

GOVERNING STATEMENT

I. Missions and Objectives

The UK-China Film Collab (“the Organisation” hereafter) is a limited company by guarantee registered in the UK in 2020 with founding missions to support film-related activities and debates between the two countries. The organisation achieves its missions by the following objectives: knowledge transfer, dialogue building, communication improvement, talent development, delegation & workshop, research & development and policy advocacy.

II. Independent Status

The organisation was founded as a spin-out company after a one-year project funded by the UK Research and Innovation’s Arts and Humanities Research Council in 2019. Since the inception of the Organisation, although some projects require the Organisation to work with government departments from each country, it remains independent from each government, to be governed by its own missions and objectives. The Organisation is committed to playing a facilitator role for any meeting between two government departments where it is required and contributing to the building of mutual understanding.

III. Income

The Organisation’s main income comes from the following sources : 1) funding from charities or other public organisations based in the UK and Greater China (including Hong Kong and Macau SAR) by application via different projects; 2) sponsorship from industry partners or the private sector; 3) under market rate project-based consultancy fees paid by clients. All income will be kept within the Organisation’s to cover its operation and expense costs. This is not a membership-based organisation and it does not receive a fee from members. This Governing Statement can confirm that all income is invested back in the Organisation’s development and not for private profit share.

IV. Directors and Employees

Dr Hiu Man Chan is the Founding and Managing Director of the Organisation who has the ownership of voting rights at 75% and has the right to appoint and remove directors. The Founding Director is responsible for the Organisation's strategies and oversees its ongoing development. There is currently no registered Secretary at the Organisation. The Founding Director and future directors by appointment do not and will not receive a salary from the Organisation's income. All Directors and their general administration are voluntary service to the Organisation. The Director's time can be costed in a specific project's budget or funding application. The hourly rate to be budgeted should not exceed the amount of £30 and the annual hours to be claimed by the Directors should not exceed 400. Each Director's annual expense costs should not exceed the amount of £3,000. The maximum number of directors can be appointed is four.

V. Members & Affiliations

Annual members of the Organisation are recruited and selected by merit every year through its Future Talent Programme, placements with partnered universities **and honoration**. Each member works on a proposed project for one year that is in line with the Organisation's missions and can apply for project funding (private or public) by using the Organisation's affiliation. If a member is successful in applying for funding to support their projects, they are responsible for managing the funding under the Organisation's account. The member's time can be budgeted in a specific project and a funding application. The hourly rate to be budgeted should not exceed the amount of £30. Unlike the Directors, the Members do not have a cap in annual hours. The Directors are responsible to support each member during their one-year membership via the Organisation's capacities for a successful project delivery. **The members are responsible for their own tax self-assessment, but the Organisation will provide necessary advice via its accountant.**

During the year of the Future Talent Programme, all Members will follow a 3-strike procedure. If a member fails to attend a meeting or report on their proposed project progress when required for 3 times without notice in advance, their membership of the Organisation will be removed.

During the partnership placement, if a member fails to attend a meeting or report on their proposed project progress when required for 3 times, their membership of the Organisation will be removed and they might also fail their placement module with partner universities.

All selected annual members will entitle a life-time affiliation with the Organisation (this particular part is currently under ongoing experiment and maybe reviewed for next year's development). They are welcome to use their affiliation to apply for project funding or execute any project if needed, as long as the projects follow the Organisation's missions.

There is also an open option for members to opt-out their membership from the Organisation if they feel that their career development no longer needs the affiliation, or they do not wish to be seen to relate to the Organisation.

VI. Advisory Board

The Organisation is currently identifying a group of advisory board members, to provide voluntary advice for the organisation's ongoing development and expansion. There will be an annual advisory meeting between the Director and the Advisory Board. There is no number limit for the advisory board member, but each annual advisory meeting will include no more than ten members.

