

Guidelines for the INTERNATIONAL FEDERATION OF REPRODUCTION RIGHTS ORGANISATIONS (IFRRO) - as first adopted by the AGM in Ljubljana 2011, and most recently amended by the AGM in Athens 2018.

A. Nature of the Guidelines and Amendment Procedure

NATURE

§1. As set out in Article 8 § 4 of the Statutes, the General Meeting may pass Guidelines on general matters of IFRRO, which are attached to the Statutes.

AMENDMENT PROCEDURE

§2. The General Meeting can only validly deliberate on the proposal to amend the Guidelines of the Association if the members are sufficiently represented, as foreseen in Article 10 § 2 of the Statutes.

§3. Any amendment of the Guidelines must be approved by a majority vote as foreseen in Article 10 § 3 of the Statutes. The amendments proposed shall be sent along with the invitation to the General Meeting.

§4. Any amendment of the Guidelines takes effect immediately after approval by the General Meeting. It does not require any further official procedure as foreseen for the amendment of the Statutes in Article 10 § 4 of the Statutes.

B. Observers and Guests

OBSERVERS

§1. Organisations considering membership may be invited as observers by the Board of Directors to attend IFRRO Meetings.

GUESTS

§2. Individuals or organisations may be invited as guests by the Board of Directors in consultation with the RRO of the country where the IFRRO Meeting is to be held.

C. Financial Matters

FISCAL YEAR

§1. The fiscal year of IFRRO is from 1 July to 30 June.

BUDGETS

§2. The budgets of IFRRO are based on the assumption that the Board of Directors may apply for grants and loans not specified in the budgets from members or outside sources for special projects, and that such grants and loans may be used in accordance with the purposes of IFRRO, as expressed in the Statutes, by a GM or the Board of Directors. Such grants and loans may carry such terms as agreed to by the Board of Directors and the person or entity making the grant or loan.

IFRRO FUNDS

§3. All IFRRO Funds are recorded in a separate account in the budgets and accounts of the Association.

§4. IFRRO has a Development Fund the purpose of which is to allocate and/or lend funds needed for the establishment and development of new RROs and to finance special projects meeting the objectives of the Association in keeping with the decisions of the Board of Directors.

§5. IFRRO has an Enforcement Fund the purpose of which is to support direct costs

incurred in pursuing litigation linked to the enforcement of copyright and related rights relevant to the text and image-based sector in areas directly related to collective administration by RROs and in cases that have a transnational impact.

§6. The Second Vice-President acts as Fund Administrator with the assistance of the Secretariat. (S)he is responsible for making payments as approved by the Board of Directors, and reports on the situation of the Funds at each Board meeting and at each General Meeting.

§7. The Funds consist of voluntary contributions of members or third parties. The Board of Directors and contributors shall agree on the conditions and/or limits for the use of those contributions.

§8. After approval by the Board of Directors, contributions allocated for specific purposes, in the form of grants or loans, cannot be allocated to purposes other than those authorised, without express written agreement from the contributor. The funds transferred by members to IFRRO as contributions to IFRRO's Funds will on the date of the transfer become IFRRO's property and reimbursement will not be possible, unless otherwise decided by the Board, on the basis of a motivated request from the contributor.

§9. Contributions not allocated for specific purposes can be used at the discretion of the Board of Directors in compliance with the objective stipulated in Article 18 of the Statutes (Budget and Accounts).

§10. Any IFRRO Fund, including the IFRRO Development Fund and the IFRRO Enforcement Fund (Funds) shall be under the general supervision of the Board of Directors, with day-to-day responsibility resting in the Fund Administrator and administrative assistance provided by the Secretariat as required. The Fund Administrator's reports to the Board of Directors and to each General Meeting shall include such details as will permit thorough discussion of the progress of each activity to which the Funds' money is dedicated. The Funds' accounts shall be separately certified by the Chartered Accountant of IFRRO.

D. Secretariat Matters

HEAD OF THE SECRETARIAT

§1. The Board of Directors decides on the exact title of the Head of the IFRRO Secretariat.

§ 2. The Head of the IFRRO Secretariat can also work under the names Chief Executive and/or Secretary General. These are only examples.

