

UFI

NON-PROFIT ORGANIZATION GOVERNED BY THE LAW OF 1 JULY 1901

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UFI INTERNAL RULES

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NB: the word "Statutes" used in this document means "Articles of Association".

ARTICLE 1. - UFI NAME AND TAGLINE (ARTICLE 3 OF THE STATUTES)

Article 1.1. - Official name of the association

The official name of the association is: UFI, The Global Association of the Exhibition Industry.

This is a stand-alone name. The initials should not be translated. The name “Union des Foires Internationales” or its translation no longer exists.

UFI is only to be written using Latin character fonts. UFI’s font is either Zurich or Arial. Pantone colours are olive #391 and blue #533.

Example: UFI, The Global Association of the Exhibition Industry, has members worldwide.

Article 1.2. - UFI Regional Chapter names

The official names of the UFI Chapters are:

- UFI Middle East/Africa (MEA) Chapter;
- UFI Asia/Pacific (AP) Chapter;
- UFI Latin America (LA) Chapter;
- UFI European Chapter.

While the logo incorporates the text: “The Global Association of the Exhibition Industry”, this is not to be applied within text in conjunction with the Chapter name.

The Chapter is only to be written in English, using Latin character fonts.

Article 1.3. - UFI logos



UFI Association logo

Only the UFI Headquarters has the right to use the logo which includes the association’s name UFI and the tagline description.

Upon written request, the UFI Headquarters may exceptionally authorize other uses of the association’s logo.

UFI Regional Chapter Logos: No modification to these logos is authorized. No member has the right to use these logos without the formal and written consent of the UFI Headquarters.





UFI Member logo: Only UFI full members in the categories of organizers, exhibition centres and full member associations outlined in article 5.1. of the Statutes are authorized to use this logo.

On letterhead paper, the logo must be used in a small format, on the top or bottom of the page, in direct connection with the company name. It should not form part of the member organization's logo.

The UFI member logo is only to be written in English, using Latin character fonts. UFI's official font is either Arial or Zurich.

The full name of UFI (UFI, The Global Association of the Exhibition Industry) must not be incorporated with this logo.

UFI associate members, would-be members and UFI approved events are not authorized to use this logo.



UFI Associate Member logos: UFI members in the category outlined in article 5.2. of the Statutes and which are not full members are authorized to use this logo.

The UFI Associate Member logo must be written in English, using Latin character fonts. The full name of UFI (UFI, The Global Association of the Exhibition Industry) must not be incorporated with this logo.

A UFI Approved Event is not an associate member.



UFI Approved Event logo: The UFI Approved Event logo may only be applied to those member events which are recognised as having met the UFI quality criteria as described in article 3.1. hereafter



UFI Approved International Event logo: The UFI Approved International Event logo may only be applied to those member events which are recognised as having met the UFI quality criteria for international events as described in article 3.1. hereafter.

The UFI approved (International) event logo must always appear in close proximity to the name of the specific approved event, in order to differentiate from other non UFI approved events.

The UFI approved (International) event logo must be written in English, using Latin character fonts. UFI's official font is either Arial or Zurich.

Article 1.3.1. - UFI Logo Technical Specifications

UFI has produced a PDF guide for the technical use of the UFI logos. This guide provides a summary of the different logos and technical specifications for UFI's official colours, for specialist and internal printing, screen-based and web-based applications. Additional information is available from the UFI Headquarters.

ARTICLE 2. - ADMISSION, MEMBER RIGHTS AND OBLIGATIONS (ARTICLE 6.2. OF THE STATUTES)

Article 2.1. – Full member associations

Only the President and Managing Director (or equivalent) of full member associations have access to UFI documentation and information. This includes the login and password for the members' area of the UFI website.

Article 2.2. - Associate members

Article 2.2.1. - National associations and supporting organizations as outlined in Article 5.2. of the Statutes.

Only the President and Managing Director (or equivalent) of these associations and organizations have access to UFI documentation and information. This includes the login and password for the members' area of the UFI website.

