wishing to request letters of support from ASSITEJ for the work they are doing in the world of theatre for young audiences.

ASSITEJ Protocol for asking for support:

An ASSITEJ member (whether an individual, theatre company, organisation, institution, a professional network or national centre, or any of the members of these aforementioned) is able to apply for a letter of support from the ASSITEJ EC, on behalf of the International Association of Theatre for Children and Young People, in the following circumstances:

- They are in **good standing** with the association;
- They have **three independent references**, including that from their national centre / professional network, if they are not an individual member of ASSITEJ;
- These three independent references could be three EC members who are able to vouch for them, or three unrelated members of the association,¹ who are in good standing with the association;
- They have a **valid and substantial reason** for requesting such support;
- Their request for support **fits within the general framework** of, and is relevant to, their work within the world of theatre for young audiences.

The protocol to be followed is described below:

- If the member is an individual member of ASSITEJ, they should receive a reference from at least **ONE other ASSITEJ member, and at least TWO respected community leaders or theatre professionals who knows their work**;
- If the member is not an individual member, they should receive a reference from their mother body (national centre or international network) of which they are part;²
- The member will **apply to the EC in writing**, describing the reasons for their request, the circumstances that have led to the request being made, and any other pertinent factors;
- At the same time, **the member will provide three independent references**, which may be members of the EC, or may be any three persons or organisations who know the work and reputation of the applicant for support;
- If the matter is time-sensitive it may be circulated amongst the EC online and an online vote may be taken on whether or not the support should be given, outside of the framework of an official EC Meeting;
- If the matter is less urgent, or if timing allows, it may be discussed by the EC at an official EC meeting;
- Letters of support will be given to those **members who demonstrate that their request is SUBSTANTIAL, NECESSARY and JUSTIFIED**, and where it seems evident that their work and conduct is in agreement with the fundamental aims of ASSITEJ, as testified to by their references;
- All ASSITEJ letters of support for members will follow a similar standard format, with

¹ In the case of Individual members of ASSITEJ, since they may not have access to other members of ASSITEJ, local community leaders or professionals who know their work may provide such references.

² In some instances, this level of support (i.e. from the national centre or professional network, may be sufficient given the particular circumstances of the request, and ASSITEJ may feel that it is unnecessary for the international body to also lend its voice

- some room to elaborate on the specific strengths and achievements of the member, (individual, company, network or organisation) as known and endorsed by the ASSITEJ community (through the independent references);
- Letters of support will not attempt to explore in detail the particular circumstances in which the member finds themselves (for example, a theatre's funding being withheld by the national arts council), which might be misinterpreted or not fully known or understood by the EC, nor will letters of support attempt to discredit, accuse or lay blame on any other parties who might be involved in the particular matter;
 - The draft versions of letters of support will be circulated amongst the EC for comment and will be signed off by the President, who will do so in his/her official capacity;
 - Letters of support will not be given in such cases where the ASSITEJ EC feels that by offering support they will be intentionally or knowingly damaging the reputation of ASSITEJ, or of any other member of ASSITEJ, or of any professional person within the field of theatre for young audiences;
 - **All such letters of support will become part of the official records** of the Association, and therefore will be open knowledge to all members of ASSITEJ;
 - All letters of support from an EC term will be kept within the general records of ASSITEJ and will be handed over to the next Executive Committee.

5 June 2013

SUPPORT TO BE AN ASSITEJ INTERNATIONAL PROJECT:

ASSITEJ INTERNATIONAL PROJECT criteria:

- An ASSITEJ International Project is a collaborative project created and driven by members of ASSITEJ (whether national centres, networks or individual members), with participants from at least three countries on two continents, or from at least five countries on one continent. Projects can include such processes or products as productions, conferences, ongoing workshops, seminars, etc.
- ASSITEJ International projects advance the mission and aims of ASSITEJ, giving concrete enactment to the ideals embodied in the constitution.
- ASSITEJ International projects should advance the artistic work of the organisation, as well as contributing to ongoing research in theatre for children and young people, for the benefit of the bigger community of ASSITEJ.
- A project designated an “ASSITEJ International project” should be exemplary in terms of adhering to the non-discriminatory ethos of ASSITEJ.
- It should be a best practice model, in terms of process and product, and be properly documented.
- ASSITEJ International Project designations should be given to projects that have already been developed and piloted or showcased to enhance the prestige of said project, and to highlight the qualities (described above), which we feel exemplify the best of ASSITEJ work.
- A project wishing to apply for ASSITEJ International Project designation should apply in writing with a motivation to the EC, and the designation should be discussed and voted on in the EC, either in person or by email. Analysing the proposal would be the work of one of the working groups (Policies & Protocols) who would make a recommendation to the EC.
- A project receives the designation for a period of 3 years from the point at which it is approved, after which it must re-apply for the designation.
- The project should invite one person from the EC to participate in the project. We also encourage projects to consider including a Next Generation placement within the project.
- The project needs to document their process, and do an evaluation afterwards, which took take the form of a narrative and visual.
- They should send already prepared PR materials to be used on the website or on other forums.
- The project will be given a space on our website, as well as given space to produce presentations within the ASSITEJ International Meetings and the World Congress.
- The project will use the ASSITEJ logo in all of its official communication and marketing materials.

HOW TO BID FOR AN ASSITEJ INTERNATIONAL MEETING:

ASSITEJ GLOBAL GATHERINGS

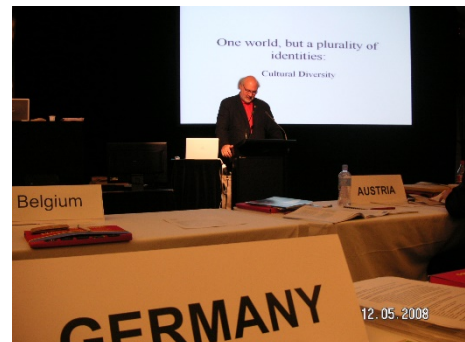
(originally known as ASSITEJ INTERNATIONAL MEETINGS)



Purpose of the ASSITEJ Global Gathering:

The Global Gathering is an artistic gathering of the association, designed to stimulate and encourage artistic activity and exchange. It will happen every year in which there is not an ASSITEJ World Congress and Performing Arts Festival (which occurs every three years within the life of the organization).

It is a space in which all the members of ASSITEJ have the opportunity to meet to discuss the artistic life of the organization and their own artistic life within the field of theatre for young audiences. It is a face-to-face gathering, where artists can discuss the artistic issues, new impulses, questions and concerns with one another, and together with the ASSITEJ Executive Committee (EC) can work to develop these ideas towards a culmination at the World Congress and Festival. The interaction takes place formally through Encounters (general meetings) with the ASSITEJ members, organized by the Executive Committee, and through Forums, Workshops, Seminars and other related events. The interaction also takes place in informal settings around the festival and through new and innovative mechanisms, as these are developed.



ASSITEJ asks each Global Gathering to respond to a special question/theme that relates to the work of the association, and which sets the theme for the programme and the meeting.

The content of the meeting will be negotiated between ASSITEJ Executive Committee and the Host in order to ensure that the elements relate into ASSITEJ's overall vision and strategy for the three year period in which the meeting falls.

The Global Gathering does not require a quorum of its members, since no constitutional business of the association takes place during the meeting. However, as many members as are able to do so, are encouraged to attend to participate in the artistic work of ASSITEJ. Equally, non-members of ASSITEJ are encouraged to attend, in order to introduce the association to new potential membership.



Professional networks within ASSITEJ may present their activities and projects, and all members, including National centres, may use the Global Gathering to seek opportunities for regional and global exchange, and to inspire and reflect on their own practice in the pursuit of artistic development.

The Global Gathering will occur within the context of an existing event or festival, or within a new event created especially for the purpose. (This new event might be created to celebrate something such as 50 years of ASSITEJ, 30th anniversary of a theatre company, etc.)

The hosts of Global Gatherings will be selected for the next four-year period at the ASSITEJ World Congress and Performing Arts Festival, held every three years. Prospective hosts will pitch their proposals to the General Assembly who votes for the next Meetings and Congress.

Aims for International meetings:

- To exchange and share professional artistic experiences in order to develop theatre for children and young people in different regions;
- To serve as a meeting place for the artists of ASSITEJ, where questions of importance to all practitioners are addressed within a regional context or frame;
- To create an ongoing programme of activity within the organization.

Criteria for hosting:

1. Artistic Encounters – 2-3 meetings (8-10 hours) between ASSITEJ members (and other artists) present at the event
2. A programme of performances, with some international representation
3. Various symposia, workshops, seminars, forums and other interactions
4. A programme lasting a minimum of 5 days
5. Capacity to host the Executive Committee for the 5 day programme, and a minimum of 2 additional days for EC meetings (total: 7 days)

GENERAL OBLIGATIONS OF THE HOST:

1. The successful Festival or National Centre (Host) will appoint an organizing committee to work towards the successful organization of the Global Gathering. There will be a designated contact person who will communicate with the EC about all decisions.
2. The Host will secure the funding for the Global Gathering, by finding partners in their country or internationally. This funding must be sufficient to ensure that all

- essential programmes and activities of the Global Gathering can be accommodated, as described below.
3. The Host will ensure that a suitable venue or venues is found for the Global Gathering. The venue/s must include a room of sufficient space to host all attending ASSITEJ members (approximately 150 persons), a space in which to OPEN and CLOSE the event (accommodating between 250 -500 persons) and suitable spaces for workshops, seminars, forums (ranging in size from 10 – 100 delegates, depending on the activity), and venues suitable for the selected performances.
 4. The venue for the Global Gathering should be able to accommodate simultaneous translation into at least 2 languages (the language of the host country and English), as well as having conference facilities such as a screen, projector, suitable sound (microphones) and lighting etc.
 5. The Organising committee will work to ensure the smooth running of the event, which includes attention to the registration, accommodation, transportation, and festival access for the attendees. Attendees are expected to cover their own costs in attending the Global Gathering, but the Host may raise funds to cover the accommodation of certain attendees, should they wish to do so, in order to encourage representative participation from all parts of the world.
 6. The Host is expected to cover the accommodation and local transport of the Executive Committee for the full period of the event, as well as providing them with a meeting room in order for them to fulfill their mandate at the International Meeting.
 7. It is preferable that the Host provides accommodation for anyone invited to present a workshop, seminar or conference paper. If this is impossible, then these invited guests may pay their own costs.
 8. The Host is expected to market and publicize the event within their own country, region and globally, in association with the ASSITEJ Executive Committee, using the ASSITEJ logo and the designation “ASSITEJ Global Gathering”, as well as any other logos as may be deemed appropriate.
 9. The Host is required to assist with the production of the magazine, which should reflect the theme of the Global Gathering, and be translated into a language of relevance to the Host country, and to those attending. The Host may also give input into the design of the magazine in order to reflect the aesthetics of the host country/festival.
 10. The Host is expected to record the Global Gathering and to ensure that a report is produced, which includes photographs, video materials, written reports etc.
 11. The Host is required to organize or see to be organized, the following main activities:
 - 11.1 ARTISTIC MEETING
 - 1-2 days (8-10 hours)
 - Lead by: ASSITEJ Executive Committee
 - Focus: Artistic topics of interest to the organization being developed through a three year programme for culmination in the Congress; current status of ASSITEJ projects; promotion of ASSITEJ products such as a magazine; sharing of ideas with and between ASSITEJ members
 - Space: Venue for 150 persons – chairs/desks

- Needs: Simultaneous translation – sound devices; video- screen, etc.