E. Committees and Working Groups

A. THE MEMBERSHIP COMMITTEE

§1. Taking into account the recommendations of the Nominating Committee, the General Meeting shall elect a Membership Committee, to be chaired by the First Vice-President of IFRRO. The other members of the Committee shall be two representatives from RRO Members and two representatives from Creator and Publisher Association Members. The Membership Committee shall be guided by the requirement that any applicant for RRO membership must represent both authors and publishers, and must administer, or demonstrate its authority to administer, rights referred to under Article 3. An applicant administering rights referred to in Article 3, but representing either authors or publishers only, may be admitted as an Associate RRO Member. This is without prejudice to existing members.

B. THE NOMINATING COMMITTEE

§2. The General Meeting shall elect a Nominating Committee taking into account the proposal of the Board of Directors.

§3. The Nominating Committee shall serve a term of three years and will consist of at least four members, including a Chairperson. At least one member shall also be a member of the Board of Directors.

§4. No later than two months prior to a General Meeting, all IFRRO members shall be invited by the Nominating Committee to propose candidates for the offices of President, Vice-Presidents, and members of the Board of Directors.

§5. After considering nominations received from members, the Nominating Committee, in consultation with the Board of Directors, shall propose a list of candidates to the General Meeting for election of the Presidency and other Members of the Board of Directors.

C. OTHER COMMITTEES AND WORKING GROUPS

§6. The Board of Directors can decide to constitute other Committees and Working Groups responsible for fulfilling specific missions.

§7. The General Meeting can ask the Board of Directors to establish a Committee or a Working group.

§8. The Board of Directors appoints a Chairman and, if applicable, a Deputy Chairman, for all Committees or Working Groups except for the permanent advisory committees and the regional groups. The term of duty shall be three years.

§9. With the exception of the Nominating Committee, all other Committees and Working Groups shall report on their work and make recommendations to the Board of Directors.

§10. They shall keep the Secretariat fully informed of their activities, including their future meetings.

F. Regional Groups

OPERATION OF REGIONAL GROUPS

§1. A majority of RRO Members within a geographic region may, as indicated in Art. 15 of the Statutes, upon approval of the Board of Directors, form a Regional Group of IFRRO. A Regional Group must operate within the framework of Article 3 of the Statutes.

§2. A meeting of a Regional Group may speak for the group on regional matters, but may not bind individual members, nor engage the organisation unilaterally and independently from IFRRO's decisional structures.

§3. All members operating within a region may attend meetings of a Regional Group. The voting system detailed in Article 9 is also applicable in the decisional process within the regional groups.

§4. All Regional Groups shall have a Chairperson and, if appropriate, one or two Vice-Chairpersons elected by the group for a three-year term.

§5. The Chairperson calls meetings of a Regional Group in writing with minimum

notice of two weeks. (S)he is responsible for preparing the minutes of the proceedings of meetings, and shall report to the Board of Directors and inform the Secretariat of the work of the group.

§6. The General Meeting may set specific terms for the operation of any Regional Group or decide to dissolve a Regional Group.

G. Dues

The membership dues for each grouping of members shall be as follows from July 2016

Grouping	Annual Domestic Collection (Euros)	Dues (Euros)	Number of Votes*
RRO Members	Less than 0.4m	845	1
	0.4m - 0.8 m	2,750	4
	0.8m - 4m	8,000	8
	4m - 8m	16,000	10
	8m - 16m	28,700	11
	16m - 24m	42,500	13
	More than 24m	58,500	14
Associate RRO Members	More than 24m + PLR	63,500	15
	Less than 0.4m	845	1
	0.4m - 4m	1,700	3
	4m – 8m	3,500	5
	8m - 16m	8,000	8
	16m - 24m	16,000	10
	More than 24m	28,700	11
	The calculation of membership fees for Associate RRO Members which collect fees for reprographic reproduction is based on what the organisation collects on the basis of reprographic reproduction licensing directly, not taking into consideration any remuneration received through the national RRO for further distribution.		
Provisional RRO Members	N/A	845	1
Creator and Publisher Association Members	N/A	845	1

*The votes as set out in the Guidelines apply from 4 November 2016