

# **RULES OF PROCEDURE OF AIIC GREECE-CYPRUS REGION**

## **ARTICLE 1 - MEMBERS**

All active, associate and honorary AIIC members, who have their professional domicile in Greece or Cyprus, are members of the Region in their respective capacity of active, associate or honorary AIIC members. The Region also includes candidates and pre-candidates.

## **ARTICLE 2 - OBLIGATIONS**

Members must inform AIIC and the Region immediately of any changes in their professional data, address and telephone number.

Members must refrain from any behaviour that could harm the prestige of AIIC or the profession of Conference Interpreter.

Members must duly comply with their financial obligations towards AIIC, as set out in AIIC Statutes, these Rules of Procedure and the decisions of the Region's relevant bodies.

Members should keep informed about AIIC's action and support the Region's activities by providing, inter alia, statistical data.

## **ARTICLE 3 - OBJECTIVES**

The aims and objectives of the Region are as follows:

1. To promote and further inform its membership of AIIC's objectives, standards and professional norms, as well as rules and regulations.
2. To improve working conditions in the Region, in accordance with AIIC's aims and objectives, as well as working standards.
3. To protect the professional interests of the members of the Region and uphold of the Code of Professional Ethics.
4. To promote AIIC in the Region's market.
- 5.

## **ARTICLE 4 - STATUTORY BODIES**

The statutory bodies of the Region are the Regional Meeting and the Bureau.

## **ARTICLE 5 - REGIONAL MEETING**

The Regional Meeting is the supreme and sovereign statutory body of the Region.

1. The Regional Meeting has the exclusive competence to:
  - a) amend the Rules of Procedure
  - b) elect the regional Representative to the AIIC Advisory Board
  - c) may withdraw its confidence from any member of the bureau
  - d) approve the balance sheet, the budget, the financial statements and the Bureau's accounts
  - e) approve the action programme and the activities to be pursued by the Region
  - f) approve extraordinary expenses if they exceed 10% of the annual budget
2. The Regional Assembly studies the general and specific issues concerning the Region, establishes the broad lines of its programme and goals and takes decision on each matter related to the operation of the Region or its members.
3. The Regional Meeting sets up an independent working party of three members on ethical issues. This working party shall have an advisory role and does not substitute for AIIC's Disciplinary and Disputes Committee.
4. The Regional Meeting controls and supervises the Region's management bodies and may withdraw its confidence from any member of the Bureau before the end of his/her mandate following a request by 1/3 of the Region's members having the right to vote. This decision is approved by a 2/3 majority of members present, with the right to vote. Should the request be rejected, the request for withdrawal of confidence for the same person may not be submitted again before a period of six (6) months has elapsed.
5. The Regional Meeting shall be chaired by the Regional Member of the Advisory Board or, if prevented, by the Secretary or another member of the Bureau. The Secretary keeps the Meeting's minutes and sends them to all members after the meeting.
6. The Regional Meeting has quorum when more than half of members with the right to vote are present or represented. If this quorum is not attained, a new Meeting will be convened at which a quorum shall be considered as attained regardless of the number of members present.
7. Active and associate members have the right to vote.. Candidates have the right to attend.
8. Decisions are taken by a simple majority of all active and associate members present, unless these Rules of Procedure provide otherwise. Voting is conducted by show of hands, unless a member requests a secret ballot. Abstentions do not count as votes. In the event of a tie, the vote of Advisory Board Member is decisive.
9. Members may attend the General Meeting by proxy submitted either in writing or by fax or e-mail. Each member may represent by proxy up to three (3) other members.

10The Region shall meet in ordinary session at least twice a year. The meeting is convened by the Regional Secretary not less than three weeks before the day of the meeting. A draft agenda and any other relevant documents are sent together with the notice to attend at least 15 days before the date of the meeting.
10. The Bureau may convene extraordinary meetings if deemed necessary. It must convene an extraordinary meeting at the request of at least 1/3 of the Region's

members with the right to vote; it may also convene a meeting at the request from the Working Party on Ethical Issues. The relevant invitation, together with the agenda, shall be sent two weeks before the date of the meeting.

