



## DOMITOR

Association internationale pour le développement de la recherche sur le cinéma des premiers temps.

An International Association to Promote the Study of Early Cinema.

Associazione internazionale di promozione delle ricerche sul cinema dei primi tempi.

## STATUTES OF DOMITOR

As amended and adopted at the General Meeting of DOMITOR at Lausanne, 4 July 1992.

This translation of the Statutes of DOMITOR has no legal status. In the event of any dispute, the original French text is authoritative.

### Basic Translations

Executive Committee = *Conseil d'administration*

First Vice-President = *Premier vice-président*

General Meeting = *Assemblée générale*

Headquarters = *Siège social*

Informative Meeting = *Réunion à caractère informatif*

Letterhead = *Sceau officiel*

Management Bureau = *Bureau de direction*

President = *Président*

Second Vice-President = *Second vice-président*

Secretariat = *Secrétariat*

Secretary = *Secrétaire*

Treasurer = *Trésorier*

## 1 General Provisions

### 1.1 DEFINITION

1.1.1 DOMITOR is a non-profit international Association to promote the study of early cinema. Anyone, whether collector, researcher, teacher, archivist, student or film-maker, with a particular interest in this field, and any group which includes aims of the same kind among its own, is eligible for membership.

1.1.2 DOMITOR's letterhead is as shown above.

### 1.2 AIMS

The general and particular aims of DOMITOR are as follows:

1.2.1 Laying down the foundations for a genuine international co-operation with a view to:

- (a) the exchange of information about the early cinema;
- (b) improvement of researchers' access to films and written documents.

1.2.2 The systematic study of cinematic activity from the beginnings of the cinema to about 1915, utilizing, among others, multiple approaches such as: filmographic analysis, archive science, history, narratology, semiotics, etc.; and if need be by proposing other approaches.

1.2.3 The dissemination and promotion of the results of research:

- (a) by publications;

- (b) by the organization of public events: seminars, conferences, festivals, retrospectives of films;
- (c) by any other appropriate means.
- 1.2.4 The training of researchers:
  - (a) by the encouragement of initiatives likely to contribute towards the development of knowledge about the early cinema;
  - (b) by promoting interchange between novices and experienced researchers.
- 1.3 STRUCTURE
  - 1.3.1 The Association is run by an Executive Committee and a Management Bureau.
  - 1.3.2 A Secretariat is responsible for all technical and practical matters in regard to the Association. This Secretariat will generally be located at the Association's headquarters.
- 1.4 HEADQUARTERS
  - 1.4.1 The location of the Association's Headquarters is determined by the Executive Committee.
- 1.5 OFFICIAL LANGUAGES
  - 1.5.1 The official languages of the Association are French and English.
  - 1.5.2 All documents that it produces should appear in these two languages. However, the Executive Committee may occasionally, for financial or exceptional reasons, favor one over the other.
  - 1.5.3 The language of any country acting as host for a DOMITOR event becomes, for that event, the third official language of the Association.
  - 1.5.4 In the event of dispute, the authoritative text is the one in French.
- 1.6 PUBLICATIONS
  - 1.6.1 The Association publishes, at least twice a year, a *Bulletin* communicating any news relating to its own activities and those of its members.
- 1.7 RESOURCES
  - 1.7.1 The Association's resources consist of the annual subscriptions of its active members, subsidies and finances raised on the occasion of the events it organises or from any other source of income generated by its activities.
- 1.8 FINANCIAL MANAGEMENT
  - 1.8.1 The Association's financial year begins on the first of January.
  - 1.8.2 The Treasurer is responsible for the Association's books.
  - 1.8.3 Cheques, bills and other banking instruments are signed by the Treasurer, or by any other person authorized by the Executive Committee.

## 2 The Membership of DOMITOR

### 2.1 ELIGIBILITY

- 2.1.1 Ordinary membership is granted by the Executive Committee to any individual or collectivity making formal application to the Secretariat on the basis of activities conforming to the aims of the Association.