Article 2.2.2. - Partners of the exhibition industry

a) Service providers

Service providers must prove that they or their head office have been providing services on an international level within the exhibition industry for at least three years. Service providers must abstain from active commercial activity during UFI events and meetings.

b) Auditors

Auditors must be independent organizations authorized by UFI to carry out the audit of exhibition statistics for a new UFI Approved (International) Event request, or to maintain UFI Approved (International) Event status. The auditors must conduct the audits of all UFI Approved Events in accordance with UFI's Auditing Rules and by completing the UFI Standard Audit Certificate (in English).

c) Universities and other educational bodies

Universities and other educational bodies can join UFI if and when they have developed an education programme which is supported or endorsed by UFI, or if they have specific activities (e.g. research) within the exhibition industry. As members of UFI, they must cooperate with UFI on a regular basis.

Article 2.3. - Supporting letters

The supporting letters must specify that the applicant:

- is a trade fair/exhibition organizer, an exhibition centre, an association (international or national), a supporting organization/association or a partner of the exhibition industry;
- is recognized as being competent and is appreciated for the quality of their work on an international level;
- can be recommended for UFI membership, justifying the reasons.

Article 2.4. - Admission procedure (for all membership categories)

Membership applications must be submitted to the UFI Headquarters, who reports to the Membership Committee. The latter may request further information from the applicant.

Incomplete applications will not be examined.

Upon the recommendation of the Membership Committee, the Executive Committee approves the membership application. The membership becomes effective immediately following the Executive Committee's approval.

At the UFI Membership Committee's request, an investigator may be designated, in principle from outside the applicant's country, to conduct an inspection visit of the applicant's services and/or installations. The applicant reimburses UFI for the investigator's hotel and travel expenses (business or similar), even if the UFI Executive Committee subsequently rejects the admission(s).

The investigator verifies the accuracy of all the information provided by the applicant, whilst taking into account the economic structure of the country. He establishes a report of his observations and submits it to the Membership Committee.

Article 2.5. - Changes after the admission

All major changes in the situation of a UFI member and/or an UFI approved event must be immediately communicated to the UFI Headquarters by the member in question.

ARTICLE 3. - UFI EVENT APPROVAL

Article 3.1. - Conditions to be fulfilled to obtain UFI Approved Event status

UFI event approval can only be requested by UFI member organizers or applicants for membership in the organizer category.

These events must meet the criteria below.

Audited statistics must be provided regarding the total net exhibition space and the number of domestic and international exhibitors as well as for visits or visitors, as the case may be, in accordance with the decision of the UFI Membership Committee, and in conformity with "UFI's Auditing Rules for the Statistics of UFI Approved Events". This document includes the definitions and counting methods for exhibitors, visitors and visits.

These statistical data must be objectively confirmed by a specialized audit organization, by an independent audit company or by a certified accountant who has obtained prior approval from UFI to conduct the audit. At a minimum every other edition of the event must be audited, except for the events which take place once every three years, or less frequently. For these events, each edition must be audited. The only exception is for events which have been audited for the first time in order to obtain UFI Approved Event status. In this case the next edition must also be audited.

In order for the audit to be valid, the organizer must use a registration system with entry controls.

The exhibition must have taken place at least twice as an international exhibition at the moment of the application.

The event should occur in appropriate permanent installations with appropriate visitor and exhibitor services including clear signage, WC, catering, transport, disabled access, and provide users with all the services they may require, notably reception, assistance and information services for exhibitors and international visitors.

The venue should be fully functioning and well-maintained with effective health and safety procedures in place.

Application forms, advertising material and the fair catalogue should be published not only in the country's language, but also in at least one other foreign language, preferably English. This material can be in digital form.

The organizer must have a clear list of rules and regulations for the exhibition, and a concise list of goods that are acceptable as exhibits.

The event should have a regular schedule and duration which does not exceed three weeks.

In order for an exhibition to be considered as a UFI Approved International Event, the following additional criteria is required:

They must be "international" according to one of the following requirements:

Either the number of direct foreign exhibitors and multinational exhibitors must be at least 10% of the total number of exhibitors (both categories should be clearly indicated on the audit certificate);

Or the number of foreign visits or visitors must represent at least 5% of the total number of visits or visitors, respectively. For public fairs, this percentage is to be counted on the basis of professional visits or visitors, if they are identified.

