

INTERNAL RULES OF PROCEDURE UNION OF MEDITERRANEAN ARCHITECTS

As approved by the Extraordinary General Assembly held on 25 July, 2025

INTRODUCTION

The interpretation of the Internal Rules of Procedure governing UMAR, in coherence with article 26 of the Statutes (the Statutes), is a prerogative of the Council of National Sections.

Once drafted, the Internal rules of procedure are reviewed by the Council and submitted to the General Assembly for final approval, pursuant to article 8-3-6 of the Statutes (the Statutes). The purpose of the Internal rules of procedure, a document destined for internal use, is as follows:

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

ARTICLES

1: Languages Used in Correspondence and Meetings

The Secretariat's correspondence shall use at least one of the two official languages of the Union.

The minutes and reports of the General Assembly and Council meetings shall be prepared in at least one of the Union's two official languages. For all other meetings, it may be appropriate to supply documentation in one or more languages other than the official languages, provided that the reports are available in one of the two official languages.

In such cases, the hosting section shall bear the costs associated with translating the documentation into the additional language. In all cases, the Council reserves the right to verify the accuracy of these documents and to mandate the corrections and/or amendments as it deems necessary.

Electronic translations shall be considered valid, except for documents involving statutory or legal interpretations.

2: Admission of a new member

An architect's organization from a country in and around the Mediterranean Cultural Area, as per the provisions of Article 6.1 of the Statutes, that wishes to join the Union shall submit a written application to that effect to the Secretary General, who shall verify whether the organization meets the conditions outlined in Articles 6-1, 6-2, and 6-3 of the Statutes.

3: Functioning of the General Assembly

The definition and the competencies of the General Assembly are provided under article 8 of the statutes.

The General Assembly to be held at each triennial renewal of the governing bodies, will vote on the approval of the activity reports of the outgoing Council and Bureau and will proceed to the formal acknowledgement of the new members and alternates of the Council and of the new members elected to the Bureau.

3-1: Members of the General Assembly

National delegations with a full membership at UMAR, can only vote at the General Assembly if the member section that they represent is up to date with its annual membership fees. article 8.4 of the statutes

3-2: Convocation of the General Assembly

Pursuant to article 8-2.1 of the Statutes, the General Assembly is convened by the President at least two (2) months in advance. The notice of the meeting shall contain the following details:

- Mention of the decision by the Council to convene the General Assembly.
- The format (face-to-face, online or hybrid), date, time and in the case of a face-to-face or hybrid meeting, the venue of the General Assembly.
- A reminder of the rules concerning the quorum if applicable.
- The deadline by which members must confirm their participation in the General Assembly.
- The draft agenda.
- A reminder that members have the right to add items to the agenda or alter the order thereof.
- The list of the new appointed members of Council and their alternates and those members elected to the Bureau in the event of the triennial renewal of the Council and Bureau.

3-3: Minutes of the General Assembly

The draft-minutes of each General Assembly, the records of decisions and the recording of the GA shall be available to all Member Sections within six (6) weeks following the G.A.

They shall include the date and the venue (the latest, in the case of face-to-face or hybrid format), a list of delegates and members of Council who attended the Assembly, the reports and proposals presented to the Assembly and the results of the voting for each resolution

3-4: General Reports

General reports, including the financial report and the reports of various committees to be submitted and discussed at the General Assembly, shall be sent to the Secretary-General no later than six (6) weeks before the meeting. The Secretary-General shall circulate these documents no later than one (1) month before the meeting.

4: The Council

4-1: Appointment of the Council

4-1.1: Pursuant to article 9-2 and 9-3 of the Statutes, members of the Council and their alternates are appointed by the member Sections every three (3) years. Each member is re-eligible once only, alternates are outside this rule.

Each UMAR member Section shall formally designate a member of the Council and his/her alternate and will submit the appointment to the Secretary General at least 3 (three) months before the General Assembly.

The list of all appointed members for the new Council shall be sent by the Secretary General to all the member Sections no later than 2 (two) months before the General Assembly.

The new Council will take office at the time of the formal acknowledgement of its appointment by the General Assembly, after the presentation of the report of the previous Council.

4-1.2: Newly appointed council and bureau members are encouraged to attend the last two council meetings of the incumbent council online - as observers - to familiarize themselves with the council's working procedures and ongoing issues. This ensures they are better prepared for their roles after their appointments are formally confirmed during the General Assembly.

4-1.3: Simultaneously and in parallel to the outgoing Councils meetings, the newly appointed council and bureau members are required to meet in order to formulate their action plans and budgets for the upcoming year. In addition to defining their strategic direction, they will also propose a schedule outlining key initiatives and milestones. These proposals will be presented at the General Assembly after their appointments are formally confirmed.