11. All the members and candidates of the Region are entitled to attend a meeting and to receive all relevant documents. The Regional Bureau may invite pre-candidates, as well as visiting members from other regions to attend the meetings as observers, as long as there is no objection from the Region.

## **ARTICLE 6 - STATUTORY MEETING**

1. During an election year, the Region's Bureau shall convene a statutory meeting of all members and candidates of the Region, which is held within the specific deadlines stipulated in AIIC provisions. A provisional agenda and any other relevant documents (e.g. the provisional agenda of the Assembly and any proposed amendments to the Basic texts) shall be sent together with the invitation to the meeting, not less than three weeks before the date of the meeting.
2. The Statutory Meeting shall:
  - a. elect the Representative Member of the Region to the Advisory Board
  - b. elect the Regional Secretary and the Regional Treasurer;
  - c. elect the non executive members of the Region;
  - d. issue recommendations on any issue that shall be discussed at the Assembly

## **ARTICLE 7 - REGIONAL BUREAU**

The Bureau consists of five members. It is composed of the current Member of the Region to the Advisory Board, the Regional Secretary and the Regional Treasurer and two non executive members, one of whom shall be a member from Cyprus. The former Member of the Region to the Advisory Board becomes a member ex-officio of the new Bureau for the first year of its mandate, without the right to vote.

1. The members of the Bureau shall have the responsibilities set out in the Statutes of AIIC.
2. The quorum for Bureau meetings shall be constituted by the presence of over half of the Region's Bureau members.
3. The Bureau's decisions shall be taken by absolute majority of members present. The Bureau shall take care to be in regular contact with members and take their views into consideration for its decisions.
4. The Bureau shall deal with and handle current affairs. In particular and indicatively the Bureau shall:
  - a. ensure that the decisions of the Regional Meeting are carried through and the Statutes applied with the view to promoting the objectives of the Region and AIIC. It shall undertake, with the cooperation of the

members of the Region, any appropriate activity for the promotion of these objectives;

- b. convene the Regional Meeting and recommend to it the adoption of necessary decisions, in particular as regards the programme of action;
- c. present to the Regional Meeting the activity report (accountability) together with the financial results and implement the budget;
- d. represent the Region's members before the relevant bodies of AIIC and shall act as a liaison with the General Secretariat

The Region's Bureau shall convene at least two Bureau meetings each year, or consult via long-distance electronic communication.

Vacant Bureau positions shall be filled after a new election at the next Regional Meeting. In the event of all positions becoming vacant, the Meeting shall be convened by the three longer-standing members of AIIC in the Region. The new members' term of office shall expire at the same time as that of the members initially elected.

The Member of the Region to the Advisory Board shall chair all Regional meetings. If he/she is unable to fulfil these duties, the Regional Meeting shall be chaired by another Bureau member. The Regional Secretary shall keep the minutes of the proceedings.

## **ARTICLE 8 - ELECTIONS**

1. All active members may stand as candidates for the Bureau. Each candidature refers to one position (Advisory Board Member, Secretary, Treasurer or member). The same person may be a candidate for more than one position.
2. During an election year, the Bureau shall determine the deadline for submitting candidatures for a Bureau position. This deadline shall end two (2) full days before the convening of the Regional Meeting.
3. The members of the Bureau shall be elected by secret ballot. Voting shall be conducted first for the position of Advisory Board Member and then for the positions of Secretary, Treasurer and members in that order. The name of each candidate who is elected to one position shall be removed from the ballot papers of the next votes.
4. If there are more than two (2) candidates for the position of Advisory Board Member, the Regional Meeting may decide to conduct the voting in more than one round.
5. For matters of current procedure or urgent matters of the Region, electronic voting may be used, provided that the security of the electronic consultation system can be guaranteed.

## **ARTICLE 9 - DUTIES AND OBLIGATIONS**

The duties and obligations of Bureau Members are those set out in the basic texts of AIIC. Indicatively:

## REPRESENTATIVE MEMBER OF THE REGION TO THE ADVISORY BOARD

1. Prepare for Advisory Board meetings, by studying all documents, in order to have a position on matters concerning the whole Region, prepare her/his own opinion on matters to be discussed and decided by the Advisory Board.
2. Acquaint her/himself with the work conducted by all committees and working groups and, if need be, report to the Region. Ensure, to the extent possible, proper representation of the Region at the meetings of AIIC committees and follow up on their proposals.
3. Be attentive to where the profession is moving, not only in her/his Region, but also worldwide (new legislation affecting the profession, developments in the congress industry, interpreting schools, etc.).

