

STATUTES OF OISTAT:

Approved at the OISTAT Congress **June 2019**.

MISSION:

The Mission of OISTAT is:

- To stimulate the exchange of ideas and innovations, and to promote international collaboration in professions which support live performance;
- To serve the art form of performance, and the people who design and create live performance;
- To promote the formation of OISTAT Centres, and the participation of individuals, alliances, and institutions in all regions of the world to achieve these aims;
- To encourage life-long learning among live performance practitioners;
- To respect the integrity of all cultures and celebrate the diversity as well as the similarities of those who work in support of live performance.

STATUTES:

Article I

NAME AND REGISTERED OFFICE

1. The name of the organization is the International Organisation of Scenographers, Theatre Architects and Technicians (OISTAT). (Note: the initials always follow the sequence in French: Organisation Internationale des Scénographes, Techniciens et Architectes de Théâtre). The official language in the organization is English.
2. The location of OISTAT's Headquarters will be decided by the Executive Committee (the EC).

Article II

AIMS AND OBJECTIVES

1. OISTAT will establish and maintain an international exchange of the knowledge and practice of performance design, architecture and technology, together with other related disciplines, in their support of live performance.
2. The objectives are:
 - 2.1 To stimulate the exchange of ideas and innovations and to promote international collaboration in all professions which support live performance;
 - 2.2 To promote the formation of OISTAT Centres in all regions of the world to achieve these aims;

- 2.3 To promote individual and associate membership in all regions of the world to achieve these aims;
 - 2.4 To encourage life-long learning among live performance practitioners;
 - 2.5 To work as a link between other organizations and institutions in the field of performing arts;
 - 2.6 To respect the integrity and celebrate the diversity of all cultures.
3. To this end OISTAT will:
- 3.1 Create a global network of specialist practitioners, educators and researchers who shape, challenge and imagine elements, events and environments for the live performing arts;
 - 3.2 Maintain an office which is expressly charged with the execution of these duties, and further to support initiative and research;
 - 3.3 Propose both formal and informal meetings to discuss and forward these objectives;
 - 3.4 Encourage a maximum exchange of work, documentation and persons working in these areas and establish and encourage publications designed for these purposes.

Article III

STRUCTURE

1. OISTAT is composed of the member organizations in regions worldwide, known as OISTAT Centres, and of individuals and representatives of Associate Members in all regions.
2. The directing body of OISTAT is the Congress, which is formed when the delegates of the OISTAT Centres, Individual Members and representatives of Associate Members, are assembled in plenary session.
3. The administration and priorities of OISTAT are established by the Executive Committee (EC) with advice from the Governing Board (GB). The President, the Vice Presidents, the Secretary and the Treasurer of the Executive Committee may have OISTAT's day-to-day administrative work carried out by an Executive Director and administrative staff.

Article IV

OISTAT CENTRES

1. An OISTAT Centre must have a legal form, preferably an association.
2. Each OISTAT Centre should create an organizational structure and hold meetings of its members.
3. Each OISTAT Centre should form a democratic structure with all officers and representatives offering themselves for re-election on a regular basis and in such a manner as may be deemed suitable by their membership.
4. Each OISTAT Centre is normally comprised of representatives of the different disciplines within OISTAT, and will elect delegates to further the work in those disciplines within OISTAT.
5. OISTAT and its OISTAT Centres should enter contacts of friendship, co-operation and co-ordination with other international organizations belonging to related disciplines.
6. There may be more than one OISTAT Centre in a country.

Article V

A INDIVIDUAL MEMBERS

1. Individuals who wish to join OISTAT are welcome to the organization.
2. Individual Members of different disciplines are encouraged to meet and to form a professional organization that may become an OISTAT Centre.
3. Students can become an Individual Member at a reduced fee.

B ASSOCIATE MEMBERS

1. OISTAT's first goal is the exchange of ideas and innovations and to promote international collaboration. In recognition of the importance of organizations that are closely related to the practices of those who work in support of live performance, these other organizations may apply to become Associate Members. Companies such as suppliers or manufacturers of goods used in support of live performance, or theatre education institutions are examples of such organizations.