An event that was previously "international" according to the criteria above, but ceases to be after two consecutive audit reports, will be considered as a UFI Approved Event, and no longer as a UFI Approved International Event.

Article 3.2. - Exceptions from these requirements

In view of the wide variety of exhibitions, notably due to the geopolitical situation or the nature of the exhibits, exceptions may be made upon the UFI Membership Committee's recommendation for event that do not exactly meet the above mentioned arithmetical criteria.

Article 3.3. - Procedure of event approval

The UFI approved event request form is available upon request from the UFI Headquarters, who reports to the UFI Membership Committee. The UFI Membership Committee may request further information about the event.

At the UFI Membership Committee's request, an investigator may be designated, in principle from outside the member organizer's country, who will visit the member organizer and the event.

The Membership Committee will report to the UFI Executive Committee for the final decision. The approval becomes effective immediately following the decision of the Executive Committee.

Article 3.4. - Change of organizer of a UFI approved event

The UFI approved event status is not transferable without prior and written agreement by the UFI Executive Committee.

If the new organizer is not a UFI member, he must apply for membership, making a UFI event approval request for the event in question. See article 3.1. of these Internal Rules.

Article 3.5. - Joint-venture events

UFI accepts joint venture events wherein an exhibition is organized by two or more organizers. The majority organizer is considered to be the representative of the event.

The joint venture partner applying for UFI event approval must clearly specify in the UFI approved event request form the name of each partner and their degree of participation in the event. The subscription will be invoiced to the majority organizer of the event.

Article 3.6. - Upholding of the UFI approved event status

To maintain UFI approved event status, member organizers must provide audit certificates for their UFI approved events. The frequency of these audits is outlined in article 3.1. above.

An event which does not satisfy the criteria outlined in article 3.1. above will automatically lose its UFI approved event status.

ARTICLE 4. - CODE OF ETHICS (ARTICLE 6.1. of the STATUTES)

All UFI members undertake to uphold the principles of respect, integrity, responsibility and professionalism in the conduct of their business and in their contacts with clients and colleagues.

These principles form the basis of the UFI Code of Ethics to which each UFI member adheres.

As a UFI member:

- we believe that a commitment to ethical conduct is a constructive approach to successfully achieving our professional goals.
- we will conduct professional activities in accordance with accepted standards, and applicable laws and regulations.
- we will respect UFI's Statutes, Internal Rules and all obligations arising from membership.
- we will provide accurate, reliable information concerning our activities and commitments, notably in terms of exhibition statistics and use this information in all our communication material.
- we will write contracts in such a fashion that they are clear and fair and honour them accordingly.
- we will recommend service suppliers who are professionally sound and who are in compliance with recognised standards of health, safety and environment.
- we agree to respect the intellectual property of others and to protect the confidentiality of privileged information provided to us during business activities.
- we will support the practice of sustainable development within our industry.
- we will strive to continually improve the level of our professional competence and ability.
- we will support the organization's activities as it promotes, serves and represents the exhibition industry.

ARTICLE 5. - ADMISSION FEES AND SUBSCRIPTIONS

UFI's financial year runs from 1 July to 30 June; all invoiced subscriptions refer to this period. The UFI admission fees and subscriptions are fixed annually by the General Assembly. All details relating to the UFI admission fees and subscriptions are available from the UFI Headquarters.

The subscriptions must be settled on receipt of UFI's invoice. European VAT will be applied according to the legislation in force (the current rate is 20%).

When the admission of a member is granted in the course of a year, a pro-rata subscription is invoiced.

For groups or companies who wish to join UFI with their subsidiaries worldwide (as outlined in Article 5.1.3. of the Statutes), the UFI Executive Committee is entitled to make special agreements. If certain subsidiaries wish to remain separate UFI members, they must pay their own subscription.

Article 5.1. - Admission fees

All UFI full members, with the exception of the associations (as outlined in Article 5.1.4. of the Statutes), pay an admission fee on a one-time basis.