11.2 FESTIVAL

- The festival may be an existing festival or it may be an especially created new event. There should be a minimum of 5 performances.
- 3 days, minimum.
- The festival is curated by the Festival Artistic Board or Artistic Director, and while the ASSITEJ EC may make proposals, essentially the festival is the artistic concept of the Host, and they are responsible for all selections.
 - An interesting programme of performances, with some international representation.

11.3 SYMPOSIA, WORKSHOPS, SEMINARS AND OTHER INTERACTIONS

Topics of the above: ASSITEJ EC will propose a significant proportion of the topics for these interactions, in collaboration with the Host, and in relation to the through-lines determined by the EC. The ASSITEJ EC will also lead/facilitate the topics they propose. The Host may propose areas of particular interest to them. All topics will be approved by the ASSITEJ Executive Committee.

Networks: All Networks that are ASSITEJ members should be given a space in which to host an activity/activities within the frame of the International Meeting (these currently include Write Local, Play Global, ITYARN and Small Size). These will be negotiated by the Host with the specific Network representatives.

Next Generation Platform: A special platform will be developed for a group of participants in the Next Generation Programme: a group of young (under 35) and emerging artists who are seeking international exchange and collaboration opportunities and who apply to attend this opportunity. The programme aims to encourage a ‘next generation’ of artistic leaders dedicated to performance *for* and *with* young people. This Next Generation platform could include any of the interactions suggested here (symposia, workshops, seminars, forums and other interactions). This group may include 3 facilitators from a previous Global Gathering to facilitate the platform, to share previous experiences and to support new participants. The participants will be selected by the ASSITEJ EC in collaboration with the Host.

‘Global Gatherings are essentially sites of artistic exchange, where impulses are shared, where connections are made, and where new ideas are born.’

Introductory event:

- This event may be used to introduce the theme of the meeting. It can take any form, but it will be the official opening of the Global Gathering. It may, for example, be a lecture by an eminent person from the host country, or a panel

discussion, a performance which illustrates the theme of the meeting or any other introductory event.

Symposia:

- A symposium is a discussion on topics of interest and importance to ASSITEJ from a panel of experts in the respective field: these can be sourced from international experts who are invited to attend (in best-case scenarios), but could also come from those already attending the event, or from the EC or local ASSITEJ centres. There should be a space within the symposium for interaction and questions from the audience. 2-3 hours.

Seminars:

- These are lectures by international experts who are invited to attend especially for the purpose of delivering a paper on a topic of interest and importance to ASSITEJ. There should be a space for interaction and questions from the audience. 1-2 hours.

Workshops:

- These are practical working sessions, skills acquisition and development, skills and knowledge sharing, and spaces to catalyse new ideas. Minimum 4 hours. Could also be over several days.

Other:

- ASSITEJ actively encourages creative spaces for interaction between members. These could include Open Space discussions, round-tables, face-to-face encounters, “speed-dating” type meetings etc.

‘All Global Gatherings should not look alike, but should reflect the concerns and interests of the hosts, as well as of the field of theatre for young audiences more generally. There should be space for experimentation and innovation...’

ASSITEJ WORLD CONGRESS AND PERFORMING ARTS FESTIVAL BID GUIDELINES

18TH

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ASSITEJ 2014
 WORLD CONGRESS WARSZAWA / WARSAW

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 FESTIWALU
 **KORCZAK**
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 SPECIAL EDITION



Bidding Rules & Processes

1. ASSITEJ National Centres that wish to host the next World Congress and Performing Arts Festival of ASSITEJ to be held in their country should present their bids according to the guidelines in this document.
2. The Executive Committee (EC) of ASSITEJ will consider and evaluate these bids 3,5 years prior to the next ASSITEJ World Congress. The EC will comment on the bids, giving the bidding countries the opportunity to improve their bids prior to the World Congress. They will invite the Members to present their bids at the already selected ASSITEJ World Congress and Performing Arts Festival, approximately 3 years before the next, undetermined, World Congress and Performing Arts Festival.
3. Based on these presentations, the Members will thoroughly debate the bids and will then cast a vote on the bid to be selected for the next World Congress and Performing Arts Festival (henceforward referred to as Congress).

Congress Bidding Rules and Call for Proposals

1. Foreword

ASSITEJ (ASSOCIATION INTERNATIONALE DU THEATRE POUR L'ENFANCE ET LA JEUNESSE / INTERNATIONAL ASSOCIATION OF THEATRE FOR CHILDREN AND YOUNG PEOPLE) is a network organization, uniting theatres, organizations and individuals throughout the world dedicated to theatre for children and young people. It is currently present in over 85 countries of the world.

Members of the Association are:

1. *national centres* representative of theatre for children and young people in their own countries. These formally constituted centres cannot refuse admittance to any theatre, organisation or person on the basis of political conviction, cultural identity, gender, ethnicity or religion.
2. *professional, international networks* of theatres, organisations and persons who share a common artistic need or interest that serves the growth of theatre for children and young people
3. *Individual members* (theatre companies, organisations or persons) dedicated to theatre for children and young people, who are unable to participate in other forms of ASSITEJ membership. These are non-voting members and do not have a say in the World Congress Bid process.

This document describes ASSITEJ World Congress and Performing Arts Festival's objectives, policies, criteria for evaluation and selection of the host country, host city, Congress venue and excursions, the selection process, and proposal guidelines.

These bidding rules and guidelines will be reviewed and revised as needed by the ASSITEJ Executive Committee (EC) before a new selection process is initiated.

Annexure A provides a description and set of criteria for the World Congress

Annexure B provides historical information on past Congress Venues

Annexure C provides a Proposal Evaluation Form that might be helpful in preparing a proposal.

2. Background

2.1 ASSITEJ Congress Objectives

As per the ASSITEJ Constitution, Article 9.5, the World Congress is the General Assembly of the members of the Association and determines the leadership for each three year term of office.

Since the foundation of ASSITEJ in 1965, 17 Congresses have been held in 15 countries.

2.2 ASSITEJ Congress Policies

2.2.1 The ASSITEJ World Congress is held every 3 years. It is usually 9 days in length.³

It consists of:

- **General Assembly** – the formal meeting of all ASSITEJ members in which the business of the organization is reported upon, constitutional changes are made and strategies are suggested and approved for the next three year period.

The General Assembly is a 4 day event, including a day of ASSITEJ Artistic Exchanges (originally called “Forums”).

- **Performing Arts Festival** - A rich programme of a minimum of 25 performances in total (each with several showings, sufficient to ensure that audiences are able to view a significant proportion of the programme). The performances should have significant international representation, from different regions of the world, **representative of the state of theatre for children and young people currently**. The programme should include a minimum of 5 local performances, and a minimum of 15 international performances.
- **Supporting programme of Conferences, Symposia, Seminars and Workshops** related to the theme selected by ASSITEJ and the projects developed by ASSITEJ over the three-year period before the Congress.
- Social events, networking events, an Arts Market and related activities.

2.2.2 The news and arts media are welcome and encouraged to attend and there is documentation of Congress papers, resolutions and other newsworthy events on the Internet, and usually in a hard-copy publication.

2.2.3 The annual ASSITEJ magazine is prepared and offered for distribution at the Congress as a joint project of the EC and the Congress Host Country.

2.2.4 The ASSITEJ Secretariat administers a call for proposals on the Congress location, venue and related events addressed to all National Centres. The Members of ASSITEJ at the World Congress will vote for the final selection of the Host country. If no bids are received, the Executive Committee may ask already-existing festivals to host the ASSITEJ World Congress.

2.2.5 Host country selection will as far as possible rotate among geographic regions, in order to reflect over time the diversity of ASSITEJ's membership.

2.2.6 To be eligible for selection, applicants must adhere to the guidelines and due dates published in the call for proposals.

³ It is possible for the Congress to take place in a minimum of 7 days, but 9 days is preferred in order to properly accommodate all the elements of the event, and to ensure that attendees are able to participate in a maximum number of activities.

2.3 Obligations of the Host:

- 2.3.1 Costs associated with the hosting of an ASSITEJ Congress may be offset by registration fees, which must be approved by the EC. The Host is responsible for covering all remaining costs through direct contributions of the host country, and through contributions of sponsors and donors. Funding is particularly important for the support of ASSITEJ participants from developing countries, and Next Generation participants. See 3.6.
- 2.3.2 The Host Country covers some of the costs of the translation, design and printing of the magazine, as negotiated with the EC.
- 2.3.3 Host countries will be expected to attend EC meetings and to attend the International Meetings in the three year period prior to the World Congress in order to ensure that they report fully to the EC.
- 2.3.4 Host countries will be responsible for promoting the World Congress to the Association and to inform all members of the plans for the World Congress over the period prior to the event. All communication, marketing materials and publicity for the event will use the ASSITEJ logo and the designation "ASSITEJ World Congress and Performing Arts Festival"
- 2.3.5 Host countries will endeavor to deliver a thoroughly professional, well-administered Congress, which meets the requirements as set out in this bid document. See Annexure A.

2.4 Obligations of the EC:

- 2.4.1 The practical details of the content of the General Assembly will be the EC's responsibility. The EC will propose the content for the ASSITEJ Artistic Encounters as well as selected additional activities, and the topics for a certain number of symposia and workshops, in order to ensure that the main activities of the association over the 3 year period are covered.
- 2.4.2 The EC will work with the Host to advise them and guide them in relation to all matters to do with the World Congress and Performing Arts Festival.
- 2.4.3 The EC may provide a counselor, or adviser, to the World Congress committee, to assist them with planning.
- 2.4.4 The EC will ensure that the Host is invited to the EC meetings at regular intervals, in order to report on the progress towards the World Congress, and in order to discuss elements of the World Congress as these take shape.

3. Criteria for Selection

In evaluating proposals and selecting the World Congress site, the Members will consider criteria including the host country, the host city, the Congress venue, finances, proposals for performing arts festival and related events.