Article VI

APPLICATIONS FOR OISTAT MEMBERSHIP

1. Existing or newly formed organizations working in this field may apply to become candidate members of OISTAT by presenting their application in writing to the Executive Committee and confirming their acceptance of, and adherence to, these Statutes.
2. Before determining whether an organization can become a member of OISTAT, the Executive Committee will assess whether all persons in that region, who are active within the disciplines of OISTAT can freely become members of that organizations in that region.
3. In addition, the Executive Committee will assess the ability of that organization to call international meetings in their own region (see Appendix 3).
4. The Executive Committee is entitled to grant an applicant centre "candidate" status. Unsuccessful applicant centres may appeal directly to the subsequent Congress.
5. The Congress shall decide whether a candidate member will be granted permanent membership.
6. Individuals wishing to become Individual Member of OISTAT must apply to the EC, stating their intention to do so, and attaching a resume of professional work. The EC is empowered to grant Individual Membership status.
7. An organization wishing to become an Associate Member must apply to the EC, showing that their principal activity or core business is directly related to one or more of the disciplines of OISTAT. The EC is empowered to grant Associate Member status.

Article VII

END OF OISTAT MEMBERSHIP

1. An OISTAT Centre may cease to be a member of OISTAT in the following ways:
 - 1.1 Resignation, which must be tendered one year in advance;
 - 1.2 Following non-payment of membership fees for two years, the Executive Committee may suspend a Centre's membership. If a Centre has other debts to OISTAT, the Executive Committee may suspend membership if the debt is more than one year old. The Centre may appeal such a decision to the subsequent Congress. In the interim period, and if the monies remain unpaid, the suspended Centre may not take part in OISTAT activities;
 - 1.3 Exclusion, after a three-quarters majority vote at a Congress.
2. An Individual Member may cease to be a member in one of three ways: by becoming a member of an OISTAT Centre, or by resigning in writing to the EC, or by non-payment of dues for two years.
3. Associate Members may cease to be a member either by written resignation, or by non-payment of dues for two years.

Article VIII

VOTING

These voting rules apply to all official OISTAT business, i.e. elections for President, EC and Commission Chairs, voting in Congress and in Commissions. In cases where Commissions vote on internal Commission affairs, the Commission can set their own voting rules.

1. OISTAT Centres have one vote.
2. Individual and Associate Members have 1/10 of a vote.
3. If there are more than 10 Individual Members within a region, each of them will have a fractional vote. The sum of votes of Individual Members in a region will not exceed a full vote. For example, if there are 11 Individual Members in a region, each of them will have 1/11 of a vote.
4. If there are more than 10 Associate Members within a region, each of them will have a fractional vote. The sum of votes of Associate Members in a region will not exceed a full vote. For example, if there are 11 Associate Members in a region, each of them will have 1/11 of a vote.
5. Sub-Commissions have their own voting rules. All active members in a Sub-Commission, who are in any way members of OISTAT, have one vote for business in that Sub-Commission, including the election for the Chair of that Sub-Commission.

Article IX

THE CONGRESS

1. The Congress is formed when the delegates of the OISTAT Centres, Associate Members, and Individual Members are assembled in plenary session.
2. The Congress normally meets at least every four years as determined by the Congress, but may also be postponed, cancelled or extraordinarily convened by written requests made by two-thirds of the total number of OISTAT Members.
3. All members of OISTAT Centres, Individual Members as well as representatives from Associate Members, are welcomed and encouraged to attend the Congress, to take part in the discussions and to assist in formulating the policy of OISTAT, but only the voting delegate of each OISTAT Centre, Individual Members and the representative of an Associate Member may vote in the elections or on policy resolutions.
4. The Congress receives reports on the work of OISTAT during the previous four years and debates such resolutions as are properly proposed and seconded for its approval or rejection.
5. The Congress receives the financial report for the previous period and the budget forecast for the following period.
6. The Congress hears and decides upon appeals received, and confirms or rejects Candidate Members application for full membership.
7. At the Congress, the voting delegates of the OISTAT Centres, Individual Members and Associate Members elect a President to hold office for the next four years. The Congress will elect seven representatives to the EC for the next four years.
8. The Congress will order its business so that new membership ratification and appeals from unsuccessful candidates or suspended members are dealt with before any voting for officers or policy matters takes place.
9. The Congress may create Commissions and other auxiliary bodies which may be deemed necessary to fulfill the tasks required.
10. All OISTAT Centres, Associate Members and Individual Members will be given at least four months' notice of the date of each assembly.