All UFI associate members, except those associations and supporting organizations (as outlined in Article 5.2.1. of the Statutes) pay an admission fee on a one-time basis.

Article 5.2. - Subscriptions

Article 5.2.1. - Organizers

The total fee for these members is calculated according to:

- a) total net rented exhibition space of all the events organized during the previous calendar year whether or not these events are approved by UFI. One third of the net outdoor exhibition space is taken into account.
- b) The fee calculated in a) above includes one UFI approved event. A supplement is due for each additional UFI approved event, whether they have taken place during that year or not.

If the global subscription of the organizer for the year in question has reached the maximum subscription level, no supplement is due. The minimum fee is due if no events are organized (UFI approved event or not) during the previous calendar year.

The organizer members must provide the UFI Headquarters with the information required for the calculation of their subscription and within the specified deadline. If a member does not provide this information within the given deadline, a 10% supplement on the previous year's fee will be incurred to cover any fluctuations in activity and additional administrative costs.

Article 5.2.2. - Exhibition Centres

The total fee for these members is calculated according to:

- a) the total gross exhibition venue space of all the exhibition centres operated by the member. One third of the net outdoor exhibition space is taken into account.
- b) the fee calculated in a) above includes one exhibition centre. If the member operates several exhibition centres, a supplement is due for each of the additional centres.

There is a minimum and maximum subscription.

Article 5.2.3. Organizers and Exhibition Centres

Organizers and operators of exhibition centres must pay the subscriptions applicable to both categories, but at a reduced rate.

The exhibition centre members must provide the UFI Headquarters with the information required for the calculation of their subscription and within the specified deadline.

Article 5.2.4. - Groups

A fixed amount is due if a member has group status, in addition to the subscription as an organizer and/or exhibition centre.

Article 5.2.5. - Associations

Associations pay a subscription based on their annual budget and the number of employees. This fee may be waived if the association accepts a reciprocal agreement with UFI for the exchange of certain services. Details are available from the UFI headquarters.

Article 5.2.6. Associate members

The subscription for associate members is based on their activity and their size.

Article 5.2.7. - Would-be members

"Would-be members" pay the same subscription as full members. The admission fee is payable when full membership status is granted.

ARTICLE 6. – ADMINISTRATION (ARTICLE 11 OF THE STATUTES)

Article 6.1. – Board of Directors

Article 6.1.1. - Conditions for the allocation of the 47 seats of the elected members of the Board of Directors

The classification of countries by geographical zone and the representation of those countries within each zone are based on the subscriptions paid by the organizer and exhibition centre members of the country or chapter, during the financial year preceding the election.

The maximum of 47 seats are allocated to the representatives of the organizer and exhibition centre members as follows:

- a maximum of 24 seats are distributed among the most important countries which together represent at least 50% of the subscriptions paid by organizer and exhibition centre members. These seats are named “fixed seats”. Their allocation is in proportion to the volume of the subscriptions paid by each of these countries.

Each beneficiary country has a minimum of two and a maximum of five fixed seats.

- The remaining seats are distributed among the Chapters, in proportion to the volume of the subscriptions from each Chapter, after deduction of the subscriptions from the countries already provided with fixed seats. These seats are named “seats in competition”. Each beneficiary country is entitled to a maximum of two seats in competition.

The seats in competition are allocated through an election within each Regional Chapter. The members of the countries to which no fixed seats have been allocated participate in this election, as follows below.

Article 6.1.2. - Election procedures for the 47 elected members of the Board of Directors - Candidacies

During the election year, the election of the Board of Directors must have taken place in due time for the composition of the new Board to be made known at the meeting of the General Assembly.

UFI must receive the candidacies in writing (by post, fax or e-mail) before the specified date.

Representatives of the organizer and exhibition centre members can be candidates even if they are members of the Board of Directors as a Chapter Chairman, or as the Chairman or Vice-Chairman of the Associations' Committee (articles 14 and 15 of the Statutes).

Candidacies are admissible only when the member concerned has paid its subscriptions.

The Executive Committee retains the right to refuse the candidacy of an outgoing member of the Board if they have not personally attended one third of the meetings during their mandate.