3.1 Criteria for Selection of the Host Country

- Host country's financial commitment is demonstrated by:
 - A letter of invitation from the partners in the bid, indicating financial support; and,
 - Letters of invitation from sponsors in the host country.
- The Host country is politically and economically stable, and can support a non-political forum, aligned with the principles of ASSITEJ.
- The infrastructure for communications (availability of phones, faxes, and internet) and transportation (international airports, railways and other ground transportation) in the host country is good.
- Organizational plans for Congress management, including financial management, are concrete and realistic.

3.2 Criteria for Selection of the Host City

- The city shall be located conveniently close to an international airport, railway, road and / or sea connections.
- Local hotels shall provide attractive and suitable accommodation for the numbers of attendees anticipated.
- Accommodation room rates shall range from high-standard to low-priced, budget accommodations, and prices shall be appropriate to the quality of the accommodation. Discount rates for students shall be provided.
- The host city shall offer amenities for a comfortable, safe, and pleasant visit.

3.3 Criteria for Selection of the Congress Venue

- Congress venue can accommodate all meeting/exhibition spaces and equipment needs. See Annexure A.
- Congress venue can accommodate planned functions and special events. See Annexure A.
- Congress venue is conveniently located for local transportation and the selected hotels for the Congress.
- Congress venue can support interpretation services for a minimum of three languages (English, one international language to be determined by the EC, one local language to be determined by the Host, in cooperation with the EC), at least for plenary sessions (General Assembly, most important symposia, ITYARN Conference).

3.4 Criteria regarding Finances

- Reasonable Congress fees with special rates for students and delegates from developing countries.

- Host country contributions.
- Support from likely sponsors.

3.5 Criteria for Performing Arts Festival

- A rich programme consisting of a minimum of 25 performances in total (each with several showings, sufficient to ensure that audiences are able to view a significant proportion of the programme).
- The performances should include **significant international representation**, from different regions of the world, representative of the state of theatre for children and young people currently. No country, apart from the host country, should be represented by more than two productions, without sufficient and compelling reasons being given.
- The programme should include a minimum of 5 local performances, and a minimum of 15 international performances.
- Organizational plans for Performing Arts festival selection processes and management, including financial management, are concrete and realistic.

3.6 Additional Criteria:

- Capacity to host the Executive Committee for the full 9 day programme, inclusive of accommodation, breakfast and lunches, and a minimum of 2 additional days for EC meetings (11 days, approximately 20 people)
- Capacity to host delegates:
 - from under-developed countries or non-member countries for at least the 4-5 days of the General Assembly (TBD, but minimum of 10 people),
 - from the Next Generation programme (approximately 20 people) for the full 9 day period
 - and to some extent, those presenting on the symposia, seminars and workshops programme, for at least 2-3 days in each case (TBD, but approximately 10 people)
- Congress programme should include all ASSITEJ topics, as determined by the EC for the three year term..
- Congress should include all ASSITEJ networks, as current at the time of the Congress, in special platforms (e.g. ITYARN one day conference, Playwrights' Events, etc.)
- An Open Space shall be provided before the start of the Congress, for Members to engage with the EC around a central question
- An ASSITEJ Awards Ceremony should be accommodated within the programme.
- Sightseeing options shall offer a range of activities for participants and visitors, which are reasonably priced and of high quality.

4. Selection Process for the 19th ASSITEJ Congress (NOTE: These time frames will change from period to period, but this gives a broad idea.)

By August 2013: The Board approves and distributes the ASSITEJ Congress Bidding Rules and Call for Proposals to all Members in countries where ASSITEJ is represented. The ASSITEJ Secretariat will ensure that all National centres receive the call.

By January 31, 2014: Proposals are received by the ASSITEJ Secretariat, for the EC's review. The EC analyzes proposals and ranks the applications for further consideration. (It is proposed that if there are more than 3 bids, the EC will select the three best bids to be presented at Congress on the basis of this ranking. This change will need to be voted into our constitution in 2014, if agreed to by the General Assembly)

By March 31, 2014: The bidding National Centres are invited to present to the Members at the **18th World Congress and Performing Arts Festival in Warsaw, Poland**, and are given feedback on their bid documents according to the EC's analysis. They should provide detailed documents and a slide/video presentation on the venue and facts relevant to the Congress 2017. The bid summaries are circulated amongst the Members through the Secretariat.

In May 2014, the best bids will be presented to the ASSITEJ Members. The presentation should be given in person by a representative of the ASSITEJ National Centre responsible for Congress coordination, preferably the person who would be the Chair of the Congress Organizing Committee. Before this meeting the Members should receive an agreement between ASSITEJ and the potential host country that outlines respective responsibilities for finances, facilities, and services, and which should be unilaterally signed by the potential Host. After the presentations by bidding countries, the Members should thoroughly debate the bids within the context of the "Congress Proposal Evaluation Form" (See Annexure C) and then, vote for the best candidate.

A formal decision on the ASSITEJ World Congress & Performing Arts Festival site and proposed dates shall be announced by the President of ASSITEJ after the votes have been counted.

5. Proposal Format

Proposals shall be presented on paper and electronically (on a CD for example) and should not exceed 25 pages. In addition, a reasonable collection of useful photographic and tourism material can be attached.

5.1 Host Country Information

- 5.1.1 Name of the Host Country and contact information for the ASSITEJ National centre responsible for Congress coordination.
- 5.1.2 List of ASSITEJ Members within the host country, and partner organisations in the bid.

- 5.1.3 Letters of Invitation to the ASSITEJ President from governmental, national and local sponsors, within the host country.
- 5.1.4 Host Country Introduction - Brief narrative on the host country's geography, history, system of governance, time zone(s), economy, culture, traditions, artistic achievements and theatre for young audiences scene. Aspects of the infrastructure relevant to the Congress and Performing Arts Festival should be described, such as communications and transportation.
- 5.1.5 Motivation for hosting the World Congress – the reasons why this National centre is applying for the World Congress and how they see it assisting in the development of theatre for young audiences in the world.
- 5.1.6 Organizational Plan - Narrative that describes the organizational structure, staff and resources of the lead ASSITEJ Member Organization for Congress management and coordination.

5.2. Financial Information

- 5.2.1 A general financial plan for this event should be described in this section, including the percentage of anticipated costs to be covered by proposed Congress participants' registration fees, the host country, ASSITEJ, donors and sponsors.
- 5.2.2 A summary of any details concerning finances as stated in the letters of invitation to ASSITEJ, and other donor commitments.
- 5.2.3 Information on potential sponsors for the Congress.

5.3 Host City Information

- 5.3.1 Location:
Narrative should describe city's location relative to international airports, railways, bus and/or boat connections, and cultural and other features unique to the city, and especially related to theatre for young audiences.
- 5.3.2 Accommodation:
Narrative should provide information on number of accommodation options, including number of beds, room rates per night, location relative to the Congress Centre, and any special facilities offered, including facilities for disabled persons.
- 5.3.3 Local amenities for a comfortable visit:
Narrative should describe local restaurants convenient to Congress area, shops, banking services, public transportation, entertainment and cultural attractions, apart from ASSITEJ Congress itinerary, general language capabilities of local merchants and business people.

5.4 Congress Venue(s)

- 5.4.1 Narrative that describes specific location of the Congress Centre, and distance of the centre from major transportation hubs (airport and ground transportation).

- 5.4.2 Narrative that describes facilities for hospitality at the Congress Centre, such as message and information services, on-site registration centre, tourism information centre and media room, office space for 10 officers, medical and health facilities, including facilities for disabled persons.
- 5.4.3 Narrative that describes facilities (number of seats, room arrangements, AV equipment and simultaneous interpretation equipment/services) for the following sessions:
- Theatre seating up to 2000 for opening and closing ceremonies
 - Plenary Sessions
 - Parallel Sessions
 - Satellite meetings
- 5.4.4 Narrative that describes facilities for exhibitions of Centres' activities (Arts Market) including numbers of stalls or tables accommodated.
- 5.4.5 Narrative that describes facilities for special events, such as receptions, parties, and Executive Committee meetings.

5.5.1 Performing Arts Festival

Narrative should describe the number and types of theatres available, the size and infrastructure of these, the types of performances expected to be shown, and the general focus of the performing arts festival.

5.6.1 Social Programme and Tours

Narrative should describe options for sightseeing, day excursions and pre-Congress and post-Congress tours. In particular, it should include information on location, transportation and estimated costs. Some of these should be theatre-related.

6. Proposal Submission

Proposals should be submitted by **January 31, 2014** to:

ASSITEJ Secretariat

Secretariat: ASSITEJ Petra Preradovića 44/II HR-10 000 Zagreb, Croatia

tel: +385 1 4667034, +385 1 4667225

fax: +385 1 4667225

e-mail: sec.gen@assitej-international.org

Web site: www,assitej-international.org

ANNEXURE A: DESCRIPTION AND CRITERIA OF ASSITEJ WORLD CONGRESS

Purpose of the ASSITEJ World Congress and Festival:

**Inclusive +
 Representative +
 Innovative +
 Inspirational +
 Networking +
 Development =
 World Congress**

The World Congress and Festival is the premiere meeting of all members of ASSITEJ in each three-year term of its Executive Committee. It is the culmination of the working life of the association for that three-year period, reflecting on the last three years of activity and creating a vision collectively with its members for the future. The Congress is the potential driver of change and growth in the association as it is the only space within which constitutional changes may be discussed and approved by members. The Congress requires a quorum of its members in order to meet and function, as outlined in the Constitution of ASSITEJ.

Further, the Congress celebrates and examines the work of the association and its members, by giving space to the principle artistic questions and concerns that have pre-occupied it for the previous 3 year term, and which have been explored in different ways at the two International Meetings. These may be explored through and presented at the ASSITEJ Forums and through the Workshops, Seminars, Conference and Interactions

programme. Members may propose new artistic questions and concerns at the World Congress. Professional networks may present their activities and projects over the last three years, and all members, including National centres, may use the Congress to seek opportunities for regional and global exchange, and to inspire and reflect on their own practice in the pursuit of artistic development.

The World Congress is accompanied by a Festival, which celebrates the global nature of the association, by giving a snapshot of theatre for young audiences as it exists at this point in history across the world. Ideally, the Festival represents theatre from all continents and a wide variety of countries. Particular focus may be given to the country or region in which the Congress is taking place, through either a side-festival or within the overall festival programme. While it is always the aim of the Festival to present work of quality, ASSITEJ recognizes that 'quality' can be viewed as contextual, and all efforts should be made to contextualise the work presented, so that members of the association are given a deeper understanding of why the work has been made, and how it communicates with its audiences. Wherever possible, the Festival should be able to reflect both established practices and new trends within the field. Active reflection on the performances should be encouraged within the Festival programme.