Article X

VOTING AT THE CONGRESS

1. The voting members are the officially nominated delegates of each OISTAT Centre, who must be present to vote. An OISTAT Centre that has failed to pay its annual membership fee for two years will not be able to vote.
2. Each OISTAT Centre has only one vote.
3. All decisions are taken by a simple majority vote of the voting delegates present, except if the Congress should rule otherwise. Voting on membership, admission or suspension requires a two-thirds majority of those voting. The elections for the office of President and for the membership of the EC are governed by Election Rules (see Appendix 2).
4. An Individual Member or Associate Member that has failed to pay the annual membership fee for the previous two years, or since membership was granted, will not be able to vote.

Article XI

THE GOVERNING BOARD

1. The Governing Board is composed of the Chairs of all working Commissions and Sub-Commissions, and is the major advisory board to the Executive Committee.
2. Members of the Governing Board shall deliberate in accordance with the interests of OISTAT. They work under the auspices of the Congress and not as representatives of their OISTAT Centre.
3. The Governing Board shall meet with the Executive Committee at least once per year, not including its meeting at the Congress.
4. The Governing Board may at its discretion request the support of the Executive Director or other OISTAT Headquarters staff as it from time to time deems necessary.

Article XII

THE EXECUTIVE COMMITTEE

1. The Executive Committee, is responsible for carrying out the mission and goals as submitted to and approved by the Congress as well as the regular operation of OISTAT. It is composed of the elected president and the seven persons elected by the Congress.
2. Any member of OISTAT is eligible to be elected in the EC.
3. OISTAT Centres can propose candidates for the EC.
4. A group of 10 Individual Members, 10 Associate Members or a combination of these can also propose candidates.
5. An EC members term of office lasts four years, from one regular Congress to the next.
6. An EC member may be re-elected once. The total number of terms for two positions, be it member of the EC, President or Chair of a (Sub-)Commission is three terms maximum. In case the combination is between all 3 positions of member of the EC, President or Chair of a (Sub-)Commission, the total number of terms is 4 terms maximum.
7. The EC may, before each election, make recommendations as to the desirable geographical or other suitability of individual candidates.
8. Members of the EC shall deliberate and vote in accordance with the interests of OISTAT, not as representatives of their OISTAT Centre.
9. A quorum of the EC is five persons.
10. The procedure for the election of the members of the EC is governed by the Election Rules (see Appendix 2).
11. Two Vice Presidents, a Secretary and a Treasurer will remain in office until the first meeting of a newly elected EC, at which time elections must take place for these officers. Only those elected to the EC may be officers. If a quorum is not present, then the officers will remain in place until there is a quorum of the EC when election of officers must take place.
12. If there is an Executive Director or assistant to the EC, then he/she is a non-voting ex-officio member of the EC.
13. The EC shall meet during each Congress. Additionally, the EC must meet at least twice a year. The first meeting should be held within four months of the Congress to elect the officers for the forthcoming period.
14. The EC will be chaired by the President, or in his/her absence, by one of the Vice Presidents.

15. In the absence of a quorum, and where a decision is required, the President or chair of the meeting should make "pro tem" decisions.
16. The EC may replace a member of the EC that miss two consecutive meetings.

Article XIII

THE PRESIDENT

1. A president's term of office lasts four years, from one regular Congress to the next.
2. A president in office may be re-elected once. The total number of terms for two positions, be it President, member of the EC, or Chair of a (Sub-)Commission is three terms maximum. In case the combination is between all 3 positions of President, member of the EC, or Chair of a (Sub-)Commission, the total number of terms is 4 terms maximum. After the expiration of their final term of office, he/she may continue to advise the EC in an ex-officio capacity for two years.
3. The president shall be chosen during a regular meeting of the Congress, as held every four years, by the voting delegates.
4. Any member of OISTAT is eligible to be elected President.
5. OISTAT Centres can propose candidates for the post of President.
6. A group of 10 Individual Members, 10 Associate Members or a combination of these can also propose candidates.
7. The procedure for the election of the president is governed by the Election Rules (see Appendix 2).
8. The president has the title of President of OISTAT and is authorized to represent OISTAT on official occasions.
9. Should the President not be available on any occasion, one of the two Vice Presidents may be nominated by the President to assume this role.