### 2.2 CATEGORIES

The Association has four (4) categories of members, as follows:

- 2.2.1 Individual members: any person joining on an individual basis and having paid the annual subscription.
- 2.2.2 Institutional members: any group, association or institution recognized as such. Institutional members must designate their representative on joining to enjoy the advantages of the Association, participate in general meetings, elect members of the Executive Committee and vote on motions submitted to the meetings. An institutional member may, if it so wishes, change its representative in the course of the year. If so, it must inform the Secretariat.
- 2.2.3 Benefactor members: any individual or group making a gift to the Association, in the form of money, material goods, or services. Certain of these members, whose contribution to the Association is deemed exceptional by the Executive Committee, are granted life membership.
- 2.2.4 Honorary members: an individual whose contribution to research into the early years of the cinema has been recognized by the Executive Committee. Honorary membership is for life.

### 2.3 MEMBERS' RIGHTS

- 2.3.1 Every member of the Association has the right to vote on motions discussed at a General Meeting and in elections for the Executive Committee; however, institutional members have only a single vote, cast by their representative.
- 2.3.2 No one may exercise their right to vote both as an individual member and as the representative of an institutional member.
- 2.3.3 Honorary members have the right to vote.
- 2.3.4 Members of DOMITOR receive gratis the issues of the *Bulletin* for the current year.
- 2.3.5 Collective members receive two copies of the *Bulletin*.
- 2.3.6 Members have the permanent and unrestricted right to examine the Association's books.

### 2.4 APPLICATION FOR MEMBERSHIP

- 2.4.1 With the exception of honorary members and those exempted from subscription, individuals or collectivities who wish to become members fill in a membership form obtainable from the Secretariat.
- 2.4.2 The Executive Committee has the power, if it so wishes, to designate honorary members and members exempted from subscription.

### 2.5 SUBSCRIPTIONS

- 2.5.1 The subscription rates required of members are set by the Executive Committee.
- 2.5.2 Subscriptions are payable at the beginning of each year and are valid throughout that year.
- 2.5.3 Any individual or group that first applies for membership after 1st July in the current year need only pay one half of the subscription fee.

### 2.6 THE MEMBERSHIP CARD

- 2.6.1 Each member receives a membership card on payment of the subscription.

### 2.7 EXPULSION

- 2.7.1 Any individual, group, or institution may be excluded from membership for non payment of the subscription six months after the latter becomes due, or for any other grave cause.
- 2.7.2 Only the Executive Committee (or, alternatively, a General Meeting), can undertake the expulsion of a member.
- 2.7.3 The latter may first be asked to provide explanations, and has the right to present his or her case before the Executive Committee or at a General Meeting.

### 2.8 RESIGNATION

- 2.8.1 An individual may leave the Association by informing the Executive Committee in writing of his or her resignation. The Committee will inform the Secretariat.

## 3 General Meetings

### 3.1 COMPOSITION

- 3.1.1 All members have the right to attend a General Meeting.

### 3.2 MEETINGS

- 3.2.1 A General Meeting must be convened at least once every two (2) years at the time of the Biennial Conference to hear reports from the Executive Committee on the Association's activities and finances. In the event of exceptional circumstances that justify the postponement, this period may be extended by one (1) year.
- 3.2.2 General Meetings should preferably be located alternately in different continents.
- 3.2.3 The President or one third of the members of the Executive Committee may, if they so wish, convene an informative meeting at any place or time.

### 3.3 CONVENING GENERAL MEETINGS

- 3.3.1 A General Meeting is convened by a written notice communicating the date, time, place and agenda of the Meeting.
- 3.3.2 The notice of the meeting must be sent to the members at least three (3) months before the date set.

### 3.4 QUORUM

- 3.4.1 The members present at a General Meeting constitute a quorum.
- 3.4.2 Any paid-up member present at a General Meeting has the right to vote.

3.4.3 Proxy votes are not accepted.

### 3.5 VOTING

3.5.1 Voting is normally by a show of hands. If one third ( $\frac{1}{3}$ ) of the members present request it, a secret ballot will be held.

3.5.2 Ordinary decisions of a General Meeting are made by simple majority vote of the members present. Changes in the Statutes or the dissolution of the Association must be approved by a two-thirds ( $\frac{2}{3}$ ) majority of the members. In either case, in the event of a tied vote, the President has the casting vote.

### 3.6 FUNCTIONS

It is incumbent on a General Meeting:

3.6.1 to discuss the general orientations of the Association;

3.6.2 to approve the reports of the Executive Committee;

3.6.3 to discuss and decide on any measure that affects the obligations of members;

3.6.4 to adopt and change the Statutes;

3.6.5 to decide on matters referred to it by the Executive Committee for a decision.

