



# IMMSANE Statutes

## 1. NAMES, SPIRITS AND AIMS

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### 1.1. NAME

IMMSANE is a not-for-profit association known as the “International Media Music and Sound Arts Network in Education”, IMMSANE.

1.1.2. The legal headquarters is in Zurich, Switzerland. The administration headquarters shall be designated by the Executive Council (Executive Director and the Executive Regional Delegates) and when the need arises.

1.1.3. Official communication shall be in English.

### 1.2. SPIRIT AND AIMS

1.2.1. IMMSANE fully supports creativity, diversity, cross-cultural thinking and sustainable development as fundamental prerequisites to human existence and progress.

1.2.2. IMMSANE is committed to developing and promoting the highest standards of education, research and training for music and sound in film, television and related media through establishing and organizing global and regional forums for the exchange of artistic, pedagogical, methodological and managerial best practices for all its members. IMMSANE is a not-for-profit association known as the “International Media Music and Sound Arts Network in Education” and was formed in October 2020 during the “Zurich Film Festival” in Zurich, Switzerland at the initiative of the “European Education Alliance for Music and Sound in Media”.

## 2. INSTRUMENTS OF ACTIONS

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2.1. Congresses, conferences, symposia, festivals, forums, workshops, ateliers, seminars, collaborations, joint degree programs, mobility and exchange programs, research projects, websites, publications and all other means and instruments of action not enumerated above but considered necessary by its governing bodies.

2.2. Associations of IMMSANE members operating within specified “Regional Associations”.

2.3. A secretariat / webpage under the direction of the Executive Director.

## 3. MEMBERS

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### 3.1. CATEGORIES OF MEMBERS

3.1.1. IMMSANE’s membership shall be composed of Individual Members (Teaching Members / Student Members) and Institutional Members. In addition, IMMSANE may include Honorary Members.

3.1.2. Individual Members are individuals and teachers, including:

- 3.1.2.1. Rectors/Deans/Heads/Directors leading established (HE) film music, sound art and related media schools.
- 3.1.2.2. Professors teaching at established (HE) film music, sound art and related media schools.
- 3.1.2.3. Teachers and other supporting teaching staff working at established (HE) film music, sound art and related media schools.
- 3.1.2.4. Students studying at established (HE) film music, sound art and related media schools.
- 3.1.2.5. Other industry professionals (including Alumni of established (HE) film music, sound art and related media schools).

3.1.3. Institutional Members are institutions which collaborate with IMMSANE for the benefit of IMMSANE and its members. There are 2 categories:

- 3.1.3.1. Higher education institutions (HE) that have been recognized by the appropriate educational authorities in their countries; offer a Bachelors or higher, based on a full-time curriculum over a period of at least three years; have the appropriate curricula, facilities, equipment, finances and teaching staff to support the educational process.
- 3.1.3.2. Industry institutions which can provide benefit for IMMSANE and its members.

3.1.4. Honorary members are eminent specialists invited by the General Assembly to join IMMSANE for their recognized contribution in the field of music and sound for media and related media teaching and/or research, and/or extraordinary services rendered to IMMSANE.

## **3.2. ADMISSION OF MEMBERS**

3.2.1. Individual Members wishing to become a Full Member should apply to the Executive Director with:

- 3.2.1.1. payment of a membership fee appropriate to their status (individual or student) on the IMMSANE website;
- 3.2.1.2. a letter of motivation and a CV of pedagogic, academic and/or media music/sound art related activities to be reviewed by the Executive Director.

3.2.2. A Higher Education institution (HE) wishing to become a Full Member should apply to the Executive Director with:

- 3.2.2.1. payment of a membership fee appropriate to their (Institutional) status on the IMMSANE website;
- 3.2.2.2. evidence of official accreditation from the relevant educational agency;
- 3.2.2.3. a detailed list of the sources of financial support (as applicable);
- 3.2.2.4. a detailed list of all degrees, certificates or other academic awards and acknowledgements of study that are awarded;
- 3.2.2.5. prospectuses, brochures, statements of school mission and philosophy, etc.