Article XIV

THE OISTAT HEADQUARTERS

1. The EC may appoint an Executive Director and delegate duties to the Executive Director.
2. The OISTAT Headquarters may be composed of an Executive Director and/or the necessary office staff, that the Executive Director may be authorized to appoint and discharge. The budget for all appointments will be set by the Treasurer.

Article XV

COMMISSIONS AND SUB-COMMISSIONS

1. The work of OISTAT is carried out by Commissions which specialize in the various aspects of the OISTAT's work.
2. OISTAT currently has Commissions for:
 - Performance Design,

- Theatre Architecture and related fields,
 - Technology and related fields,
 - Education and Training,
 - Research,
 - Publication and Communication.
3. Commissions may be created or changed from time to time per the wishes of the Congress and/or EC.
 4. Every OISTAT Centre has the right and duty to send a delegate to each meeting of each Commission and who must be active in a discipline for which the Commission has been instituted.
 5. Individual Members and representatives of Associate Members also have the right to attend meetings and to take part in the work of the Commission.
 6. It is the responsibility of each Commission to determine the work of the Commission and to realize the tasks it has set for itself. A Commission may also be instructed by the Congress, the Governing Board or the EC to perform a task. Each Commission must have an annual meeting at which the business of the commission and the election of Chairs are conducted.
 7. The general program of all Commissions should be coordinated by the Governing Board.
 8. A Commission has the right and duty to determine its own working procedures. These procedures may not conflict with these Statutes. They will not be recognized as official working procedures until they have been approved by the Executive Committee.
 9. A Commission is presided over by a Chair, who is assisted by at least one Vice Chair.
 10. The Chair and Vice Chair are elected by the voting delegates on that Commission for a period of four years. A Chair of a Commission can be re-elected once. The total number of terms for two positions, be it Chair of a (Sub-)Commission, member of the EC or President is three terms maximum. In case the combination is between all 3 positions of Chair of a (Sub-)Commission, EC-member and President, the total number of terms is 4 terms maximum. The procedure for the election of the Chair is governed by the Election Rules (see Appendix 2)
 11. The Chair is elected by the voting delegates on that Commission for a period of four years. A Chair of a Commission can be re-elected once. The procedure for the election of the Chair is governed by the Election Rules (see Appendix 2).
 12. The Chairs of the Commission are members of the Governing Board.
 13. A commission can set up Sub-Commissions to represent specific disciplines in theatre. A Sub-Commission follows the structure and all rules which apply to the Commission. The creation of a Sub-Commission can be proposed by the Commission to the EC. A Sub-Commission will not be recognized as official until it has been approved by the EC. The Sub-Commission is accountable to the Commission. A representative of a Sub-Commission must present a report to the Commission during their meeting. A Sub-Commission can, in consultation with the GB, be dissolved by the EC.
 14. The Chair of a Sub-Commission is member of the GB.
 15. A Commission or Sub-Commission can create projects and, in case of the involvement of more Commissions or Sub-Commissions, "Cloud" projects.

Article XVI

AWARDS

1. Persons who have provided an exceptional service to OISTAT over a long period may be presented with an award.
2. A proposal for an award shall be in writing to the Executive Committee and may be made by any member.
3. The nature of the award shall be determined by the Executive Committee.
4. In the investigations into whether an award is warranted, the Executive Committee shall seek the assistance of the Governing Board or of an Advisory Group especially appointed for the purpose.
5. The Advisory Group shall be made up of three members.
6. The Executive Committee shall be responsible for nominating the members of the Advisory Group and for appointing the Chair.
7. The Advisory Group itself will determine its own working procedures.
8. If the Advisory Group's advice is positive, the President of OISTAT shall present the award at the next following Congress or as decided by the Executive Committee.