## SECRETARY

1. The Regional Secretary shall replace the Member of the Region to the Advisory Board if he/she cannot fulfil his/her duties
2. Keep updated lists of members contact information making sure that it matches the official list published by the Secretariat of the Association.
3. Regularly provide the Advisory Board Member and Regional Treasurer with an updated list of members.
4. Send briefings and reports to members and candidates of the Region on matters of interest to them.
5. Send copies of the minutes of meetings to members of the Region, to the AIIC Secretariat, as well as to Regional Secretaries.
6. Provide support to the Member of the Region to the Advisory Board, when requested.
7. Maintain regular contact with the Regional Treasurer and the Member of the Region to the Advisory Board on any matters that he/she feels should be dealt with by the Bureau.

## TREASURER

1. Ensure compliance with Regional and AIIC Financial Regulations.
2. Maintain regular contacts with the Member of the Region to the Advisory Board, Regional Secretary and AIIC Treasurer so as to always keep them abreast of the financial situation of the Region.
3. Remind members to pay their AIIC dues and regional dues, especially during the months of June and September.
4. Carry out banking operations in accordance with Financial Regulations.
5. Acknowledge payments from AIIC Secretariat, e.g. regional share of dues (*rétrocession*), co-financed projects, etc.
6. In accordance with the Financial Regulations, they shall prepare the annual accounts of the region according to the model drawn up by the Budget Committee and submit them to the members of the region for approval. A copy of the approved accounts shall be sent to the Secretariat.

7. Co-sign with the Member of the Region to the Advisory Board cash collection receipts from any natural or legal person.
8. The Regional Treasurer shall open a bank account to deposit the funds of the region entrusted to them and shall inform the Secretariat of the details of the bank, the account number and the names of the members with power of signature. At least two members of the Regional Bureau shall have power of signature.

#### **ARTICLE 10 - WORKING PARTY ON ETHICAL ISSUES**

1. The permanent working party on ethical issues shall consist of three members elected by the Regional Meeting. Candidates shall be proposed by at least one third of the Region's members with the right to vote and elected by simple majority of votes cast. The members of the working party cannot at the same time also be members of the Bureau. The working party members' term of office shall be 4 years open to reelection. The working party shall agree on its operating rules and adopt decisions by simple majority of its members.
2. The working group shall inquire into complaints on ethical issues within the Region, present its findings to the Meeting and issue recommendations.
3. The working party shall follow market developments on its own initiative or if so requested by the Regional Meeting or the Bureau and consider broader ethical and professional practices concerning the Region with the view to arriving at a uniform interpretation and application of AIIC rules.
4. The working party shall submit its conclusions and recommendations to the Regional Meeting. It shall present a report to the Regional Meeting and may request the convening of the Regional Meeting if it deems necessary.
5. The working party shall abide by the principles of fair, impartial and unifying action.

#### **ARTICLE 11 - RESOURCES**

1. The Region's main resource shall be the ordinary and extraordinary funding received from AIIC
2. Following a reasoned proposal from the Bureau, the Regional Meeting may decide on an additional annual or extraordinary contribution by the Region's members. Associate members shall be invited to contribute smaller amounts.
3. Other resources shall include donations and the contributions from members and third persons that are allowed by the law and are legally paid into the Region's account.

## **ARTICLE 12 - AMENDMENT AND REVISION OF THESE RULES OF PROCEDURE**

The Rules of Procedure may be revised or amended by decision of the Regional Meeting.

1. These Rules of Procedure may be amended if at least half of the members with the right to vote are present and a 2/3 majority is in favor. This question may be included as an agenda item for any Regional Meeting.
2. All amendments shall be submitted to AIIC's Executive Committee for ratification.

## **ARTICLE 13**

No provision of these Rules of Procedure may contravene any provision of AIIC basic texts. For issues that are not covered by these Rules of Procedure, the Rules of Procedure of the Assembly of AIIC shall apply *mutatis mutandis*.