



Fédération Internationale des Sociétés Artistiques et
Intellectuelles de Cheminots
General Secretary

THE STATUTES

ARTICLE 1 – NAME AND SEAT OF THE FEDERATION

The name of the Federation is: *Fédération internationale des sociétés artistiques et intellectuelles de cheminots* (F.I.S.A.I.C.).

The German name of the Federation is: *Internationaler Kultur- und Freizeitverband der Eisenbahner* (F.I.S.A.I.C.).

The seat of the FISAIC is located at the office of the French National Federation in Paris 10^e – 7 rue du Château-Landon.

ARTICLE 2 – AIMS OF THE FISAIC

The aims pursued by the FISAIC are:

- a) to promote and to support cultural activities of railwaymen from different countries in a spirit of comradeship;
- b) to establish relationships between the different national federations of railwaymen's cultural activities;
- c) to organise railwaymen's international cultural events, make advertise of them and stimulate to participation.

The FISAIC does not belong to any political party, trade union or confession.

ARTICLE 3 – RESOURCES

The F.I.S.A.I.C. is run in accordance with the French Law of 1901 as a non-profit organisation. Its financial resources derive from contributions, donations and different grants. The resources are to be managed in a conscientious way.

A possible surplus from the profit calculation must be added to the reserve funds. These can be used to cover eventual losses.

If there are not enough reserve funds to cover the losses, the members must pay an extra contribution equal to the sum of their last contribution.

ARTICLE 4 – MEMBERS

The FISAIC consists of active members and honorary members.

a) As active members are admitted:

- national railway networks,
- national federations of railwaymen acting as non-profit organisations on cultural fields.

The affiliation to the FISAIC can be applied by a single group only for itself or also for all the other qualified groups of a country wanting to join in during the state of waiting for the constitution of a national federation.

Every country is allowed to be presented in the FISAIC only by one membership; for this reason those countries having several associations must establish a national federation to unite all the groups who want to participate in the activities of the FISAIC.

b) A honorary membership can be given to persons who have acquired particular merits in contributing to the development of the FISAIC.

ARTICLE 5 – BEGINNING OF THE MEMBERSHIP

A candidate wanting to become an active member of the FISAIC must make a written application to the General President, who will present it in the next meeting of the Presidency or in the General Secretariate.

On the admittance to the FISAIC there will be a decision in the Presidency session or in the General Meeting.

Before the official admittance a candidate can participate in:

- General Meetings by sending an observer.
- events organised by the FISAIC under particular conditions.

ARTICLE 6 – END OF THE MEMBERSHIP

A membership can end through a retirement or an exclusion, in both cases by means of a registered letter.

An exclusion of a member can be pronounced if the member:

- commits acts in gross violation of the reputation or interests of the FISAIC,
- commits acts against the Statutes,
- fails to pay the contribution longer than two years.

The rights and dues of the members cease to exist on the day after the receipt of the retirement letter. Retirement or the exclusion does not free the member from paying the current contribution for the year in concern.

The Presidency can temporarily cancel the rights of a member until the General Meeting has decided on its exclusion. The member has no right to make any claims for lost advantages during this time of this provisory exclusion, that is, neither through claiming back the paid contributions nor through demands for compensations of any other kind.

ARTICLE 7 – DUTIES OF THE MEMBERS

The duties of the members are the following :

- a) the members must support and promote the aims of the FISAIC according article 2.
- b) the members – except the honorary members – shall pay an annual contribution in amount of their own free choice, though this contribution should not be less than the amount fixed by the Presidency or the General Meeting. The members should pay their contributions to the treasurer of the FISAIC.
- c) Members participating in the FISAIC events are due to pay their own participation costs.

ARTICLE 8 – ORGANS OF THE FISAIC

The organs of the FISAIC are:

- a) General Meeting
- b) Presidency
- c) Board of Auditors

ARTICLE 9 – GENERAL MEETING

The General Meeting is composed of the Delegates of the active members with a maximum of 3 per national federation.

Every member has a vote. It can delegate in writing its vote to another member, but no member is allowed to have more than 3 votes.

The General Meeting votes principally by lifting hands. An exception to this may be given for the election of the Presidency members, which can be done by a secret election, if demanded by a member. This procedure can be used also for other elections, if wished by the majority of the members.

All decisions are passed by simple majority of the votes cast. In case of equality, the vote of the president is preponderant.

Decisions concerning modifications of the Statutes or the dissolution of the FISAIC need the majority of two-thirds of the votes cast.

Honorary members can attend to the General Meeting with a consultative vote.