Article XVII

FINANCES

1. The annual membership fee to be paid by each OISTAT Centre, Associate Members, Individual Members and Student member shall be determined by the EC. Fees are due and payable each year. Members may apply to the EC for a reduction in their annual membership fee for hosting an OISTAT meeting.
2. The Treasurer will report to the EC and to the Congress.
3. The day-to-day financial management of OISTAT is the responsibility of the Treasurer. This responsibility may be delegated to the Headquarter by the EC.
4. The Treasurer and the President will act as signatories for the expenditure of OISTAT funds.
5. Upon leaving office, the Treasurer will pass all financial papers and records to the new Treasurer and facilitate the changeover.
6. OISTAT may receive donations, support and subventions from governments, institutions, public and private organizations and from individuals.

Article XVIII

AMENDMENTS

1. Amendments to the Statutes will only be valid after approval by a two-third majority vote at the Congress.
2. Proposals for amendments to the Statutes should be submitted to the EC at least four months prior to Congress.
3. All proposals for amendments will then be circulated to the OISTAT Centres for discussions, at least three months prior to the Congress.

Article XIX

DURATION

1. OISTAT is created for an unlimited duration.
2. OISTAT will cease to function if at least three-quarters of the OISTAT Centres have expressed this decision by letter to the EC.
3. The EC will then declare OISTAT dissolved and will see to it that its affairs are settled.
4. At the time of the dissolution of OISTAT, any remaining positive balance will belong to the local autonomous community where the OISTAT Headquarters locates or belong to the organization which is designated by the governmental sponsor of OISTAT.

- END OF STATUTES -

APPENDIX I

ORGANIZATIONAL SUMMARY

1. OISTAT is composed of the member organizations in specific regions, known as OISTAT Centres, Individual and Associate Members.
2. The directing body of OISTAT is the Congress, which is formed when the delegates of the OISTAT Centres, and Individual Members and Associate Members are assembled in plenary session. The Congress elects an Executive Committee to establish policy and be responsible for the administration of OISTAT.
3. The Congress elects a President to lead the Executive Committee in establishing priorities, operational process, budgeting, spending as well as activities and projects to further the goals of OISTAT.
4. The Executive Committee and President are responsible to the Congress.
5. The Executive Committee may appoint an Executive Director or other staff and establish a Headquarters to attend to the day-to-day operation of OISTAT.
6. The Executive Director is responsible to the President and to the Executive Committee. The Executive Director may employ additional office support staff. The office staff are responsible to the Executive Director.
7. A Commission can decide that they want to create Sub-Commissions for various disciplines.
8. The general membership of OISTAT is organized into Commissions. Each Commission elects a Chair to provide leadership to the Commission. The Chairs of Commissions, Sub-Commissions and Commission Members are responsible to create projects and "Cloud" projects for the betterment of OISTAT members and the theatrical discipline.
9. All Chairs of Commissions and Sub-Commissions together make up the Governing Board. The Governing Board is responsible to report to the Executive Committee and give advice to the Executive Committee from the opinions of the Commissions and Sub-Commissions. The Chairs of Commissions and Sub-Commissions are responsible to give a report to each Congress.
10. It is the responsibility of the Executive Director and Headquarters staff to give advice and counsel to the Executive Committee and to the Governing Board.

APPENDIX 2

RULES FOR THE ELECTION OF THE PRESIDENT, THE MEMBERS OF THE EXECUTIVE COMMITTEE, THE CHAIRS OF COMMISSIONS AND SUB-COMMISSIONS.

A general schedule for elections which ensures continuity and complies with the Statutes shall be made by the Executive Committee.

