

IMMA ADMINISTRATIVE REGULATIONS

In accordance with the founding act of the Menuhin Academy of October 3, 1977, the Foundation Board issues the following Regulations (the masculine for functions is generic):

A. Foundation Board

1. Members

The Foundation Board is made up of at least 5 members, elected for a renewable 4-year term. The Foundation Board constitutes itself. It elects a president, a vice-president and a treasurer. Benefactors' associations as well as the municipality of Saanen are each entitled to a seat on the Foundation Board. The members work voluntarily. Large expenses may be charged to IMMA, subject to the authorization of the Foundation Board. Any member whose professional skills (legal, pedagogical, technical, IT) are required for the needs of the Academy, apart from Council meetings and their preparation, working groups set up by the Council or any delegations and specific missions, can be remunerated according to the work provided. Any significant private fundraising may be subject to a commission.

2. Main missions

In accordance with art. 11 of the Foundation Act, the Foundation Board is responsible for the senior management of the Menuhin Academy. Its responsibilities include the following points:

- determination of objectives and principles
- the adoption of regulations and directives concerning
 - internal organization
 - welcoming students
 - students' rights and duties
- the regulation of signing rights
- approval of projects and invitations of the artistic director
- approval of the musical director's annual program
- approval of the budget and annual accounts
- the definition of publicity measures
- the decision on all other matters, provided that they have not been delegated to a working group set up by the Foundation Board

3. Staff

The Council appoints an artistic director chosen among the most famous violinists in the world to raise the Academy to the highest level of musical requirement in the spirit of its Founder, Lord Menuhin, and to open prospects for him.

The Foundation Board appoints the music director of the Menuhin Academy, describes his missions, determines his remuneration and is responsible for any dismissal. After consulting the music director, the Foundation Board appoints the teachers and sets the conditions for their engagement, in particular its duration, their missions and their remuneration.

The definition of artistic criteria in the conditions of employment of all collaborators is the competence of the artistic director (in accordance with art. 6 of the Foundation Act for Lord Menuhin), who acts in concert with the music director representing the permanent professors.

The Foundation Board sets the contractual provisions for other employees.

4. Finances

The Foundation Board adopts, by September at the latest, the annual budget for the following academic year, which runs from October 1 to September 30.

The taking of individual commitments of more than 10,000 francs, even within the framework of the budget, requires a decision of the Foundation Board. On the other hand, the responsibility for making individual commitments of less than 10,000 francs falling within the budget may be delegated.

The treasurer reports during the meetings of the Foundation Council on the financial situation of the Menuhin Academy and compliance with the annual budget. The administrative director regularly informs him of the interim financial situation.

The treasurer remains in constant contact with the auditors and is responsible for the reciprocal exchange of information.

5. Sessions and minutes

The Foundation Board holds at least 4 meetings per year to which the artistic director and the administrative director are invited. The sessions are convened with at least 14 days notice, indicating the full agenda.

The decisions and the main deliberations of the Foundation Board are recorded in a report signed by the president or the vice-president. The minutes must be sent to members at least 14 days before the next meeting and approved during the next meeting.

6. Delegation and signing rights

The Board of Trustees is empowered to delegate certain parts of business management to committees, working groups or specific individuals. It describes the delegated tasks, defines the financial framework for their accomplishment and monitors their execution. It remains empowered to give binding directives to the bodies subordinate to it.

The Foundation Board grants the right to sign. Individual signature is excluded.

7. The President

- The president coordinates the activities of the Menuhin Academy and the Foundation Board.
- He takes on representation tasks and seeks funding.
- The Administrative Department reports directly to him.
- He ensures contact with the authorities and the supervisory bodies.
- He draws up an annual report which must be approved by the Foundation Board.

8. Office of the Foundation Board

In order to reduce the workload of the Foundation Board, it is possible to set up an office mainly responsible for the administration of the Menuhin Academy and finance.

It is composed as follows:

Management: president

Members: vice-president, treasurer, administrative director, other member of the Board if necessary.

B. Working groups

The Foundation Board may set up the following working groups, the coordination of which is ensured by the President:

- Concerts and promotion
Management: a member of the Foundation Board
Members : members of the Foundation Board as well as third parties
- Professional future of students
Management: a member of the Foundation Board
Members: members of the Foundation Board as well as third parties

The working groups organize themselves. A representative of each working group reports on its activity during the regular meetings of the Foundation Board.

C. Benefactor associations

The Foundation Board supports the creation and sustainability of benefactor associations throughout Switzerland, with the aim of increasing the awareness of the Menuhin Academy and the Camerata and providing the Menuhin Academy with additional financial means.

D. Music director

1. Mission

The music director is responsible for the artistic activities of the Menuhin Academy and the Camerata. Promotion of scholarship students is the main objective. He works in close collaboration with the administrative director. In particular, it has the following tasks:

1.1. Organizational aspects

- The execution of the decisions of the Foundation Board which concern its field
- Preparation of the annual program of the Menuhin Academy and the Camerata
- Coordination of teachers and their teaching at the Menuhin Academy
- The determination of concert programs taking into account the wishes of the organizers

1.2. Teaching and staff

- Selection of teachers and proposals for appointment to the Foundation Board
- Selection of students in agreement with the artistic director
- Individual education provided in accordance with the employment contract
- Rehearsals with the Camerata and its preparation for concerts
- The half-yearly evaluation of the development of students, which he reports to the Foundation Board
- Supervision of students during trips

1.3. Financial aspects

- Compliance with the annual budget approved by the Foundation Board
- Written statement of receipts and expenses of the Camerata during concerts and concert tours
- Written statement of all costs incurred by him and his teachers, having been approved in advance by the Foundation Board or the budget

1.4. Substitute

During his absences, the music director is represented by a teacher designated by him. He ensures that the Administrative Department can reach him at any time.

1.5. Service Travel

For his service trips outside the concert activity of the Camerata, the music director must request the authorization of the chairman of the Foundation Board

E. Administrative direction and secretariat

1. Main missions

The Administrative Director is the main point of contact for employees. He administers the Menuhin Academy and the Camerata. In particular, it has the following tasks:

- The timely dispatch of notices of meetings of the Foundation Board

- Execution of the decisions of the Foundation Board
- Periodic reporting on the status and implementation of the resolutions taken
- Keeping a ledger for accounting
- Thank you letters for donations, gifts and loans received
- The establishment of an operating budget and concerts in collaboration with the treasurer, the musical director and the leaders of the working groups
- The organization of suitable accommodation for students during their study stay
- The organization of concert tours
- Monthly transfer of salaries and grants in accordance with Council decisions
- Payment of invoices previously checked
- Registration and monitoring of benefactors who are not members of one of the benefactors' associations

The Director may be assisted by a half-time secretariat.

Since the reception in 2015 of the Soloists of the Menuhin Academy at the Institut Le Rosey, of which they are the resident orchestra, he can also count on Rosey's accounting, IT and communication services. The Director also works closely with the technical services of the Rosey Concert Hall and with the management of Paul & Henri Carnal Hall for the use of the classrooms and rehearsals.

These Regulations were approved by the Foundation Board at its meeting on August 14, 2020. They replace that of January 27, 1997, which itself replaced that of November 21, 1994 and come into force immediately after approval by the competent authority.

For the Foundation Board:

The President
Charles Méla

The Vice-President
Paul Sutin