3.2.3. An Industry institution wishing to become a Partner Member should apply to the Executive Director with:

- 3.2.3.1. payment of a membership fee appropriate to their (Institutional) status on the IMMSANE website;
- 3.2.3.2. a letter indicating shared goals and interests between the applicant institution and IMMSANE;
- 3.2.3.3. a statement of intent detailing the applicant institution's plans to support IMMSANE activities;
- 3.2.3.4. a copy of the applicant institution's annual report and/or other written material that would help the Executive Council to understand the institution more completely.

3.2.4. Honorary Members are admitted by the General Assembly by acclamation and may take part in all sessions of the same General Assembly.

3.2.5. Members, Honorary Members and Partner Members may have their membership criteria and eligibility, including all relevant documents and activities related to points 3.2.1 through 3.2.4 (as applicable) reviewed by the Executive Director, or reviewed as referred to the Executive Director by a member of the Executive Council.

- 3.2.5.1 the Executive Director has the authority to revoke or change the status of membership of any member.
- 3.2.5.2 in the event of decision to change or revoke membership, the Executive Director must write an email or letter to the affected member, briefly explaining reasons for the decision. The decision is not subject to appeal.
- 3.2.5.3 any such change of membership is not subject to refund of any paid membership fees.

3.2.6 Members, Honorary Members and Partner Members may, on request, provide information pertaining their institutional structure and pedagogy, membership criteria and criteria for feedback from the Executive Director or any consenting member of IMMSANE.

3.2.6.1 any external fees offered in relation to these requests, or any paid posting of an IMMSANE member in the capacity of consultant or employee, and as a representative of IMMSANE, must be approved by the Executive Director.

### **3.3. RIGHTS AND DUTIES OF MEMBERS**

3.3.1. Different categories of members pay different fees as per decisions adopted by the General Assembly. Members shall be in good standing as long as they have paid all past and due fees by 31st December of the current financial year.

3.3.2. All members in good standing have the right to take part in all IMMSANE activities except in cases when, at the decision of the Executive Council or the General Assembly, certain activities are open only to certain categories of members.

## **4. GOVERNING BODIES**

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The Governing bodies of IMMSANE shall be the General Assembly and the Executive Council.

### **4.1. GENERAL ASSEMBLIES – DUTIES**

The General Assembly shall:

4.1.1. Admit new Full, Partner and Honorary Members;

4.1.2. Elect the (Executive) Director;

4.1.3. Establish, suspend or dissolve Regional Associations;

4.1.4. Approve biennial reports of the Director the Executive Council and any other reports as appropriate;

4.1.5. Take decisions concerning the modification of the Statutes;

4.1.6. Legislate on all other matters relating to IMMSANE.

### **4.2. GENERAL ASSEMBLIES – PROCEEDINGS**

4.2.1. A General Assembly shall be convened by the Executive Director, acting with the agreement of the Executive Council.

4.2.2. The Executive Director is to send the agenda by email to the Executive Council two weeks before the General Assembly.

4.2.3. The proceedings of the General Assembly shall be according to the normal established rules for the conduct and procedure at meetings.

4.2.4. Non-members of IMMSANE may be invited by the Executive Council, to attend and/or participate in any of the meetings of the General Assembly as observers or guests.

4.2.5. Proceedings may take place online or in a hybrid physical/online format as required. Members are expected, however, to make attempts to attend IMMSANE proceedings physically whenever reasonably possible, i.e. when health and safety guidelines permit.

### **4.3. GENERAL ASSEMBLIES – DOCUMENTATIONS**

4.3.1. The Executive Director will appoint a Full Member to record the minutes of each General Assembly.

4.3.2. The Minutes of the General Assembly shall be compiled by the Executive Council and shall contain:

4.3.1.1. A list of all the participants;

4.3.1.2. A summary of all discussions;

4.3.1.3. The texts of all the policies and resolutions agreed;

4.3.1.4. The results of all elections;

4.3.1.5. The strategy voted for the following biennium.

4.3.3. The Minutes shall be sent by email to all members not later than sixty days after the General Assembly and kept in the archives of IMMSANE.

#### **4.4. EXTRAORDINARY GENERAL ASSEMBLIES**

4.4.1. An Extraordinary General Assembly can be convened by the Executive Director, with the agreement of the Executive Council.

4.4.2. The conduct of an Extraordinary General Assembly, including voting procedures, shall be the same as for ordinary General Assemblies.