Criteria for hosting:

1. A rich programme of performances, with significant international representation, from different regions of the world, representative of the state of theatre for children and young people currently
2. General Assembly – the formal meeting of all ASSITEJ members in which the business of the organization is reported upon, constitutional changes are made if necessary, and strategies are suggested and approved for the next three year period
3. Various symposia, workshops, seminars, forums and other interactions
4. A programme lasting a minimum of 9 days
5. Capacity to host the Executive Committee for the 9 day programme, and a minimum of 2 additional days for EC meetings

GENERAL OBLIGATIONS:

1. The successful National Centre (Host) will appoint an organizing committee to work over the three year period towards the successful organization of the World Congress and Festival, sending a representative to attend all EC meetings in order to report back to the EC on progress twice a year.
2. The Host will secure the funding for the World Congress and Festival, by finding partners in their country or internationally. This funding must be sufficient to ensure that all essential programmes and activities of the World Congress and Festival can be accommodated, as described below.
3. The Host will ensure that a suitable venue or venues is found for the World Congress and Festival. The venue/s must include a room of sufficient space to host all the delegates of the GENERAL ASSEMBLY (approximately 300 persons), a space in which to OPEN and CLOSE the event (accommodating between 1000 - 2000 delegates) and suitable spaces for workshops, seminars, forums (ranging in size from 10 – 200 delegates, depending on the activity), and venues suitable for at least 25 performances.

4. The venue for the General Assembly should be able to accommodate simultaneous translation into at least 3 languages (the language of the host country, English and one additional international language), as well as having conference facilities such as a screen, projector, suitable sound (microphones) and lighting etc.
5. The Organising committee will work to ensure the smooth running of the event, which includes attention to the registration, accommodation, transportation, and festival access for the delegates. Delegates are expected to cover their own costs in attending the World Congress and Festival, but the Host may raise funds to cover the accommodation of certain delegates or constituencies of delegates, should they wish to do so, in order to encourage representative participation from all parts of the world.
6. The Host is expected to cover the accommodation (including meals) and local transport of the Executive Committee for the full period of the event, as well as providing them with a meeting room in order for them to fulfill their mandate at the World Congress and Festival.
7. It is recommended that the Host provide accommodation for anyone invited to present a workshop, seminar or conference paper.
8. The Host is expected to market and publicise the event within their own country, region and globally, in association with the ASSITEJ Executive Committee. They must use the ASSITEJ logo and the designation “ASSITEJ World Congress and Performing Arts Festival”, in addition to any other logos that may be necessary.
9. The Host is required to organize or see to be organized a full range of activities. The following are the main activities of the Congress:

PERFORMING ARTS FESTIVAL:

- Curator/curation team to be formalized by the Host.
- Selection criteria and system of selection to be defined by the Host.
- Timelines for selection to be determined by the host in collaboration with ASSITEJ.

ASSITEJ recommends the selection of an International Advisory Committee to assist in the work of curating the festival and to ensure representation of all/most regions of the world at the Festival. ASSITEJ EC is to be given updates on the selection process over the three-year period leading up to the festival.

GENERAL ASSEMBLY:

- 4 session days, including 1 day of ASSITEJ Forums.
- Lead by: ASSITEJ Executive Committee
- Space: Venue for 300 persons – chairs/tables
- Needs: Simultaneous translation – sound devices; conference equipment, including video projection, microphones; preferably the capacity to vote electronically

ASSITEJ Artistic Encounters:

- A space for discussion of the Artistic work of the association. This can take different forms. It is usually three or four sessions of 2-3 hours in length with different points of discussion and debate.
- Lead by: ASSITEJ Executive Committee
- Space: Venue for 50-80 persons – chairs, simultaneous or consecutive translation.

WORKSHOPS, SEMINARS, SYMPOSIUMS

ASSITEJ EC will propose the topics for these interactions, in collaboration with the Host, and in relation to the through-lines determined by the EC over the three-year period. The ASSITEJ EC will in some cases lead/facilitate the topics they propose or will invite experts to do so. The Host may propose areas of particular interest to them in addition to the topics proposed by the EC. All topics will be approved by the ASSITEJ EC. All logistical arrangements will be made by the Hosts.

All *Networks* that are ASSITEJ members should be given a space in which to host an activity or activities within the frame of the Congress. These will be negotiated by the Host with the specific Network representatives. (Examples: WLPG- ITYARN- NEXT GENERATION – Small Size – Inclusive/Disability Arts theatre network)

Next Generation Platform: A special platform will be developed for a group of participants in the Next Generation Programme: a group of emerging artists under the age of 35 who are seeking international exchange and collaboration opportunities and who apply to attend this opportunity. The programme aims to encourage a 'next generation' of artistic leaders dedicated to performance *for* and *with* young people. This Next Generation platform could include any of the interactions suggested here (symposia, workshops, seminars, forums and other interactions). This group may include 3 facilitators from a previous International Meeting to facilitate the platform, to share previous experiences and to support new participants. The participants will be selected by the ASSITEJ EC, in collaboration with the Host.

Symposia:

A symposium is a discussion on topics of interest and importance to ASSITEJ from a panel of experts in the respective field: these should be sourced from international experts who are invited to attend (in best-case scenarios), but could also come from those already attending the event, or from the EC or from local ASSITEJ centres. There should be a space within the symposium for interaction with and questions from the audience. 2-3 hours.

Seminars:

These are lectures by international experts who are invited to attend especially for the purpose of delivering a paper on a topic of interest and

importance to ASSITEJ. There should be a space for interaction with and questions from the audience. 1-2 hours.

Workshops:

These are practical working sessions, skills acquisition and development, skills and knowledge sharing, and spaces to catalyse new ideas. They should be lead by experts in the field. Minimum 4 hours. Could also be over several days.

OTHER ACTIVITIES

ASSITEJ actively encourages creative spaces for interaction between members. These could include Open Space discussions, round-tables, face-to-face encounters, “speed-dating” type meetings etc.

OPENING

- An event with some artistic content and suitable dignity, which reflects the spirit of ASSITEJ and the nature of the festival to be presented.

OPEN SPACE

- Before the Assembly. All ASSITEJ members are welcome to propose their own topics for discussion around a central question. Facilitated by the EC, this is an opportunity to share ideas about the nature of our association and to get feedback from our members.
- 3 hours.

ITYARN Conference

- 1 day.
- Conference and readings of papers usually at the start or just before the Congress
- After the opening, as part of the Congress/Festival Program, ITYARN may have further forums/events.

Write Local. Play Global. Playwrights’ Events

- These are organized by WLPG in association with the Congress organizers and may include Playwrights Slams (playwrights reading 5 minutes of an existing play), ‘Shorts’ (1,000 word plays written to the theme of the Congress), or ‘Sparks’ (500 word monologues written to the theme of the Congress), or a combination of the previous. There are usually 3-4 of these events within the context of an ASSITEJ World Congress and Festival.

International Inclusive Arts Network Events

The Congress organizers will work with the leadership of the Inclusive Arts network to help bring a focus to that part of our practice with performances, workshops, seminars, and such.

CLOSING

An event, with some artistic content, which reflects the spirit of ASSITEJ and concludes the festival in a suitable manner.

ASSITEJ Awards.

The Honorary President's Award for Artistic Excellence will be given at a separate event, specially prepared for the purpose. There may be a performance as part of the ceremony.

Other awards may also be given by ASSITEJ in the future. It is proposed that these are specialist awards for particular areas of endeavor, for example, scriptwriting for young audiences, directing and choreography, research, etc. The award would be a Special focus on this person within the next World Congress and Performing Arts Festival.

SOCIAL ACTIVITIES

Parties, launches, celebrations, informal teatime conversations, etc. Some of these may be organized by regional networks, by national centres, by ASSITEJ or by the Host.

10. MONITORING & EVALUATION & REPORTING

- a) It is expected that the Host monitors and evaluates the Congress in terms of such aspects as participation, financial, administrative, artistic and logistical elements of the World Congress and Performing Arts Festival.
- b) The Host needs to present a Final Narrative and Financial Report no later than 6 months after the conclusion of the World Congress.
- c) The Host is also expected to document the festival, both through photographic and video recording.
- d) A 15-20 minute film should be created which reflects the content and spirit of the World Congress, to be used for future marketing and documentation purposes. This will be developed in collaboration with the Promotions group of the ASSITEJ EC.

Annexure B

Past Congress Venues

Past Congress venues are:

- 18th – Warsaw, Poland, May 2014
- 17th - Copenhagen, Denmark & Malmoe, Sweden, 20-29 May 2011
- 16th - Adelaide, Australia, 2008
- 15th - Montreal, Canada, 2005
- 14th - Seoul, Korea, 2002
- 13th - Tromsø, Norway, 1999
- 12th - Rostov on Don, Russia, 1996
- 11th - Havana, Cuba, 1993
- 10th - Stockholm, Sweden, 1990
- 9th - Adelaide, Australia, 1987
- 8th - Moscow, USSR, 1984
- 7th - Lyon, France, 1981
- 6th - Madrid, Spain, 1978
- 5th - East Berlin, GDR, 1975
- 4th – Albany & Montreal, United States & Canada, 1972
- 3rd - Venice, Italy, 1970
- 2nd - The Hague, The Netherlands, 1968
- 1st - Prague, Czechoslovakia, 1966

Annexure C:**ASSITEJ Congress Proposal Evaluation Form**

2.1 Evaluation of the Host Country

	Excellent / Good / Poor
Different theatrical region or continent from previous Congresses	4 3 2 1 0
Financial commitment demonstrated	4 3 2 1 0
Political & economic stability	4 3 2 1 0
Organizational plan for Congress management	4 3 2 1 0
Infrastructure for communications & transportation	4 3 2 1 0
Standing of ASSITEJ Membership	4 3 2 1 0
Subtotal _ _ _ _ _	[24]

2.2 Evaluation of the Financial Commitment Demonstrated

	Excellent / Good / Poor
Financial soundness of the proposal	4 3 2 1 0
Financial support guaranteed	4 3 2 1 0
Amount of registration fee	4 3 2 1 0
Assistance to developing countries and Next Generation participation	4 3 2 1 0
Subtotal _ _ _ _ _	[16]

2.3 Evaluation of the Host City

	Excellent / Good / Poor
Convenience of city to air, rail, bus &/or boat connections.	4 3 2 1 0
Accommodation (consider the elements below:	4 3 2 1 0
Quality of rooms for price	
Number of rooms available	
Range in room prices (budget-priced to high-standard)	
Proximity to Congress Centre)	
City amenities for a comfortable visit (consider the elements below:	4 3 2 1 0
Shops, banks, restaurants	
Public transportation)	
Cultural & Theatre-related attractions	4 3 2 1 0
Subtotal _ _ _ _ _	[16]

