

ORGANISATIONAL PROCEDURES AND REGULATIONS

Adopted by the General Assembly, Salamanca, December 2017

CHAPTER 1 GENERAL ASPECTS

Article 1 (Constitutional basis)

This document contains the organisational regulations, principles and procedures as they are to be applied within the PETRA-E Network. The document was adopted by the General Assembly in Salamanca on 14,15 December 2017. The regulations, principles and procedures in this document are based on the Constitution of the PETRA-E Network: if stipulations in this document prove to be contradictory to stipulations in the Constitution, then the Constitution prevails and the text of this document should be modified by the General Assembly in its first meeting after the contradiction has been noticed, to make it comply with the Constitution.

Article 2 (Use of languages within PETRA-E)

The language of the Network has been English in practice. However, being a European organisation which promotes translation as a part of a multilingual society the Network will use as many languages as possible consistent with a responsible use of its financial and other resources. This means that people may use the language of their choice, if one of the attendees can translate it for the other members.

Article 3 (Financial and Work Year)

The Financial and Work Year of the Network starts on 1 January and ends on 31 December. The Executive Committee is obliged to submit a financial report each financial year and an activity report for the same period at the annual regular meeting of the General Assembly, which has to be organised according to the criteria described in Article 8 § 1 of this document. At the same meeting the Executive Committee has to submit a work plan and financial budget for the year in progress.

CHAPTER 2 MEMBERS OF THE NETWORK

Article 4 (Network Members)

Article 4. § 1 The members of the Network are European institutions involved in the education and training of literary translators, in the broadest sense, called 'Network Members'. Non-European institutions can be accepted as 'Associate Members' of the Network. They have the same rights and duties as members. What is said in the following about 'Network Members' also refers to Associate Members.

Article 4. § 2 Institutions which wish to become Network Members must submit an application in which they explain their reasons for seeking membership, prove their involvement in the education of literary translators and explain how they want to contribute to the implementation of the PETRA-E Framework.

Article 4. § 3 As soon as the Secretariat of the Network has received the application of an institution it will confirm receipt of the application in writing. The applying institution becomes a Candidate PETRA-E Network Member and is entitled to participate in all projects and activities of the Network and to receive all information sent to regular Network Members.

Article 4. § 4 A Candidate Network Member becomes a Network Member after acceptance or acknowledgement by the General Assembly and after payment of the regular membership fee (or an agreed equivalent in kind).

Article 4. § 5 The General Assembly can only refuse applying institutions in the following cases:

- (a) If the applying institution does not fulfil the general conditions, e.g. if it is not an institution as defined in Article 4. § 1 of this document and in Article 1 of the Constitution;
- (b) If it does not accept the general objectives as described in the Constitution of the Network.

Article 4. § 6 Network Members who wish to resign must communicate their resignation in writing to the Secretariat of the Network. Resigning Network Members lose their rights and are free of obligations as soon as the General Assembly has acknowledged their resignation.

Article 4. § 7 The General Assembly may decide to expel a Network Member in the following cases:

- (a) If the Network Member does not pay its membership fee or does not fulfil its normal obligations towards the Network, despite having been urged to comply with its duties;
- (b) If the Network Member expresses opinions which are considered to be detrimental to PETRA-E or which deliberately offend Network Members and/or Delegates;

(c) If the Network Member becomes bankrupt, is dissolved or loses the specific language competence and tasks for which it had been accepted.

Article 4. § 8 In extreme cases the Executive Committee can submit a written proposal for immediate expulsion of a Network Member, without having to call a meeting of the General Assembly. The proposal is considered to be approved if a majority of delegations expresses its agreement with the proposal in writing to the Secretariat.

Article 5 (Associate members)

Article 5. § 1 Institutions from a state that is not a member of the European Union can submit a request to be accepted as associate member institutions. Associate member institutions will receive all regular information which is sent to the Network Members and are allowed to participate in all activities of the Network, with one partner vote in the General Assembly of the Network.

Article 5. § 2 Institutions which wish to become associate members of the Network must submit an official application in which they explain their reasons for seeking associate membership. The application shall contain the same information as the application letters of Network members.

Article 5. § 3 The General Assembly accepts or rejects applications for associate membership. It communicates its decision to the applying institution, giving reasons for any rejection. Access to information and participation in activities will be guaranteed only after acceptance by the General Assembly and payment of the fee for Associate Members.

CHAPTER 3 BODIES OF THE NETWORK

Article 6 (The General Assembly – Membership fee and composition)

Article 6. § 1 Network Members pay a membership fee. The level of contribution will be established by the General Assembly and will be the same for each Member organisation.

Article 6. § 2 Associate Members also pay a membership fee. This fee will be the same for each Associate Member. The General Assembly establishes the level of contribution.

Article 6. § 3 Network Members and Associate Members appoint their own delegates and can decide to substitute delegates, within the limits of the rules and principles described in the Constitution and in this document. They must inform the Secretariat of the composition of their delegation. The appointment of a delegate is not limited in time, unless decided otherwise by the Network or

Associate Member itself. Network Members and Associate Members must inform the Secretariat immediately in writing of all changes in its delegation.

