

UNION OF MEDITERRANEAN ARCHITECTS (UMAR)

RULES OF PROCEDURE

Introduction

The definition of the rules of procedure governing UMAR, pursuant to article 19 articles of association (modified), is a prerogative of the Executive Board.

Once drafted, the rules of procedure are approved by the General Meeting, pursuant to article 8-3-6 of the articles of association (modified)br />The purpose of the rules of procedure, a document destined for internal use, is as follows:

- to supplement and specify certain points not detailed in the articles,;
- to facilitate the smooth running of the association's institutions
- to contribute to the development of relations with other bodies.

1- Admission of a new member

- Any professional organisation wishing to join the Union should submit a written application to that effect to the General Secretary, who then checks whether that organisation meets the conditions stipulated under article - of the articles of association (modified).
- The General Secretary submits the application to the Executive Board for approval by a majority vote of those members present or represented;
- The admission of a new member is only definitive following ratification by the General Meeting.

2- Languages used in correspondence and meetings

- The secretariat's correspondence is written in one of the two official languages of the Union
- The summaries and reports of the General and Executive Board meetings are drafted in one of the two languages of the Union.
- For all other meetings, notably work group meetings, it may be appropriate to supply documentation in one or more languages other than the official languages, providing the reports are available in one of the two official languages .

3- Functioning of the General Meeting

The definition and the competencies of the General Meeting are provided under article 8 of the articles of association. The last General Meeting to be held during the mandate of the Executive Board approves the Executive Board's activity report and proceeds with the election of the new Executive Board.

3.1 Members of the General Meeting

National delegations can only vote at the General Meeting if the member section that they represent is up to date with its annual contribution.

3.2 Convocation of the General Meeting

Pursuant to article 8 of the articles of association, the General Meeting is convened by the President at least two (2) month in advance. The notice of meeting contains the following details:

- mention of the decision by the Executive Board to convene the General Meeting
- the date and venue of the General Meeting
- a reminder of the rules concerning the quorum
- the deadline by which members must confirm their participation in the General Meeting

The draft agenda

- a reminder that members have the right to add items to the agenda or alter the order thereof
- the list of candidates in the event of the triennial renewal of the Executive Board.

3.3 Minutes of the General Meeting

- The minutes of each General Meeting, signed by the President and the General Secretary, are sent to members within two(2) months following the General Meeting.
- They contain the date and venue of the meeting, a list of those members present, the reports of work groups and proposals and the results of the voting for each resolution.

3.4 Work group reports

Reports by work group co-ordinators to be submitted and discussed at the General Meeting should be sent to the General Secretary at the very latest one month before the meeting.

4- Executive Board

4.1 Election of the Executive Board

Pursuant to article 9 of the articles of association, members of the Executive Board are elected by the General Meeting every three (3) years. Each member is reeligible twice only. Candidacies for the Executive Board are individual. They are submitted by the national section and sent to the General Secretary at the very latest three (3) months before the General Meeting. The list of candidates is sent out to members with the notice of General Meeting. Board's members are elected by a secret vote

4.2 Functioning of the Board

- The Board decides the date and venue of its meetings
- The Presidency, in consultation with the General secretary, may decide to convene the Board

4.3 The President, outgoing President and Vice-President

These members act in accordance with article 9-4 of the articles of association.

The President keeps abreast of all issues affecting the general well-being of the Union and the profession and, depending on the circumstances and the urgency, takes any measures that he deems necessary in the interests of the Union and the profession. He reports on his initiatives to the annual General Meeting and the Board.

4.4 The General Secretary

Aside from the duties stipulated under article 9-4 of the articles of association, the General Secretary sets the timetable for the various events of the Union, directs its activities and oversees their preparation wherever possible. He is responsible for preparing the General Meeting and Executive Board meetings and for ensuring the smooth running thereof. He prepares the minutes and ensures the circulation thereof. He reports to the President, the Executive Board and the General Meeting on the activities of the General Secretariat. The archives of the Union are kept at the General Secretariat offices.

4.5 The treasurer

The treasurer prepares the Union's annual budget. He directs the management of the Union's funds in accordance with the budget approved by the General Meeting. He submits a report on his activities as treasurer to the President, the Executive Board and the General Meeting.

5- Finances

5.1 The financial year runs from 1st January to 31 December..

5.2 Contributions

The amount of the annual contribution established by the Executive Board is ratified by the General Meeting for the coming year.

The amount of the contribution is notified to each member section at the very latest by 30th November of the previous year.

The annual contribution paid by each member section is established in (Euros/Dollars. It must be paid at the very latest by 31st March of the year in question.

In the event where the member section does not paid the sum due within the prescribed deadlines, this sum shall be increased by (1%?) per month or part of month of non-payment.

In the event where the entire sum due is not paid by 1st November of the year in question, the voting rights of that member section shall be suspended.

The Executive Board may announce the suspension of any section having not paid its annual contributions for three (3) consecutive years.

Annexe 1

REFUND OF EXPENSES

1- Expenses related to the organisation of General and Board Meetings

Travel and accommodation expenses incurred by General Meeting delegates are covered by their respective national organisations.

Only subsistence expenses (meals and accommodation) incurred by Board members and work group co-ordinators are covered by the national organisation of the host country.

2- Expenses incurred by work group co-ordinators

Pursuant to article 17 of the Articles of Association, an average annual provision is made in the budget for each work group.

The co-ordinator of a work group may, in this context, request the refund of certain expenses related to the activity of his group subject to the following procedures and limitations:

1) Travel:

- . prior agreement of the Board required for all travel expenses.
- . refund of air or train ticket is based on 'economy class'.

2) Meals and accommodation:

- . The refund is calculated on the basis of the price of a standard category of hotel room (in accordance with the standards of the country where the hotel is situated), any extras remaining

at the personal expense of the co-ordinator

. Meals are refunded on the basis of 1 meal a day, limited to 14€.