2.4 Evaluation of Congress Venue

	Excellent / Good / Poor
Location	4 3 2 1 0
Facilities & equipment for hospitality, sessions and art market	4 3 2 1 0
Interpretation services	4 3 2 1 0
Facilities for special events	4 3 2 1 0
Subtotal _ _ _ _ _	[16]

2.5 Evaluation of Performing Arts Festival

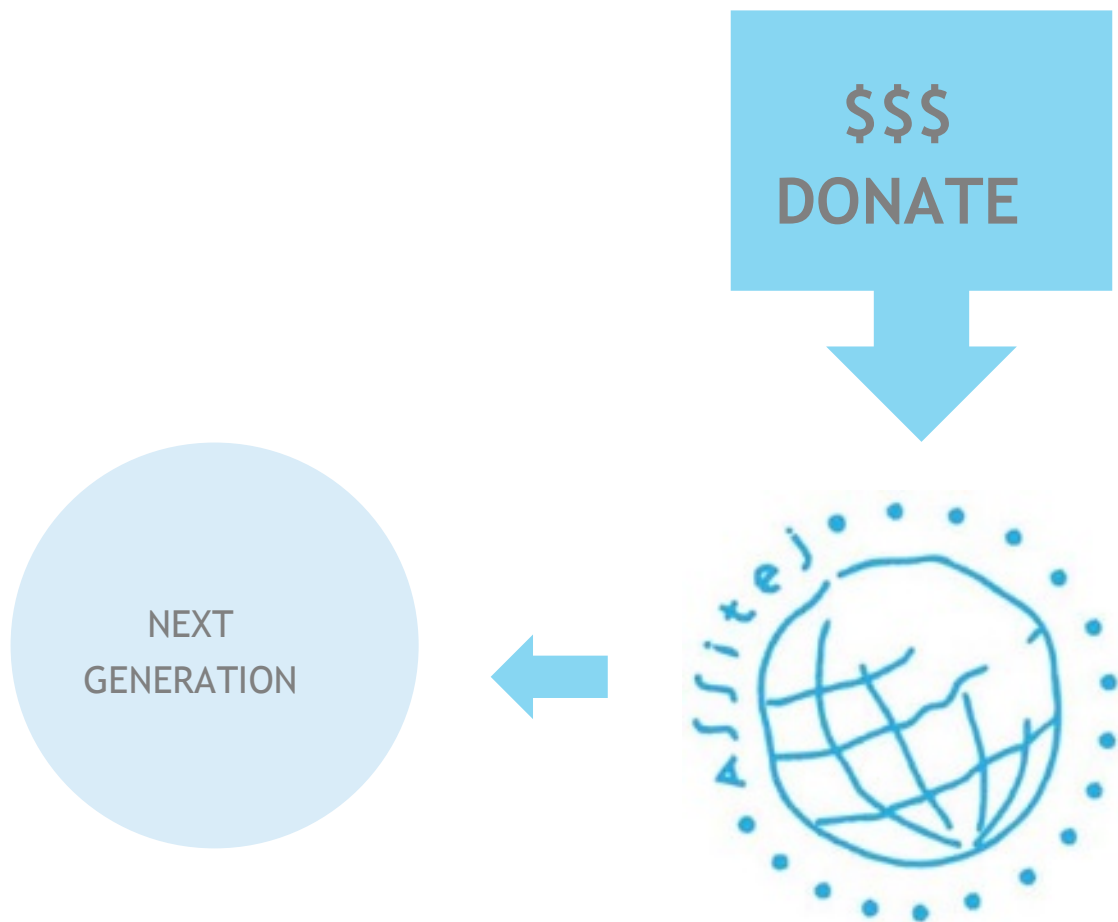
	Excellent / Good / Poor
Performing Arts Festival has team or advisors with experience of hosting / programming international festivals	4 3 2 1 0
Logistics of performing arts festival (venues, transportation, costs)	4 3 2 1 0
Vision of performing arts festival	4 3 2 1 0
Side / Regional festival (Cavalcade or regional focus)	4 3 2 1 0
Range of theatre types / genres / audience experiences	4 3 2 1 0
Organisational plan for Festival Management	4 3 2 1 0
Subtotal _ _ _ _ _	[24]

2.6 Evaluation of Additional elements

Social Programme and sightseeing tours	4 3 2 1 0
Subtotal _ _ _ _ _	[4]

TOTAL _ _ _ _ _ **[100]**

HOW TO BE A FRIEND OF ASSITEJ



FRIENDS OF ASSITEJ

'Friends of ASSITEJ' is an opportunity for members (individuals, companies, national centres, networks etc.) and supporters to contribute to building the next generation of Theatre for Young Audiences practitioners, by contributing on a once-off or annual basis to the **ASSITEJ Next Generation Placements' programme**. This programme allows an emerging artist to access an international exchange and development activity such as participation in a festival, seminar, forum, workshop or other project in another country.

ASSITEJ has pledged 2000 USD (4 x 500 USD) partial sponsorships to be used for supporting this programme in 2013-2014, and any additional funds raised through Friends of ASSITEJ will be used to increase the number of partial sponsorships available to those who apply.

In the future, the EC will determine the level of sponsorship that can be applied to this programme from their budget, but Friends of ASSITEJ will supplement this budget to ensure that more emerging artists have access to international exchange and professional development.

Levels of Friends of ASSITEJ

There are four levels of giving in Friends of ASSITEJ: Bronze, Silver, Gold and Platinum. These levels have been rebranded as follows:

Bronze level:

100 USD

Partial placement

Silver level:

250 USD

Half placement

Gold level:

500 USD

Full placement

Platinum level:

500 USD over three years/ 1500 USD

3 placements

ACKNOWLEDGEMENT OF FRIENDS OF ASSITEJ

All Friends of ASSITEJ will be publicly acknowledged and thanked as part of the Awards Ceremony at the World Congress, where they will be announced and will receive their specially designed pin and a certificate of appreciation, signed by Next Generation participants and the President of ASSITEJ, if they are in attendance.

At each International Meeting, there will be an opportunity after the first meeting of the Next Generation placement programme, for Friends of ASSITEJ to meet with the new Next Generation participants, and with others who have been on individual placements over the course of the year. This will give Next Generation participants an opportunity to meet those who have been interested in sponsoring the programme, to meet others who have benefitted from individual placements, and for networking and supportive relationships to be created, should these be desirable for either the Friends of ASSITEJ or the Next Generation participants. (NOTE: Should the network “Next Generation” be launched as has been proposed as a space in which Next Generation Placements can share their projects and ideas for collaboration, this might offer Friends of ASSITEJ another site of engagement.)

All Gold and Platinum Friends of ASSITEJ will be recognised as a sponsor of the Next Generation Programme as a listing on the website (ongoing) and in the annual magazine, if they so choose.

Should persons giving at the Bronze or Silver level, choose to do so over several years, once they reach the Gold level of giving, their status will be upgraded to Gold, and they will then be acknowledged in the ongoing list of sponsors on the website, and in the annual magazine for that year.

Friends of ASSITEJ may remain anonymous should they so desire, and are under no obligation to attend the above-mentioned events.

Friends of ASSITEJ will also be sent reports by the Next Generation on the success of the projects or experiences they have enjoyed during the period of giving.

Hosts of Individual Placements for Next Generation will also be obliged to acknowledge the Friends of ASSITEJ in some way – through the media, or through a public event during their activity.

Legacy of Friends of ASSITEJ**GOLD (Life - 500 USD)**

These will continue to be acknowledged on the ongoing website and in the magazine listings.

Marina Guo – China

Vicky Ireland – UK

Niclas Malmcrona – Sweden

Stepan Rabl – Austria

Michael Ramlose – Denmark

Harold R Oaks – USA

Peter Manscher, Denmark

Nat Eek - USA

Ann Shaw – USA

Ivica Simic

Paul Harman

Oleg Labozin

Katariina Metsalampi

Wolfgang Schneider

Klaus Eggert, Denmark

SILVER (for 3 years - 250 USD)**BRONZE (1 year - 100 USD)**

Klaus Eggert, Denmark

Anette Eggert, Denmark

Kim Peter-Kovak, USA

Tony Mack, Australia

Claudia Mayer, Germany

Katariina Metsalampi, Finland

Felicia Malmcrona, Sweden

Philip Hardy, Ireland

Maria Luiza Monteiro,

CONSTITUTION

ASSITEJ

Association Internationale du Théâtre pour l'Enfance et la Jeunesse
International Association of Theatre for Children and Young People

Article 1 -Preamble

Article 1.1. Name

Since the theatrical art is a universal expression of mankind and possesses the influence and power to link large groups of the world's people and considering the role that theatre can play in arts education of young generations, an autonomous international organization has been formed which bears the name of the International Association of Theatre for Children and Young People. The Association shall be known by the acronym ASSITEJ (Association Internationale du Theatre pour l' Enfance et la Jeunesse).

Autonomous - having the freedom to act independently

Article 1.2 - Mission

1.2.1 ASSITEJ recognizes the right of all children and young people to enrichment through the arts and their own cultural traditions, especially theatre culture. Theatre respects its young audiences by presenting their hopes, dreams, and fears; it develops and deepens experience, intelligence, emotion, and imagination; it inspires ethical choices; it increases awareness of social relationships; it encourages self-esteem, tolerance, confidence, and the free expression of opinions. Above all, it helps future generations find their place and voice in society. To this end, ASSITEJ endorses Article 31 of the 1989 United Nations' Convention of the Rights of the Child that affirms the right of children to leisure time and the enjoyment of arts and cultural activities. It shares common values with UNESCO's Cultural Policy, calling for the rights of children and young people to cultural participation and activity. It holds with the belief of the 2005 UNESCO Convention about Cultural Diversity, that children and young people must be allowed a cultural identity and to be visible everywhere in society. ASSITEJ is an advocate for the promotion of theatre for young audiences in principle and practice. It calls on all national and international organizations that recognize the potential of children and young people and their capacity to contribute to the development of society to recognize and support this constitution.

Tolerance -the ability to respect different opinions

1.2.2 ASSITEJ proposes to unite theatres, organizations and individuals throughout the world dedicated to theatre for children and young people.

1.2.3 ASSITEJ is dedicated to artistic, cultural, political and educational efforts and no decision, action or statement of the Association shall be based on nationality, political conviction, cultural identity, ethnicity, or religion.

1.2.4 ASSITEJ promotes international exchange of knowledge and practice in theatre in order to increase creative co-operation and to deepen mutual understanding between all persons involved in the performing arts for young audiences.

1.2.5 ASSITEJ has non-profit and non-commercial aims.

Article 2 - Seat

2.1 The Seat of ASSITEJ is in (town), (country).

2.2 The current law of the state in which the Association is resident or situated will apply in all instances not expressly provided for by the present statute, and the private law of that state will bind the Association.