Article 6.1.3. - Board of Directors' meetings

The convocation to a Board meeting must be accompanied by the agenda and sent by the UFI Headquarters at least fifteen days prior to the date of the meeting. As far as possible, the Board schedules the location and the date of the following meeting at the end of each meeting.

The President may invite another UFI member or an external specialist in an advisory capacity, if the agenda of the meeting includes an item in which he is particularly competent.

The presence of participants from the UFI Headquarters, except the UFI Managing Director, is subject to prior approval by the UFI President and the Managing Director.

Article 6.1.4. - Proxies (article 11.1.5. of the Statutes)

Proxies are only valid if the UFI Headquarters have been informed in writing at least three days before the meeting

Article 6.1.5. - Voting conditions for the Board of Directors

Each Board member has one vote.

The Board of Directors normally votes by show of hands, except in the case of an election which requires a secret ballot.

The above exception may also apply to any decision upon the request of the President or a member of the Board of Directors.

All decisions are taken by the absolute majority of votes cast; in the event of the votes being equal, the Chairman of the meeting has the deciding vote.

Article 6.2. – UFI Executive Committee

Article 6.2.1. - Election onto the Executive Committee

The elected Executive Committee members outlined in Article 11.2.1. of the Statutes, are elected by secret ballot by a majority vote of the Board of Directors. The candidacies are presented by the President.

In the case of vacancy during the term of office, the Executive Committee proposes to the Board of Directors a candidate for the vacant seat.

Article 6.2.2. - Executive Committee Meetings

The President may invite another UFI member or an external specialist in an advisory capacity, if the agenda of the meeting includes an item in which he is particularly competent.

ARTICLE 7. - PROCEDURE OF ELECTION OF THE UFI INCOMING PRESIDENT

The UFI Incoming President is elected if he obtains the absolute majority of votes cast in the first or second ballot. If there are several candidates, and if none of them obtain a majority in the first ballot, a second ballot will take place between the two candidates who obtained the largest number of votes in the first ballot.

ARTICLE 8.- ASSOCIATIONS' COMMITTEE (ARTICLE 14. OF THE STATUTES)

Only the representatives of full member associations are eligible for election as Chairman or Vice-Chairman of this Committee. The Chairman and Vice-Chairman must come from different countries.

The election of the Chairman and Vice-Chairman takes place every three years, before the UFI General Assembly. The Chairman can be re-elected once to assume office immediately after the end of his current mandate. After an interruption, former Chairmen may be elected again.

ARTICLE 9. - REGIONAL CHAPTERS (ARTICLE 15. OF THE STATUTES)

Article 9.1. - Role of the Regional Chapters

The main role of the Regional Chapter includes:

- discussing specific problems and ideas concerning the region;
- encouraging collaboration between members in the region;
- increasing professionalism among members through UFI's educational programmes;
- assisting and educating new members concerning their responsibilities within UFI;
- suggesting subjects of interest to the Board of Directors;
- promoting UFI in the region and encouraging new organizations to join UFI;
- advising the Managing Director on membership matters;
- advising the Managing Director and the Regional Manager on activities within the region

Article 9.2. - Chairmanship and Vice-Chairmanship

Only representatives from full members are eligible for election as Chairman or Vice-Chairman. The Chairman and Vice-Chairmen must come from different countries. The elections of the Chairmen

and Vice-Chairmen take place every three years, at the latest at the last meeting preceding the UFI General Assembly.

These elections can also be held by written ballot, in conformity with article 10.2. of the Internal Rules. The Chairman can be re-elected once to assume office immediately after the end of his current mandate. After an interruption, former Chairmen may be elected again.

The Chairmen and Vice-Chairmen of the Regional Chapters are elected by the members situated in the region concerned, with the same voting rights as for the General Assembly, as described in article 16 of the Statutes.

ARTICLE 10. – WRITTEN BALLOTS

Article 10.1. Written ballots for elections

The election:

- of the Chairmen and Vice-Chairmen of the Regional Chapters;
- of the Chairman and Vice-Chairman of the Associations' Committee;
- of the 47 elected members of the Board of Directors

may be held by written ballot (by letter, fax or email) at the initiative of the UFI President. The voting rights for the General Assemblies (outlined in Article 15) apply.

