FIT EUROPE

REGIONAL CENTRE EUROPE OF THE
CENTRE RÉGIONAL EUROPE DE LA
CENTRO REGIONAL EUROPA DE LA

FEDERACIÓN INTERNACIONAL DE TRADUCTORES
FÉDÉRATION INTERNATIONALE DES TRADUCTEURS
INTERNATIONAL FEDERATION OF TRANSLATORS
fit-europe-rc.org

Regulations

of the
FIT Regional Centre for Europe
(FIT Europe)

Adopted at the General Meeting in Strasbourg on 24 June 1995.
Last amended at the Annual Meeting in Athens on 20 October 2023.

This version supersedes all previous versions.

1. General

1.1 FIT's Regional Centre for Europe (FIT Europe) is an integral part of FIT.

1.2 The Regional Centre for Europe was established by FIT Council decision in Vienna in April 1994 and is known as FIT Europe.

1.3 The Regional Centre for Europe (FIT Europe), hereinafter FIT Europe, shall operate within the framework provided by FIT's Bylaws and the *Guidelines for the establishment of FIT Regional Centres and for FIT Regional Centre activities*.

2. Membership

2.1 The geographical coverage of FIT Europe is Europe. Any FIT regular or associate member based in Europe and in good standing with FIT is automatically a member of FIT Europe.

2.2 Each FIT Europe regular member is entitled to representation at the General or Annual Meeting. Associate members may attend such meetings as observers. Other relevant associations or organisations in Europe may also attend meetings as observers, with the approval of the Board, but only until the next FIT Statutory Congress.

3. General or Annual Meetings

3.1 The General Meeting shall be the governing body of FIT Europe.

3.2 The General Meeting shall elect a Board to be the governing body of FIT Europe in the interval between General Meetings.

3.3 A minimum of one General Meeting shall be held in Europe in the three-year interval between two FIT Statutory Congresses. If the interval between Statutory Congresses is longer

than three years and six months, a General Meeting must be convened in due fashion as soon as any delay in the timing of the Statutory Congress is known.

3.4 The General Meeting shall be convened by the Board and must be held in an easily accessible location. Notice of a General Meeting must be sent to the members a minimum of three months in advance by letter (or email or fax if so requested by a member) and must be accompanied by an agenda.

3.5 The Agenda for the General Meeting must contain, as a minimum:

- Membership status and nurturing of the translation community within Europe
- Board's report on the period under review
- Finances and funding
- Approval of the accounts
- Discussion of proposals received
- Decisions on future activities (action plan)
- Discussion of FIT Council report
- Promotion of FIT activities
- Election of the Board
- Election of the auditor and alternate auditor.

Any proposals for discussion must be submitted by members to the Board no later than two months before the General Meeting and, if appropriate, submitted by the Board to the members no later than one month before the General Meeting.

3.6 An Extraordinary General Meeting (EGM) may be convened by the Board but must be convened when so requested by at least one-third of the regular membership of FIT Europe (which must be in good standing with FIT). The convening notice shall specify the items which members requesting the EGM wish to be placed on the agenda. These shall be the only items on the agenda. An EGM shall be convened and run in accordance the same rules and procedures as ordinary General Meetings.

3.7 In addition to the General Meeting, an Annual Meeting shall be held each year in which no General Meeting is held. In the year of the FIT Statutory Congress, it shall be held at the Statutory Congress if the latter takes place in Europe.

3.8 An Annual Meeting shall be convened by the Board and must be held in an easily accessible location. Notice of an Annual Meeting must be sent to the members a minimum of three months in advance by letter, email or fax, and must be accompanied by an agenda.

3.9 The Agenda for an Annual Meeting must contain, as a minimum: -

- The Board's report on the period under review
- Discussion and decisions on future activities (action plan).

Any proposals for discussion must be submitted by members to the Board no later than two months before the Annual Meeting and, if appropriate, submitted by the Board to the members no later than one month before the Annual Meeting.

4. Voting at General or Annual Meetings

4.1 Attendance by, or representation by proxy of, at least one-third of regular members in good standing with FIT shall constitute a quorum.

4.2. Each regular member shall have one vote. Representatives must provide written confirmation from their associations of their authority to vote. Proxies are permitted to a maximum of two per representative with voting rights and proxy holders must have written confirmation from the respective associations of their authority to vote. FIT associate or candidate members and observers are not entitled to vote, but may be granted permission to speak by the General or Annual Meeting.

4.3 Resolutions shall be adopted by a simple majority of the votes cast.

5. Board

5.1. The Board shall consist of a minimum of three and a maximum of seven elected members. Members of the Board are elected for a term of three years and may serve a maximum of three consecutive terms. The appointment of the Board shall be subject to the approval of the FIT Executive Committee.

5.2 The Board shall meet at least once a year. The Board shall elect its own Chairman and Treasurer and shall lay down its own procedures. It may, in the interests of expediting projects or ensuring adequate numbers on the Board, coopt a maximum of three members until the next election, provided the number of elected members remains higher than the number of co-opted members. No member association may nominate (for election or co-optation) more than one member to sit on the Board at the same time.

5.3 The Chairman of the Board shall act as the spokesperson for FIT Europe and shall also be responsible, inter alia, for submitting FIT Europe election results and regulation amendments to FIT Council for ratification.

5.4 The Board shall prepare an annual report for FIT Council.

5.5 The Board is entitled to set up any working groups or similar bodies it deems necessary to carry out its projects.

6. FIT Committees

6.1. To help achieve its objectives and the aims expressed in the mission statement, FIT Europe may ask FIT Council to coopt a FIT Europe representative chosen at its General Meeting onto any FIT Committee (except the Executive Committee), with the agreement of the FIT Committee chairperson.

7. Financial

7.1 The financial year shall be the calendar year.

7.2 Administrative expenses shall be covered by the member and observer associations. FIT Europe may also seek external funding.

7.3 Accounts must be presented at the General Meeting for the period since the previous General Meeting.

7.4 A copy of the approved financial statement must be sent to the FIT Treasurer.

8. Disputes

Should FIT Europe become involved in a dispute which it cannot resolve by itself, it shall request the FIT Executive Committee to resolve a dispute or, failing that, to authorise a third party, who must have a precise mandate and be fully briefed, to attempt resolution of the dispute.

9. Amendments

9.1 A resolution to amend the FIT Europe Regulations can only be adopted at a quorate General Meeting or Annual Meeting at which this subject is itemised in the agenda accompanying the three-month convening letter.

Any amendment to these Regulations must be submitted within two months to FIT Council for ratification.

10. Dissolution

10.1. FIT Europe can only be dissolved if a) its General Meeting so decides or b) FIT Council so decides or c) it has not been active for three years or for the period between two FIT Statutory Congresses.

a) A resolution for FIT Europe to dissolve itself can only be adopted at a quorate General Meeting at which this subject is itemised in the agenda accompanying the three-month convening letter.

b) In the event that FIT Council votes in favour of dissolving FIT Europe, FIT Council shall not be responsible for any debts or obligations incurred by FIT Europe and any assets remaining to FIT Europe shall revert to central FIT funds for future support for FIT activities in Europe.

c) If FIT Europe has not been active for three years or for the period between two FIT Statutory Congresses, it shall automatically be deemed to be dissolved.