## 4 The Executive Committee

### 4.1 COMPOSITION

4.1.1 The Association is run by an Executive Committee elected by all paid-up members. The latter are usually called on to vote by postal ballot.

4.1.2 The Executive Committee consists of nine members, including a Secretary and Treasurer.

4.1.3 The Secretary and Treasurer are elected to their respective positions by all the paid-up members of the Association.

4.1.4 The Committee members elect from among themselves a Management Bureau consisting of a President, a First Vice-President and a Second Vice-President.

4.1.5 One of the two Vice-Presidents must live on a different continent from that of the President or the other Vice-President, in order to ensure more representativity.

### 4.2 ELIGIBILITY

4.2.1 Every voting member is eligible to serve on the Executive Committee.

4.2.2 In the case of institutional members, the designated representative is eligible to serve on the Committee.

### 4.3 ELECTION

4.3.1 The Management Bureau calls for nominations via the *Bulletin* or an official mailing.

4.3.2 Only individual candidature is accepted. No one can propose any other candidate but him- or herself.

4.3.3 Candidates must inform the Secretariat of their candidature before the date set by the Management Bureau.

4.3.4 A list of candidates is sent to all members with a ballot form.

4.3.5 Voting is usually by postal ballot. It may, however, take place at a General Meeting when circumstances permit or require it.

4.3.6 Ballots must be returned before the date set by the Management Bureau, following the directions accompanying the list of candidates. The Management Bureau must ensure that the members of the Association have forty-five (45) days to return their ballots, postmark dates being accepted. The minimum percentage of votes required for an election to be valid is determined by the number of ballots posted to the address of the Secretariat by the date set by the Management Bureau.

4.3.7 Candidates having received an identical number of votes will be chosen by lot, unless one of them withdraws.

4.3.8 Details of elections to the Executive Committee remain confidential, unless a General Meeting decides otherwise.

#### 4.4 INSUFFICIENCY OF CANDIDATES

4.4.1 If there are fewer candidates than positions to be filled, the Secretariat makes a new call for candidates, following the same procedure. The Management Bureau of the Association may also constitute itself as an "Ad Hoc Nomination Committee" to induce particular members to volunteer their candidature.

#### 4.5 DATE OF APPOINTMENT

4.5.1 Executive Committee members enter into their functions as soon as their election has been confirmed.

#### 4.6 TERM OF OFFICE

4.6.1 Members of the Executive Committee are appointed for four years, renewable for one further period of four years.

4.6.2 Every two years, five, then four, members of the Executive Committee have to be replaced.

4.6.3 Elections for Secretary and Treasurer take place in the same year as an election for four positions on the Executive Committee. These four positions cannot include those of the three members of the Management Bureau.

#### 4.7 RESIGNATION

4.7.1 The resignation of a member of the Committee must be presented to the Committee in writing and only takes effect on its acceptance by the Committee.

4.7.2 The position of a member who resigns remains empty until the next election to the Committee. However, the latter may hold an election for a replacement before this date if it deems it necessary.

4.7.3 If one third ( $\frac{1}{3}$ ) or more of the Committee members resign, an election will be held within six (6) months of the date the resignations become effective. One of the remaining members of the Committee will be named as responsible for the election.

#### 4.8 REMUNERATION

4.8.1 Committee members receive no remuneration. They have a right to reimbursement of essential expenses incurred on behalf of the Association.

#### 4.9 COMMITTEE MEETINGS

4.9.1 The Executive Committee must hold at least one meeting a year to define the general orientations of the Association and to take the decisions it deems opportune.

4.9.2 Meetings are convened by the President. If one third of the Committee members ask for a meeting of the Committee, the President must convene one as soon as possible (within three months).

4.9.3 For a Meeting to be valid, at least one third of the members must be present, including the President or one of the two Vice-Presidents.

4.9.4 Decisions are taken by a majority of the votes of the members present. In the event of a tie, the President (or one of the Vice-Presidents) has a casting vote. The President decides which of the two Vice-Presidents has this power.

4.9.5 The President (or the Vice-President) reports on what has been achieved since the last meeting.

4.9.6 Minutes must be kept of each meeting of the Committee. They must be signed by the President or by one of the Vice-Presidents, and by the Secretary or one of the Committee members. They must be approved at the next meeting.