In this case, UFI contacts in writing all the members concerned by the election at least 15 days before the date of the ballot mentioning:

- the reason for the ballot;
- the deadline date for the receipt of ballot papers;
- the ballot paper indicating:
 - the address, the fax number and the email address for the response;
 - the name of the voting organization with the number of votes;
 - the name of each candidate.

UFI can designate a third party to guarantee the confidentiality for the receipt and counting of the votes.

Article 10.2. - Written ballot for the modification of the Internal Rules

On the President's initiative, the modification of the Internal Rules can be decided by the Board of Directors through a written ballot (by letter, fax or email).

In this case, UFI contacts in writing the members of the Board of Directors at least 15 days before the date of the ballot mentioning:

- the reason for the ballot;
- the deadline date for the receipt of ballot papers;
- the article(s) of the Internal Rules to be modified (original version);
- the proposed modifications to the articles;
- the ballot paper indicating:
 - the address, the fax number and the email address for the response;
 - the name of the Board member;
 - a list of the articles to be modified followed by Yes No

ARTICLE 11.- MAJORITY REQUIRED FOR THE ELECTION OF THE PERSONS OUTLINED IN ARTICLE 10.1. ABOVE

Article 11.1. Election of the Chairmen and Vice-Chairmen of the Regional Chapters and the Associations' Committee

The ballot is based on the absolute majority of the votes cast. If none of the candidates obtain this majority, a second ballot will be organized between the two candidates with the most votes.

If the two candidates obtain an equal number of votes cast, the most senior within UFI wins the election.

Article 11.2. Election of the 47 elected members of the Board of Directors

The ballot is based on the relative majority of the votes cast.

If only one seat is vacant, two or candidates obtain an equal number of the votes cast, the most senior within UFI wins the election.

ARTICLE 12. REGIONAL OFFICES

UFI can dispose of one or more Regional Offices. The regional representative or manager will report to the UFI Managing Director.

ARTICLE 13. - COMMITTEES, WORKING GROUPS AND TASK FORCES

The committees, working groups and task forces meet under the Chairmanship of a member of the Board of Directors or a member of the UFI Committee concerned.

The working language of these committees, working groups and task forces is English, unless all members present speak and can work in another language. However, the minutes of the meetings must be established in English.

Article 13.1. - Statistics & Transparency of Fairs and Exhibitions Committee

The Chairman of this Committee will be appointed by the Executive Committee every three years for a duration of three years. The Chairman can be re-elected once to assume office immediately after the end of his current mandate. After an interruption of three years, former Chairmen may be elected again. If required, the Executive Committee can exceptionally request the Committee Chairman to extend his mandate.

Article 13.2. - Thematic committees

The Executive Committee may constitute thematic committees working on specific thematic issues (e.g. marketing, information & communication technologies, operations, education and sustainable development) on a long-term basis.

These committees are composed of member representatives chosen for their skills and experience in the field of the work of the committee. They are nominated by the committee Chairman or co-opted by their peers for a three year mandate or for the remainder of the three-year mandate if they join later. Their mandate can be renewed as long as they have attended the Committee meetings regularly.

The thematic committees elect a Chairman who is proposed to the UFI Executive Committee for approval. The Chairman can be re-elected once to assume office immediately after the end of his current mandate. After an interruption former Chairmen may be elected again.

If required, the Executive Committee can exceptionally request the committee Chairman to extend his mandate.

If required, a Vice-Chairman can be elected by the committee.

Article 13.3. – Working Groups and Task Forces

The Executive Committee or the Managing Director may create temporary working groups and task forces.

The Board of Directors may also constitute working groups for specific topics and for the duration of their activities.

The Executive Committee and/or the Managing Director decide on the composition of the working groups and task forces.

ARTICLE 14. –ORDINARY AND EXTRAORDINARY GENERAL ASSEMBLIES AND ELECTIONS

Article 14.1. – Member Voting Rights

A member, whether a full or associate member, may only vote if they have paid subscription fees in due time.