4-2: Functioning of the Council

The Council decides by majority vote the format, date and in the case of presential or hybrid format, the venue of its meetings.

Alternates may attend Council meetings as observers. They may intervene at the request of the chairperson of the meeting.

In the absence of the designated member of the Council, the alternate fully assumes his/her functions having voice and vote.

The Council keeps abreast of all matters related to the general affairs, functioning and well-being of the Union and takes any actions it deems necessary. The Council reports to the annual General Assembly.

5: The Bureau

5.1: Election of the Bureau

Pursuant to 10-2 and 10-3 of the articles of the statutes of the association, members of the Bureau are elected by the Council among its members every three (3) years. Each member is re-eligible once only. Candidacies for the Bureau are individual.

The proposal of candidates to the three positions of the Bureau shall be sent by their respective member Sections to the Secretary General together with the appointment of a Council member and his/her alternate.

The members of the Bureau are elected by the Council with secret ballot no later than two (2) months before the General Assembly. Once elected, they shall be committed to serving for the full term of office.

The composition of the new Council and the new Bureau will be sent by the Secretary General to all member Sections not later than 2 (two) months before the General Assembly.

5-2: Functioning of the Bureau

The Bureau, as part of the Council, attends all Council meetings. The Bureau members shall be responsible for their statutory missions as well as the day-to-day running and management of the association under the general policy established by the Council.

5-3: The President

Pursuant to article 12-1.1 of the statutes, the President shall represent the Union in all dealings with national and international organizations, in all legal matters and in all acts of civil life.

5-4: The Secretary General

In addition to the duties stipulated in articles 12-2.1 and 12-2.2 of the Statutes, the Secretary General has the following duties:

- Reporting to the Council and the General Assembly on the activities of the Secretariat.
- Setting the timetable for the Union's various events, directing and overseeing their preparation, so as to ensure their smooth execution.
- Preparing and circulating minutes of meetings and records of decisions of the General Assembly and Council meetings.
- Assembling, organizing and maintaining as many of the Union's physical archives while ensuring that copies of all past and present archives are securely maintained on a digital platform accessible to Member Sections and Council members.

5-5: The Treasurer

The Treasurer holds a key position in managing the Union's finances. Assisted by the finance committee, the treasurer oversees budgeting, fund management, and reporting, in accordance with the budget approved by the Council and General Assembly, to ensure effective financial operations.

The treasurer's responsibilities include:

1. Preparing the Annual Budget: Drafting the budget to reflect the Union's financial plans for the year.
2. Managing Funds: Overseeing the Union's funds, ensuring expenditure aligns with the approved budget.
3. Bank Account Management:
 - Accessing the Union's bank account in Malta.
 - Receiving monthly bank statements showing all transactions.
 - Receiving the final monthly bank summary statements.
4. Reporting: Submitting comprehensive activity reports, detailed budgets, expenses reports, and bank statements to both the Council and the General Assembly.

The finance committee is chaired and managed by the Treasurer.

5-7: The Delegate of the Union in Malta

5-7.1: The Council shall appoint a delegate of UMAR in Malta to represent the Union as required by law.

The term of appointment of the UMAR delegate in Malta is not permanent and can be changed by the Council as and when required.

5-7.2: Duties of the Delegate

The duties of the delegate, as set out in Art. 4.2 of the Statutes, shall be to represent the Union as required by Maltese law for the purposes of retaining the UMAR's NGO status.

Any financial compensation to the Delegate shall be negotiated by the Council and an agreement setting out all the duties, functions, remuneration and other terms of service shall be signed between the President and the selected UMAR Delegate.

5-7.3: The UMAR Delegate should be able to provide a legal address for the Union in Malta and shall carry out his/her duties in strict collaboration with the Bureau.

6: Finances

6-1: Financing UMAR's Activities

Umar shall approach the activities of all of article 6-1.1 till 6-1.4 while simultaneously seeking the means of financing these activities either by:

- a. Auto financing the activities, (University collaboration hub, Reference database creation, conferences, workshops, competitions...)
- b. Subsidies from various sources, such as:
 - Organizations like UNESCO, The Union for the mediterranean,
 - Municipalities on the Mediterranean
 - Big firms in the construction industry,
 - Architectural and Engineering firms in the Mediterranean

6-2: The articles of agreement to be used between UMAR and the financing source shall be reviewed and approved by a majority vote of the Council in a manner that cannot be detrimental to UMAR or pose preconditions on UMAR.

The Committees and their members are approved by the Council. They are composed by members of the Council and external advisors.

The Permanent Committees, such as Finance and Communication, are constituted at each renewal of the Council.