ARTICLE 10 – ORDINARY GENERAL MEETING

The ordinary General Meeting takes place every two years (in the even years), principally in autumn. The date of the General Meeting is determined by the previous General Meeting or, at the latest, by the Presidency meeting of the previous year, in agreement with the national federation in charge of the organisation.

The place and the programme is determined by the organising federation in agreement with the General President and the General Secretary. The organising national federation invites the active members to the General Meeting. The honorary members are invited by their own federations.

One month before the meeting the General Secretary sends the members the agenda, the reports of activities, annual financial statements, budget estimations and other documents.

The General Meeting has a quorum irrespective of the amount of members or their representatives present.

ARTICLE 11 – EXTRAORDINARY GENERAL MEETING

An extraordinary General Meeting has to be called up, if the Presidency or one-third of the active members have a reason to require for it.

It will take place in the territory of one of the requiring members. This member must overtake the organisation of the meeting.

For the rest remain valid the regulations concerning ordinary General Meetings.

ARTICLE 12 – FUNCTIONS OF THE GENERAL MEETING

The General Meeting has in particular following functions:

- a) to define the general politics of the FISAIC for the field of exchange of cultural activities and to outline the management guidelines to be followed by the Presidency;
- b) to approve - if necessary - the minutes of the last General Meeting (for this, look under the art. 18 d);
- c) to approve the reports of activities, annual financial statements and budget estimations respectively two years;
- d) to elect the members for the Presidency and the auditors;
- e) to admit new members and fix the amount of their contribution;
- f) to appoint honorary members;
- g) to exclude members;
- h) to decide on the propositions of the Presidency;
- i) to resolve such urgent matters that couldn't be treated beforehand in the Presidency because of lack of time, if at least two-thirds of those entitled to vote agree with the ballot;
- j) to approve the calendar of events;
- k) to modify the Statutes according to the instructions of article 9;
- l) to modify the guidelines;
- m) to approve the regulations according to article 21, their modifications and supplements.

ARTICLE 13 - PRESIDENCY

a) Members of the Presidency:

- General President,
- Deputy General President,
- four Vice Presidents,

- General Secretary,
- Treasurer,

The General President, the Deputy General President, the General Secretary and the treasurer are elected personally. Their own national federations must agree with the election. The personally elected members are at the same time designed to be the delegates of their national federations at the General Meeting.

The Vice Presidents are not elected personally. The Vice Presidency is taken over by a national federation, who is willing to do this. The FISAIC recommends that a national federation, who is elected to a Vice President, chooses a personal representative to be in charge of this task.

The Presidency can entrust an active member with the functions of a member who cannot or does not want to accomplish its responsibilities until the next General Meeting.

The mandates have to be distributed to different members so that no national federation has more than one mandate at the Presidency.

b) Terms of the mandates

The personally elected members of the Presidency are elected for 2 calendar years. They are re-eligible.

The Vice Presidents are elected for 4 calendar years. A direct re-election is not possible. The new election has to be organised so that the mandates of 2 Vice Presidents does not run out at the same time as the mandates of the two other Vice Presidents.

c) Remuneration

All FISAIC mandates are not remunerated.

Expenses are paid only for the personally elected members of the Presidency and - at official events – for the persons designed for representants by the Presidency.

d) Presidency meeting

The Presidency meeting takes place in autumn of uneven years.

The auditors take part in all meetings of the Presidency with a consulting vote. Countries not members of the Presidency can also participate in the Presidency with consulting vote.

Place and date of the meeting is determined by the General President in agreement with the organizing national federation.

All propositions must be submitted to the General Secretary in French and in German at least 60 days before the meeting of the Presidency.

The organizer invites the active members to the meeting of Presidency.

One month before the meeting the agenda, the activity reports, annual balances of accounts, budget estimation and other documents are sent to the members by the General Secretary.

The Presidency has quorum if at least five members are present. The members of the Presidency have 1 vote each.

The regulations for the voting are defined according to article 9.

General president or General Secretary have possibility every moment of convening the Presidency.

ARTICLE 14 – FUNCTIONS OF THE PRESIDENCY

The Presidency is in particular appointed:

- a) to carry out the necessary measures concerning the fulfilment of the aims of the FISAIC or to propose such to the *General Meeting for decisionmaking*;
- b) to control the execution of the decisions of the General Meeting;
- c) to prepare the General Meeting, in particular to proof all propositions and make a statement to them;
- d) to admit active members and fix the amount of their contribution;
- e) to audit the last annual balance of accounts and, if necessary, to modify the budget estimation for the current year and to prepare the budget estimation for the following year;
- f) to prepare the calendar of events and to determine the representation of the FISAIC by one of its members at events;
- g) to appoint the necessary committees and technical boards for professional inquiries in the cultural groups;
- h) to prepare the ratification of regulations according to article 21;
- i) to make corrections and supplements - if necessary - for the budget estimation of the following year;
- j) to approve the calendar of events for the following year, as far as this was not done by the General Meeting of the previous year;
- k) to approve modifications and supplements of regulations according to article 21, if there are no objections made by any of the members of the Presidency.