A. THE PRESIDENT

1. At least one year before a Congress, the Executive Committee shall request all the OISTAT Centres, Individual Members and Associate Members, in writing, to nominate candidates for the post of President.
2. Within three months of the invitation any OISTAT Centre, Individual Member or Associate Member wishing to nominate should send their candidates' names to the EC, together with any further information requested by the EC. OISTAT Centres have the right to nominate candidates who are not members of their own organization.
3. The EC will appoint one or more persons who will personally contact each candidate and establish:
 - * what languages the candidate speaks,
 - * whether the candidate has sufficient financial support,
 - * whether the candidate has sufficient time to work for OISTAT,
 - * how the candidate views OISTAT, its policies and its future.
4. Having interviewed the candidates, the EC will make the list public within eight months from the date when the invitation to propose candidates was sent.
5. After the names of the candidates have been made public, they shall be entitled to attend meetings of the EC until the next Congress. They shall have access to the same information as the members of the EC, and be subject to the same conditions as the members of the EC.
6. During the Congress, each of the candidates will be given the opportunity to address Congress for up to 15 minutes to explain what views he/she has on the function of the President and on the future of OISTAT.
7. Voting for the President is by secret ballot.
8. The voting is supervised by a voting commission. The voting commission consists of three members of OISTAT who are not personally voting in the election.
9. The new President must receive more than half of the votes cast.
10. If such a result is not obtained in the first ballot, a second election will be held between the two persons who have received the highest number of votes.
11. Should two persons have equally received the second highest number of votes a ballot shall first be held between these two.

12. Should more than two persons have the highest number, the election process will be commenced again.
13. If the votes should be equally divided in this subsequent ballot, then it shall be decided by the EC.

B. THE EXECUTIVE COMMITTEE

1. OISTAT Centres Individual Members and Associate Members can propose a candidate to be elected to the EC. A voting commission is appointed before the voting begins. The voting commission consists of three members of OISTAT who are not personally voting in the election.
2. Voting takes place by secret ballot. The voting commission prepares the ballot papers. The names of the candidates are listed in alphabetical order on the ballot papers.
3. Each voting delegate of an OISTAT Centre, Individual Members and Associate Members, receives a ballot paper from the voting commission and casts seven votes by marking the names of seven candidates. Only one ballot paper can be cast per OISTAT Centre, Individual Member or Associate Member. Ballots that do not meet this condition shall be declared void.
4. The ballots will be collected by the voting commission and the votes cast counted.
5. If two or more nominees have received an equal number of votes, resulting in a tie for the final places, then a re-election will take place between those nominees with an equality of votes. This vote will again take place by means of ballot papers, and be conducted by the voting commission.

C. THE CHAIRS OF COMMISSIONS

1. Members of OISTAT Centres, Individual Members and delegates of Associate Members are eligible to be elected as Chair of a Commission.
2. At least six months before a Commission meeting takes place at which a Chair is to be elected, the EC will ask the OISTAT Centres, Individual Members and Associate Members to nominate candidates for the post of Chair of the Commission in question.
3. The OISTAT Centres, Individual Members and Associate Members should send names and addresses of possible candidates to the EC within two months.
4. The EC will appoint one or more persons who will contact the persons in question for further information.
5. This list will be made public at least two months before the Commission meeting at which the election is to take place.
6. Only delegates of the OISTAT Centres, Individual Members and delegates of Associate Members attending that Commission meeting will be entitled to vote.
7. The election takes place by secret ballot.
8. The candidate who has the highest number of votes cast, if these are more than half of the votes cast, will become Chair.
9. If such a result is not obtained during the first election, then a second election will be held between the two candidates with the highest number of votes. If two candidates have equally received the second highest number of votes, then an election shall first be held between these two candidates.
10. After the Chair has been elected, one or more Vice-Chairs will be chosen.

11. Should the Chair resign or otherwise leave office during his/her term of office, the Vice-Chair will hold office until the next scheduled meeting.