6-3: Finance Committee

6-3.1: The Finance Committee, chaired and coordinated by the Treasurer, is responsible for developing and monitoring the implementation of a financial management strategy for UMAR that should be previously approved by the Council.

Its duties include identifying and securing funding sources to support Umar's activities through professional services, such as providing jury members for competitions, hosting architectural conferences and events, securing sponsorships, and obtaining grants for UMAR's activities.

The Finance Committee is also responsible for assisting the Treasurer in overseeing the association's accounts and the submission of the proper and necessary statements and documents to the council and General Assembly for review and approval, allocating budgets for its various activities, and providing recommendations on financial matters.

6-3.2: The Finance Committee is composed of the Treasurer and at least two more members, one of whom, at least, should be a member of the Council.

6-4: Communication Committee

6-4.1: The Communication Committee chaired by the Secretary General, has as a role to create and update the brand and communication tools of the UMAR, to develop both internal and external communication strategies and to implement them under the supervision of the Council.

6-4.2: The Communication Committee is composed by the Secretary General and at least two members one of whom, at least, should be a member of the Council. The Committee designates one of its members as coordinator.

6-5: Thematic Committees: The role of the Thematic Committees is to provide expertise on UMAR's specific policies and activities.

Each Committee shall include at least one member of the Council and shall designate one of its members to serve as coordinator

7: Experts

The Council may invite external experts to attend the Council meetings and provide specialized insights and recommendations on specific themes, projects, or operational matters, as deemed necessary, without being able to vote. Such recommendations shall not extend to altering or establishing the core policies of UMAR.

8: The Secretariat (executive office)

Pursuant to article 4 of the Statutes, the Union shall be registered in Malta and should continue being so unless a change is decided in agreement with article 4.1.

For operational purposes, a Secretariat (executive office) is needed and can be based in any of the Member Sections subject to the conditions mentioned in the statutes under article 8.

8-1: The Council shall invite Member Sections to submit proposals for hosting the Union's Secretariat for at least a term of three (3) years.

8-2: The Council shall select a proposal from among the candidate member sections and shall present it to the General Assembly for approval.

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8-3: Once approved by the General Assembly, a formal agreement shall be signed by the President of UMAR and the President of the Member Section hosting the Secretariat. The agreement can be dissolved by a decision of one of the parties through written communication with a minimum of three (3) months' notice. Any decision to terminate the agreement shall be made by the Council.

8-4: The hosting Member Section shall provide a dedicated physical space equipped with essential furniture and office supplies necessary for standard operations, along with at least one "part-time" staff member responsible for its operation.

8-5: The hosting Member Section shall cover the costs and maintenance of the Secretariat for the entire agreed period. However, the salary of the part-time staff member shall be funded by UMAR.

8-6: If there are no Sections candidate to host the Secretariat, the Secretary General will seek alliances to guarantee a minimum functioning of the Union.

9: Finances

9-1: The financial year runs from the 1st of January till the 31st of December.

9-2: Membership Fees

The annual membership fees for member Sections shall be proposed by the Treasurer and approved by the Council. The final amount must be ratified by the General Assembly and communicated to each member Section no later than 30th November of the preceding year. Membership fees are payable in Euros and must be settled in full by 1st September of the applicable year.

9-3: Voting Rights Suspension

Failure to pay the full membership fee by 1st September, the voting rights of that member Section as well as the voting rights of its member of Council shall be suspended unless the Council decides by qualified majority (2/3) to waive this condition.

These rights will only be reinstated upon full payment of the outstanding fees or the approval by the Council of a payment plan. This ensures impartiality and consistency in the application of membership rules.

9-4: Prolonged Non-payment

In the event of non-payment of membership fees for three (3) consecutive years, the Council shall declare the suspension of the Council members and alternates representing the defaulting Section. Furthermore, the Section will lose the right to appoint delegates to the General Assembly. These rights will only be restored once all outstanding contributions have been paid in full or in case of a payment plan approved by the Council.

9-5: In accordance with Article 15.2 of the Statutes, payment is considered to have been made when the amount due appears as a deposit in the statement of the official UMAR bank account which is presently held at HSBC Bank Malta.

Annex 1

PAYMENT OF EXPENSES

Expenses related to the organization of a General Assembly and/or a Council Meetings are covered by the hosting Section.

Travel and accommodation expenses incurred by General Assembly delegates are covered by their respective national organizations.

The regular meetings and activities of the Council, including the expenses of the members of the Bureau, will be financed by the respective national organizations.

National Sections hosting a face-to-face meeting will be invited to cover the hotel expenses of those members of the Bureau attending.

The Council may agree on a different financing regime at the proposal of the Treasurer and the Finance Committee, depending on specific cases and the economic situation of the Union.

27 July, 2025