V. Meetings

Members have the right to request extraordinary general meetings with the Director, individually or as a group. Annual General Meeting will be conducted every August of the year. All members must attend the Organisation's Annual General Meeting. The Governing Statement will be reviewed and revised every year starting from 2021 during the Annual General Meeting by the Director and the Organisation's members, to improve its governing methodology for the Organisation's general development as well as management for new members in the coming year. At these Annual General Meetings should a member propose a constitutional revision in relation to the Organisation's governance, the motion will require at least 50% of available votes to carry. The constitutional revision refers to all governing matters apart from the composition of the board of directors due to the nature of the Organisation being a limited company by guarantee.

VI. Annual Reports

A general annual report will be published by the end of each year and made publicly available, including the Organisation's financial income and expenditure, available via Companies House.

VII. Legal

All legal documents including partnership MOU agreements are signed and sealed by the Organisation's Founding Director, unless express written permission is granted to the signing member. The company seal is currently kept at the Founding Director's residency.

END

Record of Revisions

Version 5: Oct 2024		
	Original Content	Revised Content
All new changes are made red in this version, and it will be normalised for the next version.	A motion was passed at the 2024 AGM to add a new clause to the membership scheme of the Organisation.	Section V: There is also an open option for members to opt-out their membership from the Organisaition if they feel that their career development no longer needs the affiliation, or they do not wish to be seen to relate to the Organisation.
	New clarification added	Section V: The members are responsible for their own tax self-assessment, but the Organisation will provide necessary
	New membership entitlement criteria added	Annual members of the Organisation are recruited and selected by merit every year through its Future Talent Programme, placements with partnered universities and honoration

Version 3: Oct 2022		
	Original Content	Revised Content
	Income: 1) funding from charities or other public organisations based in the UK and China.	1) funding from charities or other public organisations based in the UK and China. and Greater China (including Hong Kong and Macau SAR)
	Income: 3) project-based consultancy fees paid by clients. All income will be kept within the organisation's to cover its operation and expense costs.	3) under market rate project-based consultancy fees paid by clients. All income will be kept within the organisation's to cover its operation and expense costs.
	Members & Affiliations The hourly rate to be budgeted should not exceed the amount of £30.	The hourly rate to be budgeted should not exceed the amount of £30. Unlike the Directors, the Members do not have a cap in annual hours.
	Annual members of the Organisation are recruited and selected by merit every year through its Future Talent Programme.	Annual members of the Organisation are recruited and selected by merit every year through its Future Talent Programme and placements with partnered universities.
		Added in Memberships and Affiliations During the year of the Future Talent Programme, all Members will follow a 3-strike procedure. If a Member fails to attend a meeting or report on their proposed project progress when required, their membership of the Organisation will be removed. During the partnership placement, if a Member fails to attend a meeting or report on their proposed project progress when required, their membership of the Organisation will be removed and they might also fail their placement module with partner universities.

		Added in Memberships and Affiliations: All selected annual members will entitle a life-time affiliation with the Organisation (this particular part is currently under ongoing experiment and maybe reviewed for next year's development).
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Version 2: Oct 2021

Revision Date	Original Content	Revised Content
28 August 2021	First appearance: The UK-China Film Collab	The UK-China Film Collab ("the Organisation" here after)
	For FTP members: and the annual hours to be claimed by the member should not exceed 400	The limitation of hours removed agreed by members.
	There are no employees on a part-time or full-time salary under the Organisation at this stage, but this situation may change in the future when the Organisation expands.	Deleted.
	In the section of "Meetings" -	Added: "The constitutional revision refers to all governing matters apart from the composition of the board of directors."
	"Annual Members"	"Members and Affiliations"
	In "Members and Affiliations"	Added: "All selected annual members will entitle a life-time affiliation with the Organisation. They are welcome to use their affiliation to apply for project funding or execute any project if needed, as long as the projects follow the organisation's missions."
	In "Advisory Board": his/her membership	their membership
8 April 2024	Original office registration address	New address: UK-China Film Collab Ltd. Phoenix Square 4 Midland Street, Leicester, LE1 1TG