D. THE CHAIRS OF SUB-COMMISSIONS

1. All members of OISTAT Centres, Individual Members and delegates of Associate Members are eligible to be elected as Chair of a Sub-Commission.
2. At least six months before a Sub-Commission meeting takes place at which a Chair is to be elected, the EC will ask the OISTAT Centres, Individual Members, Associate Members and other active members of the Sub-Commission to nominate candidates for the post of Chair of the Sub-Commission in question.
3. The OISTAT Centres, Individual Members, Associate Members and other active members of the Sub-Commission should send names and addresses of possible candidates to the EC within two months.
4. The EC can appoint one or more persons who will contact the persons in question for further information.
5. This list will be made public at least two months before the Commission meeting at which the election is to take place.
6. All active members of the Sub-Commission, who are in any way a member of OISTAT, and attending that Sub-Commission meeting will be entitled to vote.
7. Every active member of the Sub-Commission, who is in any way member of OISTAT, has a full vote.
8. The election takes place by secret ballot.
9. The candidate who has the highest number of votes cast, if these are more than half of the votes cast, will become Chair.
10. If such a result is not obtained during the first election, then a second election will be held between the two candidates with the highest number of votes. If two candidates have equally received the second highest number of votes, then an election shall first be held between these two candidates.
11. After the Chair has been elected, one or more Vice-Chairs will be chosen.
12. Should the Chair resign or otherwise leave office during his/her term of office, the Vice-Chair will hold office until the next scheduled meeting.

APPENDIX 3

INVITATIONS FOR OISTAT MEETINGS

1. OISTAT Centres are expected to issue invitations to OISTAT to hold meetings in their region. There are at least eight meetings a year: six Commissions, one Executive Committee and one Executive Committee with Governing Board. Every four years there is a Congress.
2. Proposals for meetings must be agreed between the hosting OISTAT member and the Chair of the relevant Commission.
3. The Commission Chair must inform the Headquarters and the Executive Committee of the meeting plans.

4. The Commission Chair and the OISTAT member hosting the meeting then sends the meeting information to the OISTAT Headquarters, who will then issue invitations to OISTAT Centres and relevant Commission members.
5. Persons who are not voting delegates but who are active in OISTAT may also be invited, but if numbers are limited preference must be given to OISTAT Centre delegates.
6. The host is urged to provide accommodation and daily subsistence for all the voting delegates attending, the President or other representative of the Executive Committee (if attending) and the Executive Director (if attending). Any other persons attending are responsible for their own costs, as are any persons accompanying voting delegates.
7. All delegates are responsible for their travel costs between their own region and the city or town where the meeting takes place.
8. OISTAT Centres may join to jointly host a meeting and may raise commercial sponsorship to help meet the costs. Associate Members and Individual Members may also be involved in hosting meetings.
9. More than one meeting may be hosted simultaneously, e.g. the EC with a Commission or two Commissions together, and enjoy a common social programme.
10. The Chair of the Commission will determine the agenda for the business meetings and the amount of time required, and will consult with the host about additional arrangements as they wish for lectures, visits and hospitality.
11. The overall programme should be agreed at least one month prior to the meeting.
12. The OISTAT delegates to a meeting should not be committed to any activities on behalf of sponsors without the prior consent of the Commission Chair.

APPENDIX 4

MAKEUP OF THE EXECUTIVE COMMITTEE

1. The Executive Committee shall be comprised of eight members: the President, two Vice Presidents, the Secretary, the Treasurer and three members at large.
2. The President is elected by the Congress, while the other four named officers shall be elected by the EC at its first meeting following the Congress.
3. The Secretary shall be responsible for keeping accurate records of meetings of the EC, and the Congresses, and for maintaining the records of OISTAT.
4. The Treasurer shall be responsible for the financial operation of OISTAT. With the approval of the EC, the Treasurer may appoint a financial subcommittee to assist.
5. The members at large are to take on whatever duties the EC wishes.

APPENDIX 5

PROCEDURE FOR APPLYING AND BEING ACCEPTED AS AN OISTAT CENTER

1. An existing group of theatre professionals, or a newly formed group of theatre professions decides they wish to have an OISTAT affiliation, meaning they wish to become an OISTAT Center.
2. The leader of the group, typically the group's president, writes a letter of application to the OISTAT Headquarters. The letter of application should contain a description of the group

including its history, its operational structure, the composition of its membership, and the aims and objectives of the group.

3. The application is reviewed by the OISTAT Executive Committee, and if approved the group is informed that the Executive Committee has granted the group Candidate Membership status.
4. During the Candidate Membership years, it is most beneficial if the Candidate Member participates in as many OISTAT activities as possible, and hosts an OISTAT Commission Meeting or other OISTAT activity. In this way as many OISTAT Members as possible will be able to be familiar with the Candidate Member and its activities.
5. At the next OISTAT Congress, the OISTAT Members at the Congress can vote to accept the group into full membership.

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