The maximum number of votes for a member is 6.

Article 14.1.1. – Voting rights of exhibition organizers and exhibition centres

The number of votes allocated to these members varies from 1 to 6, according to the following table, and is determined on the basis of the subscription paid.

•		up to	3,000 euros	=	1 vote	
•	from	3,001	to	6,000 euros	=	2 votes
•	from	6,001	to	9,000 euros	=	3 votes
•	from	9,001	to	12,000 euros	=	4 votes
•	from	12,001	to	15,000 euros	=	5 votes
•	from	15,001 upwards		=	6 votes	

In the case of a group membership, the UFI member having the voting right is the company which pays the UFI subscription.

Article 14.1.2.– Voting rights of full member associations and associate members

These members have one vote.

Article 14.2. – Representation of members

If a member is represented by several delegates at a General Assembly, the member organization will indicate the voting delegate to the UFI Managing Director five days before the General Assembly.

Only UFI members and the subsidiaries of group members have the right to attend the General Assembly.

Associations may only be represented by their President, Managing Director or another member of UFI and will inform UFI of the name of the representative at least five days before the General Assembly.

All letters of proxy should be received by the UFI Managing Director at least five days before the General Assembly.

Article 14.3. – General Assemblies - Agenda

To enable the Board of Directors to draw up the agenda of the Ordinary General Assembly in due time, the UFI members who wish to include a particular item in the agenda should inform the UFI Headquarters two months before the scheduled date of the Assembly.

However, the President can, at his discretion, accept an additional item that has been requested later.

ARTICLE 15. - COSTS OF MEETINGS AND MISSIONS (ARTICLE 13. OF THE STATUTES)

Any costs incurred by members while participating in the various UFI committees, working groups, task forces and focus meetings and seminars and congresses are at their own expense.

There is no refund of costs incurred for any mission conducted for UFI, excluding:

- an exceptional delegation as requested by the President and with the Managing Director's approval
- an inspection visit requested by the UFI Membership Committee wherein the applicant covers the costs (Article 2.4. of the Internal Rules)

The President will be reimbursed for any costs incurred for attending any meeting or mission that he would not have attended as a member of the UFI Executive Committee. For these meetings or missions, he may travel in first class by train or fly business class.

The travel expenses for the Incoming and Outgoing Presidents will be reimbursed according to the same principles as for the UFI President, for all meetings or missions requested by or with the prior approval of the President.

ARTICLE 16. - LANGUAGES, SIMULTANEOUS TRANSLATION AND DOCUMENTATION

Any costs incurred interpreting into other languages are at the expense of the members who make the request.

ARTICLE 17. - UFI HONORARY FUNCTIONS AND DISTINCTIONS

Article 17.1. - Function of Honorary President

The title of Honorary President can be attributed to a former President of UFI, immediately after the end of his mandate as Outgoing President.

Article 17.2. – UFI Awards

The award of UFI distinctions is pronounced by the Executive Committee upon the President's proposal. These distinctions can be awarded to:

- former UFI Presidents;
- former Executive Committee or Board members, Regional Chapter Chairmen and Vice-Chairmen, Committee Chairmen or Managing Directors who have rendered exceptional services to UFI.

ARTICLE 18. – COMPLIMENTARY ACCESS FOR THE INCOMING PRESIDENT, THE PRESIDENT AND THE OUTGOING PRESIDENT TO CERTAIN UFI EVENTS

In recognition of the commitment and personal investment of the Incoming President, the President and the Outgoing President, they will be invited to attend all UFI events on a complimentary basis for the duration of their mandate.

The Outgoing President will retain the right to attend all UFI events on a complimentary basis for one year following the end of their mandate, except for the UFI Congress which can be attended for three years on a complimentary basis.

ARTICLE 19. - INTERPRETATION OR SILENCE OF THE INTERNAL RULES

In case of difficulty concerning the interpretation of the present Internal Rules, the UFI Executive Committee will prevail. To the same extent, for anything considered urgent that is not expressly covered in these present Internal Rules, the UFI Executive Committee is vested with decisional powers. This precedes a proposal of modification of the Internal Rules to the Board of Directors.