#### 4.10 POWERS OF THE COMMITTEE

Except as stated in the present Statutes, the Committee exercises all the powers necessary for the administration of the Association, in particular the following:

4.10.1 To establish, as necessary, the rules, policies and administrative procedures of the Association;

4.10.2 To pronounce on the orientations, management policies and activities of the Association;

4.10.3 To decide the subscription rates;

4.10.4 To pronounce the expulsion of a member;

4.10.5 To favor one of the two official languages if circumstances require;

4.10.6 To designate someone other than the President or Treasurer to sign cheques, bills and banking instruments of the Association;

4.10.7 To nominate honorary members and exempt from subscription individuals who have made an exceptional contribution to the Association;

- 4.10.8 To convene an informative meeting at a date and time it decides;
- 4.10.9 To set the agenda, date, time and place of a General Meeting;
- 4.10.10 To receive proposals, in particular those to change or repeal the Statutes;
- 4.10.11 To carry out the decisions of a General Meeting;
- 4.10.12 To accept the resignation of a Committee member;
- 4.10.13 To determine the financial institution with which the Association's funds will be deposited;
- 4.10.14 To adopt, in an emergency, any provisional measures necessary to the proper functioning of the Association;
- 4.10.15 To ratify or abrogate the decisions of the Management Bureau;
- 4.10.16 To approve any activity, event or appearance undertaken by the Association;
- 4.10.17 To entrust the administration of any activity, event or appearance to a particular Committee member.

## **5 The Management Bureau**

### **5.1 FUNCTIONS**

- 5.1.1 The Management Bureau is responsible for the execution of the decisions of the Executive Committee or a General Meeting.

### **5.2 COMPOSITION**

- 5.2.1 The Management Bureau consists of the President, the First Vice-President and the Second Vice-President elected by the Executive Committee of the Association.

### **5.3 ELIGIBILITY**

- 5.3.1 All the members of the Management Bureau must be members of the Executive Committee and of the Association.

### **5.4 ELECTION**

- 5.4.1 It is the members of the Executive Committee who determine, by secret ballot, who amongst them will form the Management Bureau.
- 5.4.2 The President, the First Vice-President and the Second Vice-President are voted on in succession.
- 5.4.3 In order to be elected, a candidate must receive more than fifty per cent of the votes.

### **5.5 TERM OF OFFICE**

- 5.5.1 The term of office of the President of the Association is four years, renewable for one further period of four years. After leaving his or her office, the President remains on the Executive Committee for two further years so as to ease the transition to a new team. During those two years, he or she retains the rights and privileges of any member of the Executive Committee.
- 5.5.2 The term of office of both Vice-Presidents of the Association is four years, renewable for one further period of four years.
- 5.5.3 Elections to the Management Bureau take place in the same year as there is an election for five positions on the Executive Committee of DOMITOR. These five positions include those occupied by the three members of the Management Bureau.
- 5.5.4 When a member who has already sat on the Executive Committee for two years is elected to the Management Bureau, his or her term of office is extended ex officio by two years.

### **5.6 RESIGNATION**

- 5.6.1 The resignation of a member of the Management Bureau must be presented to the Executive Committee in writing, and does not take effect until it has been accepted by the latter.
- 5.6.2 If the President of the Association resigns, the First Vice-President becomes acting President of DOMITOR. If the First Vice-President resigns, he or she is immediately replaced by the Second Vice-President. The substitutes thus appointed remain in office until the next elections to the Management Bureau.
- 5.6.3 If the Second Vice-President resigns, the other members of the Executive Committee must choose a substitute by a vote in the three months following the resignation. The substitute thus appointed remains in office until the next elections to the Management Bureau.

5.6.4 If the whole Management Bureau resigns, a General Meeting of the members of DOMITOR must be convened as soon as possible to decide whether to hold new elections to the Executive Committee. The other members of the Executive Committee are then responsible for convening this meeting.

#### 5.7 MEETINGS OF THE MANAGEMENT BUREAU

5.7.1 The Management Bureau must meet at least once a year. However, the interval may be up to one year longer if circumstances require.

#### 5.8 CONVENING THE MEETINGS

5.8.1 The President decides where and when meetings of the Management Bureau will take place.

5.8.2 Notice of the convening of a meeting must be sent to members at least five (5) working days before the meeting.

#### 5.9 QUORUM AND VOTING

5.9.1 The presence of at least two members of the Management Bureau is required to constitute a quorum, except for grave cause.