#### **4.5. EXECUTIVE COUNCIL – COMPOSITION AND TERMS OF OFFICE**

4.5.1. The Executive Council consists of the Executive Director and the Chairs of the Regional Associations recognized by IMMSANE.

4.5.3. The Executive Director shall represent and direct IMMSANE, shall carry out the decisions of the Executive Council, and shall take all initiatives necessary for the activity of IMMSANE between the meetings of the Executive Council.

4.5.4. Any representative of a Full Member in good standing, and present at the General Assembly, shall be eligible for the position of Executive Director.

4.5.5. The Executive Director shall be elected by the General Assembly.

4.5.7. If the position of Executive Director becomes vacant, the Executive Council shall decide which of its members shall assume the function of Acting Director until the following General Assembly or Extraordinary General Assembly.

4.5.8. If the position of a Chair of a Regional Association becomes vacant, another institution in that region shall assume that position.

#### **4.6. EXECUTIVE COUNCIL – DUTIES**

The Executive Council shall:

- 4.6.1. enact the spirit and aims of IMMSANE;
- 4.6.2. carry out the decisions of the General Assembly;
- 4.6.3. direct the business of IMMSANE between General Assemblies;
- 4.6.4. convene the General Assembly and all other meetings, on behalf of IMMSANE;
- 4.6.5. convene Extraordinary General Assemblies whether at the request of the Executive Council or the membership;
- 4.6.6. present to the General Assembly proposals and motions concerning memberships;
- 4.6.7. present to the General Assembly audited annual accounts;
- 4.6.8. take all other necessary decisions to make the work of IMMSANE effective.

#### **4.7. EXECUTIVE COUNCIL – PROCEEDINGS**

- 4.7.1. The Executive Council shall be convened by the Executive Director, either on his/her initiative, or at the request of its members.
- 4.7.2. The Executive Council can meet in person or per video conference.
- 4.7.3. Members or non-members of IMMSANE may be invited to attend and/or participate as observers or guests in any of the meetings of the Executive Council. Such invitations may be extended either by the Executive Director or at the request of a member of the Executive Council.
- 4.7.4. In the absence of the Executive Director, the Executive Council shall be presided by a member appointed by the Executive Director.

#### **4.8. EXECUTIVE COUNCIL – DOCUMENTATION**

- 4.8.1. The Executive Director will appoint a Full Member to record the minutes of each Executive Council.
- 4.8.2. The Minutes of the Executive Council meetings shall be compiled by the Executive Director and shall contain:
  - 4.8.1.1. a list of all the participants;
  - 4.8.1.2. a summary of all discussions;
  - 4.8.1.3. the texts of all the policies and resolutions agreed.
- 4.8.3. The Minutes shall be sent by email to all members of the Executive Council and kept in the archives of IMMSANE.

## **5. REGIONAL ASSOCIATIONS**

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### **5.1. REGIONAL ASSOCIATIONS – ESTABLISHMENT AND CONDUCT**

5.1.1. To enable IMMSANE to achieve its objectives the General Assembly may establish Regional Associations so that all members shall be affiliated to one.

5.1.2. Where a Regional Association has been established, its role shall be to enact and further the spirit and aims of IMMSANE within the specific conditions of that region.

5.1.3. Full members of IMMSANE may propose establishment of a Regional Association to the Executive Director, with the stipulation that there be at least 3 members within that region prepared to participate in one.

5.1.4. All founding documents of the Regional Associations shall follow the Statutes of IMMSANE.

5.1.5. The Chair of the Regional Council shall represent the Regional Association on the Executive Council, shall carry out the decisions of the Regional Council, and shall take all initiatives necessary for the activity of the Regional Association between the meetings of the Regional Assembly.

## **5.2. REGIONAL ASSOCIATIONS – PROCEEDINGS AND DOCUMENTATION**

5.2.1. The proceedings of the Regional Assembly shall be according to the normal established rules for the conduct of democratic meetings and shall follow, in general, the structure and conduct of the General Assembly.

5.2.2. Members or non-members of IMMSANE may be invited to attend and/or participate as observers or guests in any of the meetings of the Regional Council. Such invitations may be extended either by the Chair or at the request of a member of the Regional Council.