2.3 The General Assembly is entitled to modify the seat of the Association, amending the Constitution as necessary in order for it to comply with the laws of the Country in which ASSITEJ has its seat.

2.4 The account and corporate books of the Association shall have to be filed with the seat of the Association.

Article 3 - Object

3.1 - Aims

Recognizing that children and young people make up a large part of the world's population and that they represent the future, the aims of the Association are:

3.1.1 To work for the rights of children and young people to artistic experiences especially designed and created for them.

3.1.2 To work for the recognition and acknowledgement of theatre for children and young people.

3.1.3 To work for improvement of the conditions of theatre for children and young people all over the world.

3.1.4 To improve the common knowledge of theatre for children and young people worldwide, thus drawing the attention of international and national authorities to the importance of taking children and young people and the artistic work created for them seriously.

3.1.5 To give people working with theatre for children and young people the opportunity to learn about the work of colleagues from other countries and cultures, thus enabling them to enrich theatre for children and young people in their own country.

3.1.6 To help to form in all countries, ASSITEJ centres and networks which function in accordance with the mission, constitution and policies of the Association. These centres and networks shall unite all theatres, organizations, and persons interested in theatre for children and young people.

3.1.7 To help to establish international artistic networks to explore different aspects of artistic work for children and young people, to increase the artistic competence of artists and to benefit them.

3.2 Means and activities

The means of achieving these aims will be:

- 3.2.1. Organization, promotion and support of national, regional, and international programmes, congresses, conferences, festivals, study tours, exhibitions, and other activities.
- 3.2.2. Promotion and support of exchange of experiences between artists from all countries.
- 3.2.3. Encouragement of circulation and exchange of plays, texts, and other literature pertaining to theatre for children and young people.
- 3.2.4. Collection of material and documentation on theatre for children and young people.
- 3.2.5. Promotion of theatre for children and young people through all media.
- 3.2.6. Co-operation with other international organizations with related interests.
- 3.2.7. Introduction and support of proposals made by centres and networks in order to advance the work of theatre for children and young people to appropriate national and international authorities and agencies.

Article 4 - Members

ASSITEJ is created to facilitate the development of theatre for children and young people at the highest artistic level. No theatre, organization or individual can be refused admittance to membership of ASSITEJ on the basis of age, gender, ethnicity, disability or ability, sexual orientation, cultural identity, national origin, or political or religious conviction.

4.1 Members of the Association are:

- 4.1.1 national centres representative of theatre for children and young people in their own countries;
- 4.1.2 professional, international networks of theatres, organisations and persons who share a common artistic need or interest that serves the growth of theatre for children and young people;
- 4.1.3 individual members (theatre companies, organisations, or persons) dedicated to theatre for children and young people, who are not able to participate in other forms of ASSITEJ membership.

4.2 Categories of membership:

- 4.2.1 Full membership:
National centres and networks
- 4.2.2 Corresponding membership:
Those national centres and networks that are unable to meet the full criteria for membership, but can meet less stringent criteria as defined in Article 4.3.
- 4.2.3 Non-voting membership:

Individual members (theatre companies, organizations or persons) dedicated to theatre for children and young people, who are not able to participate in other forms of ASSITEJ membership.

4.3 Definitions of members:

4.3.1 National Centres:

4.3.1.1 National centres are networks of the theatre companies, organisations and persons working in that country in the field of theatre for children and young people.

4.3.1.2 Categories of membership within national centres are:

- 4.3.1.2.1 Professional theatre companies or artists performing for children and young people.
- 4.3.1.2.2 Non-professional theatre companies or artists performing for children and young people.
- 4.3.1.2.3 Organizations, institutions, associations or persons actively engaged in the work of theatre for children and young people.
- 4.3.1.2.4 Supporting organizations, institutions, associations, or persons interested in theatre for children and young people.

4.3.1.3 Criteria for full or corresponding membership:

- 4.3.1.3.1 To qualify for full membership in the Association, a national centre must be a network comprising of at least three (3) professional members (2.1), or five (5) members with at least two (2) professional members (2.1) and three (3) non-professional members (2.2).
- 4.3.1.3.2 To qualify for corresponding membership, a national centre must be a network of theatre companies, organisations and persons, which does not achieve the above criteria.

4.3.2 Professional Networks

4.3.2.1 Professional networks are formal, international networks of theatre companies, organisations, and/or persons working in and supporting the field of theatre for children and young people.

4.3.2.2 Professional networks can be formed on the basis of common interests or needs related to the work of theatre for children and young people.

4.3.2.3 Criteria for full or corresponding membership:

- 4.3.2.3.1 To qualify for full membership in the Association, a professional network should be a global network which includes members from at least seven (7) countries from two (2) or more continents.
- 4.3.2.3.2 Those professional networks which do not meet the above criteria, but include members from a minimum of five (5) countries, may apply for corresponding membership.

4.3.3 Individual members:

4.3.3.1 Individual members are theatre companies, organizations or persons dedicated to theatre for young audiences, who are not able to participate in other forms of ASSITEJ membership.

4.3.3.2 Individual members are non-voting members.

4.3.4 Common criteria for membership:

No category of membership may participate provisionally in ASSITEJ.

Article 5 - Rights and Obligations

5.1 Full members

have the right to make proposals at constitutional meetings, to be elected to the Executive Committee, and to vote according to the rules detailed in Article 9.

5.2 Corresponding members

have the right to make proposals at constitutional meetings and to vote according to the rules detailed in Article 9. Corresponding members do not have the right to be elected to the Executive Committee.

5.3 Non-voting members

have the right to participate in the work of the Association, including giving proposals at constitutional meetings, but do not have the right to vote according to the rules detailed in Article 9. Additionally, non-voting members do not have the right to be elected to the Executive Committee.

5.4 All members, full, corresponding and non-voting

have the following obligations:

- to work to achieve the aims defined by the Association,
- to maintain its statutes,
- to act upon the decisions made by the Association,
- to pay their membership fees,
- to keep the Secretary General informed of their activities on a regular basis,
- to appoint a correspondent,
- to provide a permanent address,
- and to communicate to their members the information sent from the Secretary General's office.

5.5 All full and corresponding members

must use the acronym “ASSITEJ” either in the name of the centre or network, or in the description in the subtitle.

Article 6 - Application, Resignation, Suspension, Expulsion

- 6.1. Written applications for membership shall be addressed to the Secretary General. These applications will be considered, approved, or denied by the Executive Committee. In the case of a denial by the Executive Committee, the applicant may appeal to the next General Assembly.
- 6.2. Any member that wishes to resign from the Association should inform the Secretary General in writing. The resignation will take effect from 1st January in the following year.
- 6.3. The Executive Committee may decide, by a majority of two-thirds, on the rejection, suspension, or expulsion of any member whose work conflicts with the fundamental aims of this Association, or who has failed several times in one of the obligations mentioned in Article 5.4. Any centre which has been rejected, suspended, or expelled loses the right to use the name of “ASSITEJ”.
- 6.4. Any rejected, suspended, or expelled member may appeal to the next General Assembly.
- 6.5 The membership fees cannot be transferred, in any case.

Article 7 - Income, Funds, Financial Year and Budget

- 7.1. This Association is financed from membership fees, as well as from subsidies or grants accepted by the Executive Committee, given its non-profit status.
- 7.2 This Association can also be financed with incomes derived by commercial activities of limited extent, addressed to members or third parties.
- 7.3. The financial year shall run from 1st January to 31st December every year. Within 4 months after the end of the financial year, the Treasurer shall prepare the “financial statements” to be submitted for approval to the Executive Committee. The financial statements need to be approved by the Executive Committee before the month of December of the year after the end of the accounting period.

Every time it meets, the General Assembly shall ratify the “mission budget”, in which the financial statements of the solar years between one General Assembly and the next are merged.
- 7.4. Membership fees, which are determined by the General Assembly, are due on 1st January of each year and must be sent to the Treasurer. Members more than six (6) months in arrears lose the right to vote in the General Assembly.
- 7.5 The extra management funds and any additional funds shall comprise the Common Fund of the Association.

7.6 The Common Fund shall not be distributed among the Members, while the Association is still in place. Upon termination of the Association, the Common Fund shall be distributed as stated in Art. 13. While the Association is still valid, it is forbidden to distribute, even indirectly, profits, extra management funds, unless the destination and the distribution are established by law.

Article 8 - Structure

The governing body of this Association consists of:

1. The General Assembly
2. The Executive Committee

Article 9 - The General Assembly

9.1 Composition of the General Assembly

The General Assembly consists of delegations of all full and corresponding members.

9.2 Voting Rights of the General Assembly

9.2.1 A delegation from a centre or network with full membership has three (3) votes. A delegation from a centre or network with corresponding membership has one (1) vote.

9.2.2 Voting by proxy is permitted, and the proxy must be given in writing.

- A centre or network wishing to transfer its proxy must do so in writing.
- A delegation from a national centre or a network can hold proxy for only one other national centre or network.
- A national centre or network with full membership can hold proxy for any full or corresponding member.
- A national centre or network with corresponding membership can hold proxy only for a national centre or network with corresponding membership.

9.2.3 Non-voting members are invited to participate in the work of the General Assembly. These members are encouraged to find ways to formally associate with others to become part of the voting membership of ASSITEJ.

9.3 Meetings of the General Assembly

9.3.1 The Association shall meet in General Assembly at the World Congress at least once in every three calendar years, with the formal announcement of this meeting made at least six months in advance by the Secretary General upon instruction of the President. The General Assembly will decide on the location of the next General Assembly and World Congress, but if it should be unable to make a

decision on this matter, or if a change of location should prove necessary, this decision will be left to the Executive Committee.

9.3.2 The Association may meet between two World Congresses. Members may propose an already existing event of international or regional significance for selection as an “ASSITEJ International Meeting/Global Gathering”. These event/s will be selected by the General Assembly.

9.3.3 A Special Meeting of the General Assembly may be called by the Secretary General three months in advance on the written and justified request of two-thirds of the members or at the discretion of the Executive Committee in the case of an emergency or extraordinary circumstance. This special meeting may take the form of online voting or video conferencing or similar technology. The seat of the Assembly shall be the one where the President is.

9.4 Functions of the General Assembly

9.4.1 The General Assembly has final control over the Constitution, and decides on any changes or amendments, thus including the ones about the seat of the Association (Art. 2.3) and connected provisions. Any member wishing to amend the Constitution must give notice in writing to the Secretary General at least three (3) months before the date of the meeting of the General Assembly. Any decision to amend the Constitution shall require a two-thirds majority.

9.4.2. The General Assembly establishes the broad outlines of the Association's policy.

9.4.3 The General Assembly shall ratify the “mission budget”, in which the financial statements and the financial reports of the solar years between one General Assembly and the next are merged. They are presented and approved annually by the Executive Committee.

