

Ref.: UNISCAPE/9GA/Internal Regulation

Proposal for *Internal Regulation*

to be approved by
the 9th UNISCAPE General Assembly, 29 June 2016

The UNISCAPE Executive Board proposes according to Art. 8, clause 6c of the UNISCAPE Statute [*The Executive Board shall ...formulate proposals for the approval of internal regulations, ...*], that the General Assembly decides on the following Internal Regulation:

A. LEGAL HEADQUARTERS

with reference to Art.3 clause 1 of UNISCAPE Statutes [*The legal and operative headquarters of the Association are at the following address: Villa Medicea di Careggi, viale G. Pieraccini 17, Florence (Italy)*] the following addition is approved:

- A. Considering that the agreement with the Tuscany Region for the concession of the offices located at the Villa Medicea di Careggi in Florence will come to an end, the General Assembly can approve the establishment of the legal and operative headquarters of UNISCAPE in a different location, upon the proposal of the Executive Board. The legal headquarters will be preferably hosted by a University member for a period of several years.

To facilitate the Network functioning, on the recommendation of the President, the Executive Board can also approve the establishment of secondary UNISCAPE offices at the seats of the President's or Director's institutions, or any other location depending on the demand and on the local financial and personnel conditions. The nomination and competence of a local coordinator in such secondary office shall be approved by the President, in consultation with the Executive Board. With regard to UNISCAPE affairs such coordinator reports directly to the Director.

B. MANAGEMENT COMMITTEE OF THE EXECUTIVE BOARD

with reference to Art.8 of the Statutes - The Executive Board - the following is approved:

- B. In order to simplify the functioning and efficiency of the Executive Board, the daily management responsibilities of the Executive Board shall be assumed by a Management Committee, consisting of the President, the two vice-Presidents and the Director. The Management Committee may invite other Executive Board members to fulfil specific management tasks. The Committee shall define a division of management tasks within two months after the General Assembly each year, to be communicated to the UNISCAPE membership. The Management Committee is presided by the President and reports to the Executive Board.

C. FUNCTIONS OF THE PRESIDENT

As the functions of the President are not listed in a specific paragraph of the Statutes, although they can be deduced from Art.7 – The General Assembly – the following regulation is approved:

- C. The President shall assume the following functions, in consultation with the Management Committee:
- legally represent the association;
 - assume financial responsibility of the association;
 - propose and delegate specific tasks to the Management Committee of the Executive Board;
 - propose overall objectives and strategies for each year of his/her presidency in the General Assembly, reporting on the results in the next General Assembly;
 - promote the pro-active commitment of the delegates of the Member Universities as delegated by the legal representative of their University or Department, in the activities and functioning of the UNISCAPE network.