#### 5.10 POWERS OF THE MANAGEMENT BUREAU

In conformity with the present Statutes, the Management Bureau exercises all the powers necessary to the working of the Association or to the support of the Executive Committee, in particular the following:

5.10.1 To co-ordinate the activities of the Executive Committee;

5.10.2 To make recommendations to the Committee in any matter within the competence of the latter;

5.10.3 To organize General Meetings;

5.10.4 To analyze the state of the income and expenditure of the Association and report on this to the Committee;

5.10.5 To oversee the work of the Secretariat.

## 6 The Secretariat

### 6.1 FUNCTION

6.1.1 The Secretariat is responsible for all work of a technical nature involving the Association.

### 6.2 COMPOSITION

6.2.1 The Secretariat is within the immediate responsibilities of the Secretary and/or Treasurer of the Association and the oversight of the Management Bureau.

6.2.2 Some of the work of the Secretariat may be entrusted to occasional employees paid out of the resources of the Association.

### 6.3 LANGUAGE OF THE SECRETARIAT

6.3.1 The Secretariat respects the two official languages of the Association. If it receives correspondence in a language other than these two, it replies to it either in French or in English.

## 7 The Officers of the Association

### 7.1 THE PRESIDENT

7.1.1 The President is the main officer of the Association. He or she convenes the meetings.

7.1.2 He or she chairs the meetings of the Executive Committee and the Management Bureau. He or she has the right to speak in these meetings and, in the event of a tie, the casting vote.

7.1.3 He or she signs the minutes and all other official documents.

7.1.4 In addition to the responsibilities of the office, he or she fulfills any other function entrusted to them by a General Meeting, the Executive Committee or the Management Bureau.

7.1.5 He or she is the official representative of the Association.

### 7.2 THE FIRST VICE-PRESIDENT

7.2.1 The First Vice-President substitutes for the President whenever necessary.

7.2.2 In the event of the position of President being unfilled, he or she occupies it temporarily for a maximum of three (3) months, or until the next elections.

7.2.3 He or she fulfills any other function assigned to them by the Executive Committee or the Management Bureau.

### 7.3 THE SECOND VICE-PRESIDENT

7.3.1 He or she fulfills any other function assigned to them by the Executive Committee or the Management Bureau.

7.3.2 In the event that the position of First Vice-President is unfilled, he or she is appointed acting First Vice-President.

#### 7.4 THE SECRETARY

7.4.1 He or she maintains the files and archives of the Association.

7.4.2 The Secretary is responsible for receiving correspondence from members and forwarding on request that sent by the different instances of the Association.

7.4.3 He or she is also responsible for the preparation of the *Bulletin* and its circulation to the members.

7.4.4 He or she sends out notice of meetings.

7.4.5 The Secretary writes the minutes of General Meetings and meetings of the Management Bureau, and he or she signs them along with the President.

7.4.6 He or she assists in the preparation of activities, events, appearances and publications for the Association.

7.4.7 He or she provides a link between the members of the Association and facilitates communication among them.

7.4.8 At the end of his or her term of office, the Secretary transfers to his or her successor all the documents and effects entrusted to him or her in conformity with the present Statutes.

#### 7.5 THE TREASURER

7.5.1 The Treasurer is responsible for the funds and account books of the Association. He or she works out the Association's annual budget.

7.5.2 He or she keeps up-to-date an accurate record of the assets and liabilities of the Association and ensures effective budgetary control.

7.5.3 He or she receives applications for membership and keeps up-to-date the membership list.

7.5.4 He or she sends out membership cards.

7.5.5 He or she deposits the Association's assets with the financial institution determined by the Committee.

7.5.6 At the end of his or her term of office, the Treasurer transfers to his or her successor all the documents or effects entrusted to him or her in conformity with the present Statutes.

## 8 Changes in the Statutes and Their Entry into Force

### 8.1 CHANGES

8.1.1 Proposals for changes in the Statutes may be made by the Executive Committee, by the Management Bureau, or by any group of five members of DOMITOR.

8.1.2 Proposals are submitted to the Executive Committee for approval and must then be ratified by at least two thirds ( $\frac{2}{3}$ ) of the members of the Association.

8.1.3 Any proposal for change or repeal of the provisions in the present Statutes must be communicated in writing to all the members of the Association at least thirty (30) days before the date of a General Meeting.

### 8.2 ENTRY INTO FORCE

8.2.1 The Statutes of the Association come into force as soon as they are accepted by a majority of paid-up members.