ARTICLE 15 – GUIDELINES

The guidelines supplementing the regulations of these Statutes are approved by the General Meeting with majority of the votes.

ARTICLE 16 – FUNCTIONS OF THE GENERAL PRESIDENT

The General President represents the FISAIC and convenes the General Meetings and Presidency meetings.

In case he unable to attend the meeting, he can be replaced by the Deputy General President.

ARTICLE 17 - FUNCTIONS OF THE DEPUTY GENERAL PRESIDENT

In case the General President is not able to attend the meeting, the Deputy General President convenes the Presidency meetings and General Meetings. As an expert, he is in charge for helping and supporting the membership preparation of the national federations candidating for the admittance in the FISAIC.

ARTICLE 18 - FUNCTIONS OF THE GENERAL SECRETARY

The General Secretary runs the administration of the FISAIC under the responsibility of the General President and according to the Statutes. To the functions belong in particular:

- a) *to maintain the relationships between the members of the FISAIC and to other international organisations;*
- b) *to prepare the agenda for General Assemblies and Presidency meetings;*
- c) *to draw up the report of activities and the statements concerning important issues to examine;*
- d) *to write the minutes of the General Meetings and Presidency meetings:*

These are approved, if there are no objections to them during 2 months after their mailing. A point in issue should be submitted immediately to the General Meeting or Presidency meeting.

ARTICLE 19 – FUNCTIONS OF THE GENERAL TREASURER

The treasurer overtakes the administration of the finances and real values according to the approved budget estimation. His own expenses are subdued to the approval of the General President.

The treasurer provides the annual statement of accounts (revenues and expenditures and the balance sheet) and submits this and all other documents to the auditors for the Presidency session.

The treasurer draws up the estimation of the annual budget.

The currency of the FISAIC is the Swiss franc.

The fiscal year is the calendar year.

ARTICLE 20 – BOARD OF AUDITORS

The General Meeting elects two national federations not belonging to the Presidency for 4 years as auditors. The re-election should be organised so that the mandate of one auditor does not end at the same time as the mandate of the other.

On the occasion of the Presidency meeting the auditors shall proof the annual statement of accounts on the basis of original documents and make sure of the existence of the liquid funds.

The auditors shall give their report to the Presidency and the General Meeting.

Not present auditors can be replaced by the Presidency.

ARTICLE 21 – TECHNICAL BOARDS

If necessary, it is possible to install technical boards for all cultural activities encouraged by the FISAIC. The working sessions of these boards take usually place within the general framework of the FISAIC events.

The technical boards have the task to create precise regulations for the discipline in concern for the calls for tenders, the composition of the jury, the criterions for awarding medals etc. For purely technical decisions the technical boards don't need the approval of the Presidency or the General Meeting, if they have no financial incidences for the national Unions. In addition to this the meetings are supposed to promote the exchange of experience in order to evaluate this for the future events.

The presidents of the technical boards are obliged to give a report of their activity for the General Meeting, through the coordinator (to see article 6 of the guidelines).

The functions of the technical boards are determined through the guidelines.

ARTICLE 22 – ARBITRATION COMMITTEE

Conflicts between active members must be brought to the arbitration committee, if there is no other possibility to settle the argument.

The arbitration committee consists of three persons. Both parties nominate one person from another national federation. Those two persons agree on the election of the third person, who convenes as a chairman.

If there is no agreement on the election of the third person, he will be nominated by the General President.

ARTICLE 23 – LIABILITY

The FISAIC undertakes no liability upon its members or mandate holders.

ARTICLE 24 – OFFICIAL LANGUAGES

The official languages of the FISAIC are French and German. In addition to this there is a possibility to use other languages in the meetings.

The correspondence ought to be carried out in one of the official languages. In discrepancies of the interpretation of the Statutes decisive is the French text.

These dispositions are complemented by the guidelines.

ARTICLE 25 – DISSOLUTION OF THE FISAIC

The dissolution of the FISAIC can be declared only by a General Meeting called only for this purpose.

In case of the dissolution the General Meeting responsible for the dissolution decides upon the distribution of the FISAIC heritage. In case of possible deficits the procedure shall be according to article 3, part 3.

ARTICLE 26 - COMING INTO FORCE AND THE PRELIMINARY DISPOSITION

These Statutes were adapted by the General Meeting of 26 / 30 September 2002. It replaced the statutes of 12 / 14 October 1986.