9.4.4 The General Assembly determines the membership fees and other charges to be levied on the members of the Association.

9.5 Functioning of the General Assembly

9.5.1 The President of this Association is by right President of the General Assembly. In the event of his or her absence, he or she will be replaced by a Vice-President, selected by vote of the Executive Committee, or, in the absence of all the Vice-Presidents, by a member of the Executive Committee elected for this purpose by the General Assembly.

9.5.2 All decisions, unless otherwise stated, are taken by simple majority vote. In the case of a tie, the President will cast the deciding vote. If two centres apply to host the next Congress, the host shall be the centre that receives the most votes. If more than two centres apply for hosting, and neither receives a majority, a second vote shall be taken between the two leading candidates, and the host shall be the centre that receives the most votes.

9.5.3 A meeting of the General Assembly can only be held if the delegates of at least one-third (1/3) of the full and corresponding members state in writing to the Secretary General their determination to be present and to participate, either in

person or by proxy. This notification of attendance must be sent to the Secretary General three (3) months in advance of the meeting.

9.5.4 Quorum: The General Assembly can only make decisions if one-third (1/3) of the members participate either in person or by proxy.

9.6 Selections of bids

9.6.1 All bids for hosting Global Gatherings and World Congresses should be presented to the Secretary General three (3) months prior to the next General Assembly, for assessment by the Executive Committee. The Secretary General will receive bids for up to and including the next four (4) year period to ensure that there will be sufficient time for preparation of the Meeting/Gathering in the year following the next World Congress.

9.6.2 If no applications for the 4th year are received and voted upon by the General Assembly at the World Congress, the Executive Committee reserves the right to call for early applications one year prior to the World Congress which will be selected by the General Assembly through a special meeting using online voting or video conferencing. Should a Quorum for this meeting not be achieved, then the General Assembly gives the right to the Executive Committee to decide on the host for this Global Gathering.

9.7 Honorary titles

The General Assembly, on the recommendation of the Executive Committee, can give the titles of Honorary President and Honorary Member for exceptional service to the Association. Both categories shall have a consultative voice, but no right to vote, and they cannot represent their country.

9.8 Elections for the Executive Committee

9.8.1 Elections for the Executive Committee of the Association are held at a meeting of the General Assembly at least once in every three (3) calendar years.

9.8.2 The General Assembly shall elect the President and Secretary General from those standing for the Executive Committee, in this order: the President is elected first and presides over the election of the Secretary General and representatives to the Executive Committee. Candidacies for the offices of the President and Secretary General should be sent in writing to the Secretary General, three months before the date of the General Assembly in order to circulate nominations to the members of ASSITEJ.

9.8.3 If no centre or network has presented candidates for these offices, the Executive Committee at its last meeting before the General Assembly shall recommend a candidate for each of the offices and inform all members of this recommendation.

9.8.4 The General Assembly shall elect the members of the Executive Committee as representatives of centres or networks with full membership. A centre or network

with full membership may have only one representative on the Executive Committee. Where a centre and a network nominate candidates from the same country, the candidate of the national centre takes preference and may stand for election. Each full member, on its own behalf, should send to the Secretary General, in writing, the name of its candidate three months before the date of the meeting of the General Assembly in order to circulate nominations to the members of ASSITEJ.

9.8.5 From amongst the members of the Executive Committee, the General Assembly shall elect the Vice-Presidents and Treasurer, who shall be nominated in a meeting of the new Executive Committee. They shall be elected in their personal capacity.

9.8.6 The officers and members of the Executive Committee shall be chosen to represent as fairly as possible the interests of the organization and the diversity of all the centres and networks, taking into account such factors as geography, ethnic origin, gender, aesthetics and cultural identity. They should also reflect strengths that serve the concerns and priorities of the working plan for the elected term.

9.9 The agenda for the General Assembly

9.9.1 The agenda, with its enclosures, and candidates for the President, the Secretary General, the Executive Committee, and all bids (as in article 9.6) for the next four(4) year period, should be sent from the General Secretariat to all centres no later than two (2) months in advance of the General Assembly.

9.9.2 Only those items which are set down on the agenda may be voted upon in the General Assembly.

Article 10 - The Executive Committee

10.1. Composition of the Executive Committee

10.1.1 The Executive Committee is composed of a maximum of fifteen (15) members having the right to vote, including the President, three (3) Vice-Presidents, the Secretary General and the Treasurer.

10.1.2 In the event of the death or resignation of a member of the Executive Committee, the Executive Committee shall authorize the centre or network which nominated the member to appoint a deputy for the remaining period of the term of office. The exceptions are: in the case of the President, where the replacement shall be from amongst the Vice-Presidents; and in the case of one of the Vice Presidents, where the Executive Committee is authorized either to leave the office vacant or, if it judges it necessary, to elect a replacement from amongst its own members. In the case of the death or resignation of the Secretary General, the Executive Committee will appoint a suitable person to the office in an acting capacity, until the next General Assembly.

10.1.3 The Executive Committee has the right to co-opt persons as members of the Executive Committee. The Executive Committee also has the right to appoint Counsellors for the period of its mandate, who may attend, without voting rights, meetings of the Executive Committee during their time in office.

- 10.1.4 Any member who cannot attend a meeting of the Executive Committee can be replaced only by a permanent deputy nominated by his or her centre for the duration of his or her term of office. The Secretary General must be notified of the deputy's name as soon as possible after the General Assembly.

10.2. Meetings of the Executive Committee

- 10.2.1 A meeting of the Executive Committee may be held only if at least half (1/2) of the members express to the Secretary General their determination to be present and participate, either in person or represented by a deputy. The presence of half (1/2) of the members shall constitute a quorum.
- 10.2.2 The Executive Committee will meet at least once each calendar year; the Committee will decide by majority vote if it is necessary to hold additional meetings, and will choose the places and dates of such meetings. The committee must be notified three (3) months in advance. Meetings will be called by the Secretary General at the request of the President.
- 10.2.3 Due to the international nature of the Association, the members of the Executive Committee are allowed to participate in the meetings by the means of video-conferencing or similar technology. The seat of the meeting shall be the one where the President is.

10.3 Functioning of the Executive Committee

- 10.3.1 The Executive Committee may decide upon urgent matters by correspondence if it proves impossible to hold a special meeting. In this case the Secretary General, by agreement with the President, shall send to each member of the Executive Committee a questionnaire, to which each member will reply in writing. Decisions will be made by a two-thirds (2/3) majority vote. The decisions will come before the Executive Committee at their next meeting for ratification. The replies will be placed in the records of the Association where they will be available for examination by members of the General Assembly.
- 10.3.2 Each member of the Executive Committee possesses one vote, which he or she may use in person, unless delegated to his or her permanent deputy.
- 10.3.3 The President of the Association is also Chairperson of the meetings of the Executive Committee. In the event of the President's absence, he or she will be replaced by a Vice-President, selected by vote of the Executive Committee, or if all the Vice-Presidents are absent, by a member elected for this purpose by the Executive Committee to chair the meeting.
- 10.3.4 All motions are carried by a simple majority vote, except decisions taken by correspondence or regarding Article 6.3.
- 10.3.5 The Chairperson of the meeting has the right to vote as a member of the committee. If a majority decision cannot be established by this means, the Chairperson may cast a second, deciding vote.

- 10.3.6 The Executive Committee will submit a working plan of activities to the General Assembly. It manages the affairs of the Association between the meetings of the General Assembly and carries out the decisions of the General Assembly. The Executive Committee will remain in office for the period between one General Assembly and the next, which will be three years or thereabouts, at which time its members shall be eligible for re-election.
- 10.3.7 The Executive Committee will accept or reject new applications for membership made to the Secretary General. A rejection may be appealed by the applicant at the next General Assembly.
- 10.3.8 The Executive Committee will give guidance to parties submitting bids for Gatherings/the World Congress, in order to give them the opportunity to strengthen their bids prior to the next General Assembly. The Executive Committee has the right to not take into consideration any proposals which do not meet the requirements described in the bid document.
- 10.3.9 The budget is administered by the Executive Committee according to a working plan established by the General Assembly.
- 10.3.10 In accordance with the Executive Committee's decision, the Treasurer has responsibility over the budget and the administration of the Association.
- 10.3.11 In order to comply with the laws of the Country where the Association has its seat, the management of accounting and corporate books shall be carried out by the Treasurer only in the case where they are residing in the Town where ASSITEJ has its seat; otherwise, the Executive Committee shall nominate an Accountant (person or company) residing in the Town where ASSITEJ has its seat and determine duties, powers and any reimbursement. The Treasurer shall be responsible for reviewing the conduct of the Accountant in order to check that all deeds fully comply with the interests of the Association (see also Art. 11.5.9).
- 10.3.12 The Executive Committee is entitled to require an external Audit of the accountings of the Association.
- 10.3.13. The Executive Committee may take initiative in matters not anticipated by the General Assembly, provided that these matters are in keeping with the mission and aims of this Association, and provided that the Executive Committee takes the first opportunity to report on these matters to the members.

Article 11 - The Officers

The Officers of this Association are as follows:

- The President
- Three Vice-Presidents
- The Secretary General
- The Treasurer.

11.1. The Officers are charged with specific functions in carrying out the Association's program and submitting reports to the Executive Committee.

11.2 The President shall:

- 11.2.1 Preside over all General Assemblies, Special and Executive Committee meetings;
- 11.2.2 Work towards the realisation of the aims of ASSITEJ, as determined by the General Assembly, through implementing the policies of the Association, and proposing projects and practices to accomplish these;
- 11.2.3 Lead and manage the activities of the Association through motivating and directing the work of the Executive Committee, in alignment with the working plan as adopted by the General Assembly;
- 11.2.4 Work to ensure that ASSITEJ maintains and develops international and regional contacts through networking, and actively seeks out opportunities that will serve the members of the Association;
- 11.2.5 Work to ensure that ASSITEJ develops and maintains relationships with relevant stakeholders in theatre, education and children/youth affairs, for the good of the Association;
- 11.2.6 Propose fundraising strategies, and together with the Executive Committee, work towards the financial and organisational sustainability of the Association;
- 11.2.7 Communicate the vision of the Association to members, interested parties, the media and the broader public;
- 11.2.8 Represent the Association at regional or international meetings, or delegate an Officer or member of the Executive Committee to do so on his/her behalf;
- 11.2.9 Sign or countersign cheques, correspondence, applications, reports, contracts and other documents on behalf of the Association, being entitled to delegate some of these functions, totally or partially, to the Treasurer or Accountant, with explicit mandate of the Executive Committee.
- 11.2.10 During voting procedures, take the deciding vote in the event of a tie, when decisions cannot be taken by simple majority.