Article 7 (General Assembly – Voting procedures)

Article 7. § 1 Decisions are taken by a simple or by a qualified majority. A simple majority is a majority obtained with 50% plus one of the registered votes for each voting session with a participation of at least 50% of the delegates having a right to vote, regardless of the number of delegates that registered a countable vote. Countable votes are votes in favour of or against a certain proposal. Abstentions are considered as non-countable votes. This means that they are considered as a non-vote with the single proviso that – as far as voting procedures in writing are concerned – abstentions will be taken into consideration in determining the quorum of delegates that are counted as being present. A qualified majority is that obtained with 50% plus one of the registered votes for each voting session in which at least 75% of the delegates having a right to vote have registered a countable vote.

Article 7. § 2 A qualified majority is necessary in the following cases:

- (a) in order to amend, adopt and substitute the Constitution of the Network and in order to establish Organisational Procedures and Regulations;
- (b) in order to approve position points and opinions concerning fundamental aspects of national or European cultural or language policy and policy measures to be published or otherwise made public in the name of the Network as a whole;
- (c) in order to dissolve the Network and decide on the destination or division of its resources and debts.

For decisions regarding all other issues a simple majority will be sufficient.

Article 7. § 3 The General Assembly can take binding decisions if and only if 50% of the delegates with a right to vote are present at the meeting or have responded to a written voting procedure, even if they have registered an abstention. If a quorum is not obtained the General Assembly cannot take binding decisions but can exchange opinions and organise a new decision-making session. New meetings or sessions can take place at least 3 weeks after the session for which a quorum was not obtained. In these sessions the General Assembly can always take lawful decisions, regardless of the quorum of delegates with a right to vote.

Article 8 (General Assembly – Convocation)

Article 8. § 1 There will be at least one meeting of the General Assembly during each work year. This meeting will normally take place in the period between 1st of October and the 20th of December of each year and will normally be combined with a working conference. This regular meeting of the General Assembly will decide on the financial budget and work programme for the forthcoming year and on the financial and activity reports regarding the last working year, admit new Network Members and Associate Members, admit observers to the General Assembly and elect the members of the Executive Committee.

Article 8. § 2 The date and place of the regular meetings of the General Assembly are established by the Executive Committee, which will inform the delegates at least three months before the proposed date of the meeting. The agenda of the meeting and the necessary financial and administrative documents should be in the possession of the delegates at least three weeks before the date of the meeting. Calls to meetings, agenda and documentation will normally be sent by e-mail.

Article 8. § 3 Absent delegates can mandate colleague delegates or appoint substitutes from their institution to represent them and to take part in voting procedures on their behalf. Mandates to other delegates or substitutes should be given in writing. The mandated persons must submit a letter of mandate from the absent delegate to the Secretary before the beginning of the meeting.

Article 8. § 4 A meeting of the General Assembly has to be called if a request for such a meeting is supported by at least 25% of the delegates. Reasons should be given for such a request. The Executive Committee is obliged to organise the requested meeting at the latest 30 days after having received the written request from the delegates.

Article 8. § 5 The costs of attending meetings of the General Assembly will be borne by each Network Member with regard to its own delegate or delegates. Other organisational costs will be met by the Network or by the Network Member by whom an event is organised.

Article 9 (Executive Committee – Composition and duration of mandate)

Article 9. § 1 In electing the Chair, Treasurer and ordinary members of the Executive Committee the General Assembly must take note of the fact that the Committee should be as representative as possible for the situation within Europe. It should therefore consider at least the following criteria:

- (a) An appropriate distribution between European regions and languages: regions (West, North, South, East) and larger and smaller languages;
- (b) An appropriate distribution between male and female members. The Executive Committee can submit proposals for the substitution of Committee members or for the

election/nomination of a completely new Executive Committee, especially in those cases in which there are no (or not enough) candidates.

Article 9. § 2 If in the course of his or her mandate the Chair, Treasurer, Secretary or ordinary member of the Executive Committee loses his or her status as appointed delegate of a Network Member, he or she must resign immediately as member of the Executive Committee and must be replaced by another delegate within the General Assembly, at the latest at the next meeting of the General Assembly.

Article 10 (Executive Committee – Voting and other procedures)

Article 10. § 1 All Committee decisions shall be taken by a simple majority of present Committee members. If the number of votes for and against is the same, the Chair has a second (casting) vote.

Article 10. § 2 The Executive Committee meets as required, normally with a minimum of one face-to-face meeting a year. The Committee should limit its face-to-face meetings as much as possible within the limitations mentioned in this Article and should consider the possibility of replacing additional face-to-face meetings with telephone or video conferences.

Article 11 (General Secretary and Secretariat)

Article 11. § 1 The Network Members who take care of the Secretariat will be mandated by the General Assembly to administer and account for the resources of the Network (contributions or subsidies of the Network Members, subsidies of the member states of the European Union and the institutions of the European Union and private donations) on behalf of the Executive Committee, which will submit budgets and financial reports for approval to the General Assembly.

Article 11. § 2 In the absence of a Secretariat and a secretarial staff of its own, the Network will ask some Board members to carry out secretarial tasks on behalf of the Network. If these members indicate that they are not able to comply with this request, the Executive Committee is entitled to seek whatever solution is considered feasible.

Article 11. 3. If necessary or preferable the board members taking care of secretarial tasks can delegate administrative and/or financial tasks to other member institutions that will act under the supervision of the Board. If the delegation concerns the financial administration and payments, the Executive Committee may appoint a representative of the delegated institution as Treasurer of PETRA-E, even if this person has not been elected as a member of the Executive Committee. In the

latter case the Treasurer will attend the meetings of the Executive Committee and have an advisory function, without the right to vote.

As adopted by the General Assembly of the PETRA-E Network, during its meeting at Salamanca, 15 December 2017.