5.2.3. The Director of IMMSANE may at any time attend any meeting of any Regional Council, without voting power.

5.2.4. The Minutes shall be sent by email to all members of the Regional Council and the Executive Director of IMMSANE and shall be kept in the archives of the Regional Association and IMMSANE.

## **6. FINANCES**

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6.1. The expenses of IMMSANE shall be met in principle by the annual fees, the amount of which shall be fixed by the General Assembly.

6.2. Supplementary fees or contributions in any other form may be requested for special purposes determined by the General Assembly.

6.3. IMMSANE may receive donations or subsidies for the purposes outlined in its statutory aims. IMMSANE may also apply as an organisation for educational grants or external funding.

6.4. The accounts of IMMSANE shall be subject to an external financial audit annually. The selection of auditors and management of the audit shall be arranged by the Executive Director and approved by the Executive Council.

## **7. SECRETARIAT**

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7.1. The Secretariat shall be the permanent instrument of IMMSANE. It shall be directed by the Executive Director.

7.2. The Executive Director shall provide to IMMSANE (as may be necessary and if the financial resources are available) the following services:

7.2.1.1. Administrative Management: preparation, organization and coordination of the General Assembly, the Congress/Conference and the Executive Council meetings; organization of effective record keeping of the proceedings and decisions of the said meetings, and timely updates of the legal status of IMMSANE in accordance with those decisions; ensuring and keeping the liaison between the Executive Council and the members; arrangement for the preservation of the existing IMMSANE archives and search of missing IMMSANE archives; representation of IMMSANE at non-IMMSANE organized events, in coordination with the role of Executive Director; signing of contracts on behalf and for the account of IMMSANE with any third party, after approval by the Executive Director; leadership of the staff employed for the implementation of all tasks related to the achievement of IMMSANE's strategic and operational decisions.

7.2.1.2. Financial Management: timely and professional collection of all fees as well as performance of all necessary financial operations and keeping of all related records for the effective work of IMMSANE; organizing an annual external financial audit, subject to approval by the Executive Council.

7.2.1.3. Project Management: coordination, monitoring and dissemination of the results of all IMMSANE supported activities such as (but not limited to) congresses, conferences, forums, festivals, workshops, ateliers, symposia, programs, projects, activities, initiatives, exchanges of teachers, students and materials, and other events in the general framework of IMMSANE's strategic policies approved by the General Assembly and implemented by the Executive Council.

7.2.1.4. Promotional Management (in accordance with the Executive Council): initiation and coordination of fundraising projects, public relations campaigns and advertising activities; initiation of the creation of promotional materials for the traditional and emerging media; participation in events for the purpose of presenting the IMMSANE brand and/or boosting of the IMMSANE image internationally; initiation and monitoring of liaisons with existing and prospective members and partners.

7.2.1.5. Any other activities appropriate for the performance of the above.

7.3. The Executive Director shall be appointed and dismissed by the Executive Council. Such decisions shall be formally reported to the General Assembly.

## 8. MODIFICATION OF THE STATUTES

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8.1. The Statutes of IMMSANE shall only be modified by the General Assembly or by an Extraordinary General Assembly.

8.2. Proposals for modification of the Statutes may be made by any Full Member, by the Executive Council, or by the Executive Director.

8.3. Any modification of the Statutes requires a majority of two-thirds of the Full Members at the voting session and will be notified to the General Assembly within 1 month.

8.4. English shall be designated as the official language of the Statutes.

## 9. DISSOLUTION

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9.1. The decision for the dissolution of IMMSANE shall be taken only by an Extraordinary General Assembly convened especially for this purpose and at which two-thirds of the Full Members are present (or attending via video conferencing software).

9.2. The decision for the dissolution of IMMSANE requires a majority of two-thirds of the Full Members at the voting session.

9.3. In the event of such voluntary dissolution of IMMSANE, the Extraordinary General Assembly shall designate one or more Receivers to be responsible for liquidating the assets of IMMSANE, the net proceeds of which shall be assigned to an international organization pursuing aims close to the statutory aims of IMMSANE.

9.4. At the time of such voluntary dissolution of IMMSANE, if IMMSANE shall be in debt, the Executive Council shall be responsible, to the limit of one Euro.

**Revised: General Assembly, HKU (Netherlands), September 24, 2022**