11.3 The Vice Presidents shall:

- 11.3.1 Assume, separately, the duties of the President, if the latter is not available or act on his/her behalf as a representative of the Association at his/her request;
- 11.3.2 Actively assist the President in realising the aims of the Association through concrete planning and actions;
- 11.3.3 Serve as Chairs of Working groups within the Executive Committee, when required to do so;
- 11.3.4 Lead projects on behalf of the Association;
- 11.3.5 Represent the Association at international or regional meetings or events;
- 11.3.6 Advocate for the realization of the Mission and Aims of the Association in their own regional contexts, and internationally, where appropriate.

11. 4 The Secretary-General shall

- 11.4.1 Administer all procedures around membership of the Association including applications, resignations, suspensions or expulsions, as determined by the Executive Committee;
- 11.4.2 Actively recruit new members to the Association;
- 11.4.3 Call meetings of the Association (including General Assemblies and Executive Committee meetings) in consultation with the President;
- 11.4.4 Ensure that a sufficient quorum of members is present at all meetings for purposes of decisions taken being carried;
- 11.4.5 Compile an agenda for each meeting in consultation with the President, and organize the distribution thereof, and of the minutes of previous meetings to the members for approval;
- 11.4.6 Organise the events within the meeting, together with the Hosts of the event, to ensure that there is smooth running of these;
- 11.4.7 Record all proceedings (especially, decisions) of the meetings of ASSITEJ and ensure that they are appropriately stored and made available to members of the Association;
- 11.4.8 Submit reports on the activities and work of ASSITEJ at all Executive Committee meetings, as well as at the General Assembly;
- 11.4.9 Represent the Association locally, regionally and internationally, when able and/or required to do so;
- 11.4.10 Communicate with the members of ASSITEJ on a regular basis about the news of the Association and its members, as well as about ASSITEJ projects, meetings, festivals and events;
- 11.4.11 Administer the communication tools of the Association, including but not limited to, the website, the database, the newsletter and all social media;
- 11.4.12 Organise and monitor the activities and projects coming out of the working plan, together with the President and Working Group Chairs;
- 11.4.13 Supply the ASSITEJ International Archives with all examples of ASSITEJ publications, materials and relevant objects of significance;
- 11.4.14 Market the publications of ASSITEJ to the broader community, including the members and interested stakeholders;
- 11.4.15 Submit to the General Assembly on behalf of the Executive Committee, the working plan which is suggested for the next three year term of office.

11.5 The Treasurer shall

- 11.5.1 Oversee the administration of the ASSITEJ finances and bank accounts, including all income and expenditure;
- 11.5.2 Communicate with those either making payment (through sending invoices and receipts) or receiving payment from ASSITEJ;

- 11.5.3 Keep members updated as to their status within the Association, as this relates to their payment of their annual membership fees;
 - 11.5.4 Prepare the annual financial statements, to be submitted to the Executive Committee for approval, and the mission budget for the General Assembly, also preparing any interim financial reports, if required to do so;
 - 11.5.5 With the President, sign off on all audits of financial account;
 - 11.5.6 Advise the Executive Committee on budgeting and financial strategy;
 - 11.5.7 Prepare financial reports of ASSITEJ projects for funders or stakeholders, when applicable;
 - 11.5.8 Protect the Association's financial assets;
 - 11.5.9 Should some of the functions be delegated, in whole or in part, to the Accountant with explicit mandate of the Executive Committee, the Treasurer shall have the obligation and the responsibility to review the work of the Accountant in order to ensure that each act is fully compliant with the interests of the Association, also having the right to request an external audit.
- 11.6 In case of any urgent matters not foreseen by the Executive Committee, the Officers are given the right to act at their discretion and will take the first opportunity to report on these matters to the Executive Committee.

Article 12 - Languages

12.1. Working languages at the General Assembly will be the language of the host country, English, and at least one other language as determined by the Executive Committee according to the needs of the meeting. On the occasion of international events, the working languages will be the language of the host country and English, with the option of one more language according to need.

When the host country is English-speaking, it must provide at least two other languages for the General Assembly. For other international events, at least one other language must be provided, if so determined by the Executive Committee, according to the needs of the event.

12.2 The working language of the Association for written communication will be English.

Article 13 - Duration

13.1. This Association is created for an unlimited period.

13.2. This Association shall cease to function when, for any reason, three-fourths (3/4) of the members, on the basis of their number of votes, shall express in writing to the Secretary General the desire to dissolve the Association. In this event, the Executive Committee shall be authorized to declare the Association dissolved, and any funds remaining in the Association's accounts will be given to international organizations pursuing similar aims or made available for public benefit according to the laws of the Country in which the Association has its seat.

Article 14 - Constitutional amendments

All amendments or changes to the constitution shall come into force at the moment of their approval by a General Assembly.

Latest amendments adopted by the General Assembly in Warsaw, Poland 2014.

Definitions, etc.:

- General Assembly (GA) consists of attending delegations of all members from centres and networks, as well as non-voting individual members, and gathers every three years at a World Congress - Art. 8 & 9
- Executive Committee (EC) elected directly by General Assembly - Art. 8 and Art. 9.8.1
- President (officer) elected directly by General Assembly - Art. 9.8.2
- Secretary General (officer) elected directly by General Assembly – Art. 9.8.2
- Treasurer (officer) elected by GA on the recommendation of EC, from amongst members of EC Art. 9.8.5
- Vice-presidents (officers) elected by GA on the recommendation of EC, from amongst members of EC - Art. 9.8.5
- Co-opted (full) member of EC, appointed by EC for the period of its mandate- Art. 10.1.3
- Counsellor, a person appointed by EC for the period of its mandate, without voting rights - Art. 10.1.3
- Deputy (for an EC-member) nominated by the EC-member's Centre or Network for the duration of the mandate of the EC - Art. 10.1.4
- Honorary President, title awarded by General Assembly on the recommendation of EC - Art. 9.7
- Honorary Member, title awarded by General Assembly on the recommendation of EC - Art. 9.7
- Accountant: a person or company residing in the seat of the Association, assuming certain duties, powers and receiving reimbursement for the management of accounting and corporate books. Art. 10.3.11 – 11.5.9
- Auditor: An accredited financial officer appointed by the EC to review, check and ratify the annual financial statements of the Association- Art. 10.3.12
- International Events are, for example, international festivals, conferences, seminars, workshops, forums, and other activities, which take place officially in the name of ASSITEJ, apart from the General Assembly .
- An ASSITEJ World Congress and Performing Arts Festival is a meeting of the General Assembly taking place at least once every three years, which includes both the business of the association and artistic exchange, and requires a quorum - Art. 9.3.1
- An ASSITEJ International Meeting/Global Gathering is an international event where the Executive Committee is present and where all members of ASSITEJ are invited to attend, on a non-compulsory basis. It is primarily an artistic meeting of the organisation and occurs between World Congresses - Art. 9.3.2

APPLY NOW!**APPLICATION FOR MEMBERSHIP 1: NATIONAL CENTRE**

(Please fill in this form to be forwarded to the General Secretariat).

Proposed Name of National Centre	
Address of National Centre	
Contact details of National Centre Phone Fax Telex E-mail Skype	
Contact person Private address Private phone	
Date and year of Constitutional meeting	
Are you applying for Full or Corresponding Membership?	

<p>Members of the Board of the National Centre and Designations</p>	
<p>Membership of the National Centre:</p> <p>Full membership - Minimum professional members OR 2 professional and 3 non-professional</p> <p>Corresponding Membership - 3 members</p> <p>a) Professional companies b) Non-professional companies c) Institutions, organizations, etc. d) Individual members</p>	

(You can fill in the form or enclose a list of members)

<p>Give brief descriptions of FIVE of the members listed above, and provide a website, contact email or phone number for each:</p> <p>e.g. Magnet Theatre, a professional theatre company of 25 years standing; specializes in physical theatre, works for and with young people, based in Cape Town, www.magnettheatre.co.za</p>	
<p>Main Objectives for your National Centre over the next 3 years</p>	
<p>Main activities this year</p>	

Main activities next year (planned)	
Will you charge a membership fee? If so, what are you proposing to charge?	
What are your criteria for membership of the National Centre?	

Form filled in by:

Form completed on:

APPLICATION FOR MEMBERSHIP 2: PROFESSIONAL NETWORKS

(Please fill in this form to be forwarded to the General Secretariat).

Proposed Name of Professional Network	
Address of Professional Network	
Contact details of Professional Network Phone Fax Telex E-mail Skype	
Contact person Private address Private phone	
Date and year of Constitutional meeting	
Are you formally registered and if so as what type of organization?	
Main Purpose, Interest or Theme of Network	
Full or Corresponding	

Membership?	
<p>Please attach the constitution of the Network to this application, if one exists.</p>	
<p>Members of the Board of the Professional Network, and their Designations</p>	
<p>Full Membership: Minimum = 7 members from 7 countries on at least 2 continents</p> <p>Corresponding Membership: Minimum = 5 members from 5 countries</p> <p>Members may comprise:</p> <ol style="list-style-type: none"> a. Professional companies b. Non-professional companies c. Institutions, organizations, etc. d. Individual members 	

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(You can fill in the form or enclose a list of members)

<p>Briefly describe your SEVEN core members, and provide contact email or phone numbers for each, stating their country in each case</p>	
<p>Main Objectives for your Professional Network over the next 3 years</p>	

<p>Main activities this year</p>	
<p>Main activities next year (planned)</p>	
<p>Will you charge a membership fee? If so, what are you proposing to charge?</p>	

What are your criteria for membership of the Professional network?	
Why do you want to be a member of ASSITEJ?	

Form filled in by:

Form completed on:

APPLICATION FOR MEMBERSHIP 3: INDIVIDUAL MEMBERSHIP

Individual Membership is open to theatre companies, organizations, networks or persons who are not able to join ASSITEJ through other means, either as part of a National Centre or as part of a Professional Network.

(Please fill in this form to be forwarded to the General Secretariat).

Name of Individual Member (theatre company, organization, network or person)	
Address of Individual Member, including Country of Origin	
Contact details of Individual Member Phone: Fax: Telex: E-mail: Skype:	
Name of Contact person (if Individual member is Theatre company, organization or network) Private address: Private phone:	
Date and year of Constitutional meeting (if Individual member is Theatre company, organization or network)	

<p>Description if Individual Member is a Theatre company, organisation or network</p>	
<p>Brief CV/resume if Individual Member is a person</p>	

<p>Reasons for Application for Individual Membership</p>	
<p>If applying for membership, despite there being a National Centre based in your country, please explain your reasons for doing so</p>	

What do you hope to gain from being a member of ASSITEJ?	
Main activities in Theatre for Young Audiences this year	
Main activities in Theatre for Young Audiences next year (planned)	

Form filled in by:

Form completed on:
