

## **The Statute (Articles of Association)**

### **Article 1**

The present Statute was organized by virtue of Article 7 of the Statutes and the provisions of Article 89 of the Labor Law and it does not acquire its executive form until it is duly legalized by the Ministry of Labor.

### **Article 2: (New Text)**

The name of the Syndicate is adopted in the Arabic language as follows: نقابة المترجمين المحلفين في

لبنان

In English : Association of Certified Public Translators

In French : Syndicat des Traducteurs Assermentés

## **CHAPTER I**

### **Membership of the Association –**

#### **Conditions for the acceptance of members, their election and dismissal**

### **Article 3: (Amended Text)**

Every person who practices the profession of legal translation (whether a man or a woman) has the right to affiliate with the Association of Certified Public Translators if meeting the following conditions:

1. Being of Lebanese Nationality
2. Enjoying the Civil Capacity
3. Registered on the list of experts, Translation Branch, before the Ministry of Justice
4. Not sentenced with an offence or crime
5. a) Holder of a University Diploma, legalized or made equivalent by the Ministry of Education, or  
b) Holder of a Degree of Secondary Education, attached with a certificate of experience proving his work as a trainee translator for a period of 10 years, following the date of obtaining the Diploma of Secondary Education, at a sworn translator registered with the Association and settling all the fees; this condition apply on the holders of this Diploma before the year 2012 (inclusive) only (the current members of the Association are exempt from clause N. 5).

**Article 4:**

The application for the affiliation with the Association shall be submitted with the following documents:

1. Individual Copy of Extract or Identity Card.
2. Family Copy of Extract.
3. Police Record date of which does not exceed 3 months.
4. Certified copy of the oath sworn report.
5. a) University Diploma, or  
b) Degree of Secondary Education, attached with a certificate of experience proving his work as a trainee translator for a period of 10 years, after obtaining the Diploma of Secondary Education, at a sworn translator registered with the Association and settling all the fees.

**Article 5:**

The Secretary of the Association receives the application and grants the person requesting the affiliation a numbered receipt, bearing his signature with the seal of the Association and the date of receipt and mentioning the attachments. The secretary of the Association holds a specific register for the affiliation requests and shall refer the request to the President of the Association within a period of 3 days in order to be included on the agenda; the Board of the Association shall take a justifiable decision to accept or reject the request by secret ballot within a period of 15 days following the date of registration of the request. The failure to reply at the deadline shall be considered an implicit rejection.

**Article 6:**

The person requesting the affiliation with the Association enjoys the right to object the decision of rejection before the Department of Labor and Professional Relations at the Ministry of Labor within a period of 15 days following his notification of the rejection from the Board of the Association, in case of expiry of the deadline to deal with the request and in case of failure to reply. The Ministry shall take the necessary decision in this regard.

**Article 7:**

The person whom request to affiliate is rejected enjoys the right to submit a new request at the demise of the reasons that led to the rejection of the previous request.

**Article 8:**

Every member enjoys the right to resign from the Association according to a letter to be submitted to the Board, provided that this member shall not be indebted to the Association Fund.

The Board shall take a decision to approve or reject the resignation in a maximum period of 15 days following the convention of its first session after the submission of the resignation. In case no action is taken regarding the request, the non-reply shall be considered an implicit acceptance of the request, provided that this shall not exempt the member from the financial obligations due on him towards the Association. The membership of each person shall be nullified in the following cases:

- Loss of Civil Rights.
- If sentenced with an offence or crime.
- Loss of any specific conditions to affiliate with the Association.

**Article 9:**

The Board of the Association enjoys the right to dismiss any member (Except the members of the executive Board) who:

- a) Executes acts that seriously contradict the purpose of the Association or its Statutes.
- b) Loses any of the stipulated conditions for his acceptance and in particular Clauses 2, 3 and 4 of Article 2.
- c) Breaches the obligations implied on him by the Association rules.
- d) Refrains from paying the subscription despite the written warning addressed to him for settling the dues within a period of one month following his notification, provided that the Board mentions the text of this Article in the warning.

The Board of the Association shall invite the member by written to listen to his statement, provided that the decision of his dismissal shall be taken by the two-thirds majority of the members of the Board. In case the member failed to appear for illegal reasons, the decision shall be taken in absentia by the absolute majority of the Board members; this is to say by the half of the members plus one.

The member who is dismissed from the Association for reasons that he deems illegal enjoys the right to object the decision of dismissal before the Department of Labor and Professional Relations at the Ministry of Labor within a period of 15 days following his notification of dismissal by written; the mentioned Department shall take the necessary decision in this regard

and the membership of the concerned person shall be considered suspended until the objection is treated.

**Article 10:**

The dismissed member enjoys the right to apply for new affiliation request when the reasons that led to his dismissal terminate.

**Article 11:**

The Rights and Obligations of the dismissed member come to their end, except the financial obligations, starting from the date of being notified, by written the decision of dismissal or starting from the date of the explicit or implicit approval of the resignation.

**Article 12:**

The Board of the Association organizes a register in which shall be registered the names of the affiliated members, their address and place of work, their date of affiliation with the Association, their Card number, its date of issuance, the date and number of the request of affiliation and the date and number of the decision of acceptance of affiliation.

Every member shall have a nominal page in this register that shall be kept with the secretary.

**Article 13:**

At his acceptance in the Association, every member shall be provided an affiliation card, signed by both the President of the Association and the Secretary, and shall be given a final serial number that will not be given to any other person even if this member loses his membership for any reason.

**Article 14:**

All the members of the Association are equal in the Rights and Obligations within the limits of the applicable Laws and regulations.

## **CHAPTER II**

### **Sources of the Association Funds and their Management**

#### **Article 15:**

The Incomings of the Association consist of the followings:

1. Affiliation fees.
2. Subscription fees.
3. Syndical Contribution.
4. Donations, contributions and subsidies provided to the Association.
5. Incomes of the projects that are established by the Association according to the applicable laws in order to achieve its goals.

#### **Article 16:**

- The affiliation fees are fixed to the value of the One third of the minimum wage and the annual subscription fees are fixed to the value of the minimum wage in the Private Sector, provided that these fees shall be applied in the year following the year of its issuance in the Official Gazette. The member shall settle the affiliation fees within a maximum period of 15 days following his notification, by written, about the approval of his request to affiliate with the Association. The acceptance of affiliation cannot be considered final and the person requesting the affiliation cannot obtain the card of affiliation unless the affiliation fees are settled.
- The legal interest rate adopted by the banks on the date of payment of the financial overdue is calculated after the passage of one year on the maturity date.

#### **Article 17:**

The Board of the Association enjoys the right to modify the value of the fees of affiliation and subscription, upon the approval of the two thirds of the members of the Board and upon the ratification of the Two-thirds majority of the members of the General Authority and the Ministry of Labor.



Logo of the Association

### **Article 18:**

#### Syndical Contribution

The Association issues this contribution in form of sticker bearing the adopted logo of the Association, of which the specifications and design appear above. This logo shall be considered of the intellectual, moral and material properties of the Association and shall be affixed on each page translated and signed by the translator. Its value shall be determined by the Board of the Association and the logo shall be distributed to the members in exchange for receipts to be signed and sealed by the delegate of the Syndical contribution or whoever represents him, upon the approval of the Board.

At the end of each fiscal year, the amounts of every member shall be calculated and the annual subscription fees and financial dues shall be subtracted of these amounts; the surplus shall be returned to the colleague who affiliated with the Association within the month of February that follows the previous fiscal year. In case of non-settlement of the syndical contribution for the annual subscription and the financial dues, he shall settle the due amounts before the convention of the next General Assembly and the percentage of 10% shall be subtracted from the value of the syndical contribution as expenses.

Any person, among the members or others, who illegally uses, prints or copies this contribution, gives the right to the Board of the Association to claim for compensation or to dismiss the member from the Association if this act is repeated or to make a legal prosecution before the Competent Courts in Beirut.

## **Article 19:**

### **End of Service Compensation:**

- The Value of the compensation of the end of service shall be as follows:
- The value of the minimum wage at the date of payment of the compensation x the number of years of subscription shall be paid in the following cases:
  - a) At the end of service as a sworn translator and consequently at the end of his affiliation with the Association;
  - b) At the retirement age determined for the Public Sector;
  - c) After the passage of 20 years for his affiliation;
  - d) At his death; in this case, payment shall be made to the legal inheritors by virtue of the limitation of succession  
(The members who are affiliated before the date of ratification of the end of service compensation are allowed to settle the differences of the previous years within a period of three years according to the minimum wage on the date, provided that they do not benefit from Paragraph (a) and (b) before the passage of at least three years from the date of settlement of all their dues).
- The request of collection of the end of service compensation shall be submitted by the concerned person or his legal representative, attached with a clearance, signed by the treasurer, discharging this person from any financial dues.
- The compensation shall be paid within a period that does not exceed 2 months following the date of submission of the request; in case of failure to pay within the above mentioned period, the concerned person enjoys the right to refer to the Department of Syndicates at the Ministry of Labor or to the competent court.

## **Article 20:**

The Funds of the Association shall only be allocated and disbursed for the purposes of the Association and the Board of the Association shall not, in particular:

1. Conclude loans or accept donations unless they are approved by the General Assembly and ratified by the Ministry of Labor;
2. Invest funds in financial, commercial, industrial or real estate activities, unless it is approved by the majority of two-thirds of the members of the General Assembly and ratified by the Ministry of Labor;
3. Keep in the Fund an amount that exceeds the sum of One Million Lebanese Pounds; the remaining amounts shall be deposited in a Bank to be chosen by the Board, provided that the Board informs the competent Department at the Ministry of Labor about the name of the Bank within a period of one week following the designation of the bank. The sums shall be deposited in the name of the Association and no amount can be withdrawn

without the decision to be issued by the Board of the Association. The withdrawal of the sums occurs by the joint signature of the President of the Association and the Treasurer.

4. Disburse more than one third of the Association Funds under any circumstance, provided that the remaining two-thirds shall be dedicated for the payment of the end of service compensation exclusively and shall be deposited in a particular account.



## **CHAPTER III**

### **General Assembly**

#### **Article 21:**

The General Assembly consists of all the members who settled their due subscriptions 3 days before the convention of the General Assembly.

#### **Article 22:**

The General Assembly will be held upon the convocation of the Board of the Association, in an ordinary meeting, once per year at least.

Upon the decision of the Board of the Association or upon a written reasoned request bearing the signatures of at least one third of the members of the General Assembly, the President of the Association enjoys the right to invite for the convocation of an extraordinary general assembly within a month following the date of receipt of the request through the secretariat.

In case the President refrained or failed to do so, the invitation shall be addressed, upon the authorization of the Department of Labor, by the gradually next responsible person (the vice president or the secretary).

The convocation to the General Assembly shall be made through the media, in 2 newspapers and through a poster to be attached on the door of the Association mentioning the topics included on the agenda, the date, time and place of the meeting, at least one month before the date of the meeting.

The Department of Labor and Professional Relations shall be notified 15 days before the date of the meeting of the General Assembly.

#### **Article 23:**

The meetings of the General Assembly shall be considered legitimate when they are attended by more than the half of the members of the Association who settled their full subscriptions in the first session.

In case the quorum is not reached, the meeting shall be postponed for a maximum of 15 days and the following meeting shall be considered legitimate if attended by the third of the members of the General Assembly, provided that this shall be mentioned in the convocation addressed to the members.

**Article 24:**

The President of the Board of the Association, or whoever represents him, presides the meetings of the General Assembly and the Secretary fulfills the task of recording the facts. In case the subject of discussion relates to the dismissal of any of the members of the Board of the Association or to the suggestion of dissolution of the Association, the General Assembly chooses among its attending members a person to preside the meeting and another one to fulfill the tasks of secretariat, through the secret ballot and by the majority of the attending votes.

**Article 25:**

The General Assembly shall only deal with the matters included in its agenda.

**Article 26:**

The decisions of the General Assembly shall be taken by the majority of votes and by the secret ballot except the decisions related to the amendment of the Basic Law and the Articles of Association, the suggestion of dissolution of the Association, the dismissal of any of the members of the Executive Board or the issues related to the financial matters stipulated in Articles 17 & 18 of these Rules of Procedure where the compliance with the majority of the two-thirds of the members of the general assembly is needed.

**Article 27:**

The decisions of the General Assembly shall apply to all the members, including the absentees and the violators.

**Article 28:**

Every member in the general assembly has only one vote and cannot be represented in what concern the attendance or the voting.

**Article 29:**

Powers of the General Assembly

These powers include all what relate to the execution of the object of the Association and its purposes and in particular, without limitation, the followings:

1. Election of the members of the Board of the Association.
2. Amendment of the Statutes.
3. Study of the budget and its adoption.
4. Ratification of the final account of the Association.
5. Discharge of the members of the Board following the ratification of the final account.

6. Investment of the Association Funds.
7. Conclusion of Collective Labor Agreements.
8. Decision of Dissolution of the Board of the Association
9. Decision of dismissal of any of the members of the Board of the Association.
10. Suggestion of dissolution of the Association.
11. Approval of the Loans agreements and acceptance of the donations.
12. Determination of the affiliation and subscription fees and amendment of same.
13. Decision making to resolve the internal conflicts.

**Article 30:**

All the decisions of the General Assembly shall be communicated to the Department of Labor and Professional Relations within a period of 15 days following their issuance.

Every member or concerned person has the right to object the decisions of the General Assembly or the decisions of the Board of the Association before the Ministry of Labor within a period of one month following their issuance.

## **CHAPTER IV**

### **Board of the Association**

#### **Article 31:**

The Affairs of the Association shall be managed by a Board consisting of 10 members (President, Vice-president, secretary, treasurer, accountant, delegate of the syndical contribution, responsible of the end of service compensation, media consultant and 2 consultants).

#### **Article 32:**

The Board of the association shall meet upon the invitation addressed by the president and shall be presided by the latter, by the vice-president in case of absence of the president or by the secretary in case of absence of the president and the vice-president. The Board shall meet at least once per month.

The meeting shall not be considered legitimate unless it is attended by the half number of the members plus one. In case the quorum is not reached, the meeting shall be postponed for a maximum period of 2 weeks and the following meeting shall be considered legitimate if attended by the third of the members of the Board, provided that a written invitation shall be shall be addressed to the members and shall include the text of the present article.

#### **Article 33:**

The decisions shall be taken by the majority of the votes of the attending members; in case of equality of votes, the vote of the president is the casting vote.

#### **Article 34:**

The Board of the Association shall meet at least once per month; the president enjoys the right to call the Board for a meeting whenever he deems it necessary or upon the request of the third of its members by virtue of a written letter to be deposited before the secretary or any other person who represents him and the latter shall forward the letter to the president of the Board or whoever represents him within a period of three days. The president or whoever represents him shall address the invitation to all the members within a period of three days before addressing a written invitation to the members of the Board with the agenda, provided that the notification, whether for a an ordinary or extraordinary session, shall be made at least one day before the date of the meeting.

The matters that are not included on the agenda shall not be discussed unless the third of the members requests so.

### **Article 35:**

A member of the Board of the Association shall be considered resigned if he absents himself, without a legitimate excuse, from attending three consecutive sessions of which he is notified on the address that he chooses, provided that he shall mention that in the last invitation and register it in the minutes of the meeting.

### **Article 36:**

In case any responsible person refrains or fails to carry out his responsibilities, they shall be executed by whoever represents him by virtue of these Articles. In case the Rules of Procedure does not stipulate this point, the Board of the Association shall take the appropriate decision after interrogating the concerned member, provided that the Department of Labor shall be notified by written about that and shall make the right decision in this regard.

### **Article 37:**

The Board of the Association assumes all the affairs that relate to the achieving of the goals of the Association and to the watching over the interests and rights of its members. It assumes in particular, without limitation:

1. Preparation of the Budget.
2. Preparation of the final account.
3. Preparation of the annual report.
4. Determination of the salaries and degrees of the association employees and dismissal of same.
5. Contracting with technical experts, legal consultants and attorneys.
6. Acceptance of the applications of affiliation.
7. Acceptance of the resignation of members.
8. Suggestion of projects that may strengthen the financial situation of the Association, the development of its human capacities and its participation in conferences and seminars.
9. Proposition and development of a collective employment contract.
10. Representation of the Association in collective negotiations, mediation and arbitration, by virtue of a delegation to be granted by the General Assembly in accordance with the Laws.
11. Pursuit to resolve disputes between the members of the Association and others amicably and in accordance with the legal provisions.
12. Decision to the affiliation with any union and nomination of delegates to represent the association before this union.

13. Decision to affiliate with any of the Health Insurance Companies in order to provide medical care for its members, provided that the affiliating member shall bear the subscription fees in the health insurance.

**Article 38:**

The Board of the Association enjoys the right to hire consultants and assistants, to establish committees among the members of the General Assembly and to invite same to attend any of its meetings.

The Former Presidents of the Association shall be considered an advisory board who enjoy the right to attend the meetings of the Executive Board of the Association and to give their opinion without the right of vote; their opinion shall be recorded in the minutes of the meeting and they shall be notified about the dates of the meetings. This right does not apply on the person who runs for the elections within the term of the candidacy.

**Article 39:**

The Board of the Association shall submit a copy of the annual report and the final account to the Department of Labor, signed by the President, the Secretary and the Treasurer, as appropriate, within the first three months that follow the fiscal year.

**Article 40:**

No amount shall be disbursed from the Funds of the Association unless it is authorized upon a decision to be issued by the Board of the Association, except the case stipulated in the following article (Paragraph 6).

**Article 41:**

**Powers of the President:**

1. President of the Association, Head of its Board, spokesman and official representative before all departments and authorities.
2. He shall sign in the name of the Association, with the Secretary, all the decisions, correspondences, data and any other formality to be issued by the Association.
3. He shall sign, with the treasurer, the receipts and the deeds of withdrawal of money from the banks selected by the Association as well as all the formalities that relate to the Association Funds.
4. He shall address the invitation for the meetings of the Board of the Association and the General Assemblies and shall preside such meetings.

5. He shall supervise the activities of the Board of the Association and the execution of its decisions.
6. In case of emergency, he enjoys the right to disburse a maximum sum of One Million Lebanese Pounds, provided that he justifies this disbursement before the Board during the first following session.
7. In case of emergency, he enjoys the right to sign individually all the financial and administrative decisions, provided that he acquires in advance an authorization from the Board of the Association with a majority of half the members plus one.
8. He shall organize, with the secretary, the annual report and with the treasurer, the financial statement at the end of the year and the annual budget.
9. He shall draw, with the secretary and the treasurer, the voter rolls and shall notify same to the Department of Labor.
10. He shall sign, with the secretary, the membership card.

**Article 42:**

**Powers of the Vice-president:**

The Vice-president replaces the president in his absence and represents him in all his powers and authorities. He fulfills as well the tasks of the secretary in the absence of the latter.

**Article 43:**

**Powers of the Secretary:**

1. He shall draw written invitations for the meetings of the General Assembly and the Board of the Association, upon the request of the President, provided that this invitation includes the agenda of the meeting to be held and that shall be addressed at least 24 hours before the date of its convention.
2. He shall draw the minutes of the meetings and shall register same in a specific register; the minutes shall be signed by all the members who attended the meeting.
3. He shall receive all the incoming and outgoing correspondences related to the Association, register them in a specific record and forward same to the President of the Association within a period of three days.
4. He shall keep a register mentioning the names of the members of the Association, with their address, place of work, card number and date of their affiliation; each member shall be kept a nominal page.
5. He shall keep all the documents, registers and stamps of the Association and he shall be responsible of them.

6. He shall sign, with the President, all the correspondences, data, invitations and membership cards as well as any other formality to be issued by the Association.
7. He shall replace the president and the vice-president in the management of the meeting in case of their absence.

#### **Article 44:**

##### **Powers of the Treasurer:**

1. He shall collect the funds of the Association versus numbered receipts signed by him and by the president and he shall register same in a specific register, in compliance with the provisions of Article 11 of the Decree N. 7993 dated on April 3, 1952.
2. He shall keep the funds of the Association in compliance with the provisions of these Rules of Procedure; he is not entitled to disburse any sum unless it is authorized by a decision of the Board of the Association or upon the request of the President within the limits stipulated in Paragraph 6 of Article 39 of these Rules of Procedure. Every time the funds available at the Association exceed the sum of One Million Lebanese Pounds, he shall deposit them at the adopted bank.
3. He shall draw the financial report, the final account and the budget project in order to submit same to the Board of the Association and to the General Assembly in order to acquire their approval.
4. He shall sign, with the president, the receipts and the deeds of withdrawal of the sums from the adopted bank as well as all the formalities that relate to the Funds of the Association.
5. He shall keep a record in which he registers the revenues and expenditures by virtue of the Provisions of Article /9/ of the Decree N. 7993 issued on April 3, 1952.
6. He shall keep a record in which he registers the names of the subscribers and the settlement of their subscription.
7. He shall keep all the registers and documents related to the financial matters and he shall be considered responsible for these documents; he shall sign the voter rolls with the President and the Secretary. In the event of vacancy in the position of the treasurer, the Board of the Association shall meet immediately in order to appoint a successor.

#### **Article 45:**

##### **Powers of the Accountant:**

1. Check out the accounts of the Association, the mode of collect and payment and all the financial matters at any time he may deem necessary, without the need for a prior



approval, provided that he shall notify the president, by written and in a detailed report, after each verification. In the event of any violation, he shall raise the issue to the Board of the Association who take the appropriate decision.

#### **Article 46:**

##### **Powers of the delegate of the Syndical Contribution:**

Management of the Syndical contribution in all its administrative and financial details and submission of a related report to the President who presents it to the Board of the Association to take the appropriate decision; he enjoys the right to delegate whoever he may deem suitable among the members of the Association or from outside the Association in order to help him in the distribution of the Syndical contribution to the colleagues after the approval of the Board.

#### **Article 47:**

##### **Powers of the responsible of the end of service compensation:**

- He receives the requests of the end of service compensation and submits same to the president, provided that these requests shall be submitted to the Board of the Association in order to take the appropriate decision in the first session to be held.
- He keeps a record in which he registers the requests, decisions and payment orders and all what relate to the end of service compensation.
- He signs with the President and the Treasurer the decision of payment of the compensation upon the approval of the Board.
- He enjoys the right to constantly check the funds of the end of service compensation that are available at the bank, by virtue of Article 19, Paragraph 5.

#### **Article 48:**

##### **Powers of the Media Consultant:**

- Management of all the matters relating to the media and press, communication with the media, issuance of the prospectus and news and communication of same to the media upon the written approval of the President.
- The Media Consultant shall prepare and issue any printed or advertising material related to the Association upon the decision to be taken by the Board of the Association, provided that the Board shall approve its content before its publication.
- The Media Consultant shall be held accountable for any media violation or for any declaration made without the approval of the president, and the accounting shall be

made according to the derivative damage; in case the violation is proven, the Board of the Association may dismiss the media consultant from the Association and apply the articles related to the election of a new consultant.

**Article 49:**

All the registers of the Association shall be numbered and stamped with the seal of the Department of Labor and Professional Relations at the Ministry of Labor before being put in use.

**Article 50:**

The Board shall be considered dissolved in case it is not held for four consecutive meetings in their dates fixed in the Rules of Procedure and in case of non-application of Article 50 of the current document and the provisions of Article 100 of the Labor Law.

## **CHAPTER V**

### **The Elections**

#### **Article 51:**

Once these Articles are duly issued, the current Board of the Association meets and decides a date for the election of the Board of the Association to be constituted of 10 members; this Board shall assume the electoral process granted by virtue of Article /2/ of the Decree N. 7993/52.

#### **Article 52:**

The President and the Board of the Association will be elected for a period of 4 years, by direct secret ballot, by the General Assembly according to the below mentioned provisions. After 2 years, half of them quit by the drawing of lots and new members will be elected to fill their places. The mandate of every member ends after the passage of 4 years on his election.

#### **Article 53:**

- The President does not have the right to run for a new mandate unless at least one whole mandate takes place.
- Only the persons who filled the positions of members at the Board of the Association for once at least enjoy the right to run for the presidency of the Board.
- The member whom mandate has expired or who quitted by the drawing of lots enjoys the right to run again for the elections.
- The elected members in the by-elections execute the tasks of the members whom mandate has expired.

#### **Article 54:**

- Only the members who settled all their subscription fees within the determined legal period have the right to participate in the elections.
- Only those who are affiliated with the Association for at least 3 years have the right to run for candidacy at the Board of the Association.
- A member cannot elect unless one year has passed on his affiliation.
- The financial fees for candidacy are non-returnable and are equivalent to the third of the annual subscription.

**Article 55:**

The Board of the Association fixes a date for the elections and notifies the Department of Labor and Professional Relations in written at least 15 days prior to the fixed date.

The Board shall mention in the notification addressed to the Ministry whether the elections were to be general or by-elections, as well as the date of the drawing of lots in case they were to be by-elections and the names of the members of the Board who resigned or whom mandate has expired.

The notification shall be attached with a copy of the minutes of the meeting during which the decision of determination of the date of the elections has been taken and shall be signed on each page by the attendees; it shall be attached as well with a copy of the newspapers in which the convocation for the elections was published, with a copy of the text of invitation and a proof that the convocation was made through a poster attached on the door of the place of the Association and by any other proof that all the members were notified.

**Article 56:**

The convocation to the elections shall include the following information:

- a) Determination of the date of the elections, including the start and end time, the place or places where the elections will take place.
- b) Convocation to settle all the previous subscription fees and determination of the date of the start the deadline of settlement and determination of the dates and places to receive the members in addition to the determination of the person or persons concerned to collect the subscriptions.
- c) Conditions of candidacy and timings to accept the candidacy applications; determination of the places to receive the candidates and determination of the person or persons concerned to receive these candidates; determination of the deadline to accept the applications, these applications that shall be attached with a Police Record for every candidate, date of which does not exceed one month, along with a copy of the individual extract or ID, provided that the candidate shall have completed 25 years old and shall have passed at least 3 years affiliated with the Association.

The deadline for submitting candidacy applications shall be 3 days before the elections date, most specifically, 72 hours before the start of the fixed electoral process. No objection shall be accepted after this date.

**Article 57:**

The Board of the Association shall be considered permanently held since the decision of holding the elections is taken; the duties of the Board shall be restricted to conduct the regular activities and the Board shall not accept new affiliation applications nor dismiss any of the members. In the event the mandate of the Board was expired or in case the quorum is not reached, the treasurer or the authorized person to do so receives the subscription fees from the member versus a receipt and the latter shall notify the Board of the Association about it, within 24 hours, after recording the related information in a specific register. As well, the secretary or the person authorized to do so, receives the candidacy applications along with the necessary documents, versus a written numbered receipt and submit same, within 24 hours, to the Board of the Association for taking the appropriate decision.

The Board of the Association organizes a list of three copies including the members of the General Assembly who enjoy the right to participate in the elections, at least 3 days before the date of the elections; this list shall be signed by the President, the Secretary and the Treasurer and shall be stamped by the seal of the Association. One copy shall be sent to the Department of Labor 3 days before the date of the elections, one copy shall be deposited at the Polling Office determined by the Association and the third copy shall be kept at the place of the association and shall be available for all the candidates.

As well, the names of the candidates shall be shown on a poster to be attached on the door of the Association at the polling place and a copy of the list of accepted names shall be submitted to the Department of Labor and Professional Relations. No objection shall be accepted after the deadline for submitting the candidacy, in other words 3 days before the date of the elections.

**Article 58:**

Any person enjoys the right to object, within the period that are legally determined, the non-inclusion of his name on the check list or the list of candidates before the Department of Labor and Professional Relations that take the appropriate decision.

**Article 59:**

The electoral process shall be supervised by a polling Bureau constituted of members appointed by the Board of the Association and one delegate or more appointed by the Department of Labor and Professional Relations. Every candidate or group of candidates enjoys the right to delegate a controller who enjoys the right to enter the polling bureau.

In the event the Board of the Association does not appoint office members, the delegate of the Ministry of Labor shall supervise the elections along with the controllers representing the candidates (Article 5 of Decree N. 7993/52)

**Article 60:**

The quorum for the conduct of the elections shall be the half of the members of the General Assembly plus one; in other words, those who settled their full subscriptions and whose names appear on the check lists in the first session.

In case the quorum is not reached, the elections shall be postponed for a period of 15 days; the second session shall be considered legitimate when at least third of the members of the General Assembly are attending and the nomination for candidacy shall not be open again.

This shall be mentioned in the convocation for the elections with the determination of the date and place of the elections and the mentioning of the text of the article.

The delegate of the Ministry shall verify the capacity of the elector in the register of subscriptions, in the electoral list prepared by the Association or in the receipt of Subscription (Article 4 of Decree N. 7993/52).

**Article 61:**

The polling office counts the votes and prepares a report of three copies including the facts of the electoral process, the result of the votes counting, the remarks and objections of the candidates, if any.

The report shall be signed and a copy of which shall be given to the delegate of the Ministry of Labor, a second copy to the polling bureau and a third copy shall be posted at the polling place.

In the event any one prevents from signing the report, this shall be mentioned.

**Article 62:**

The candidate who gains the majority of votes shall be considered a winner. In case of equal votes between the candidates, the winner shall be selected on basis of seniority in terms of affiliation with the association. In case the date of affiliation is the same for the candidates, the oldest candidate shall be considered the winner. In case of equality, the winner shall be chosen by lot.

**Article 63:**

The objections of the elections shall be submitted by written to the Department of Labor and Professional Relations at the Ministry of Labor within a period of 7 days following the elections. No objection shall be acceptable after this date.

The Head of the Department shall suspend the activity of the Board of the Association until the objection is settled.

**Article 64:**

The elections shall not be considered final unless it is approved by the Department of Labor and Professional Relations at the Ministry of Labor.

**Article 65:**

In case any seat of the Board of the Association becomes vacant for any reason, the member who has gained the majority of votes among the losers in the last elections conducted by the Association shall fill the vacant seat, provided that this new member shall continue the mandate of the replaced member.

But in case the majority of seats become vacant for any reason, the Board shall be considered dissolved and new elections shall be conducted according to the provisions that are previously stipulated.

**Article 66:**

The President of the Association shall invite all the members of the Board, by written, to a session for the distribution of positions; the President presides and manages the meeting and the Board of the Association shall notify the Department of Labor and Professional Relations, within a week following the date of ratification, about the process of the distribution of positions.

The elections shall be made by secret ballot.

- If the President of the Association fails to invite the elected members for a session for the distribution of positions, the eldest member shall take the initiative to do so. The meeting shall be considered legitimate when it is attended by the majority of two thirds of the members of the Board at the first session or when it is attended by half the members at the second session.

**CHAPTER VI**  
**Various Provisions**

**Article 67:**

No member can be represented in the meetings of the General Assembly or in the voting; as well, no member of the Board of the Association can delegate any person to represent him in the meetings of the Board or to vote in his name.

**Article 68:**

The Board of the Association may request the amendment of the Statute and the Statutes provided that this shall be decided by the majority of the two thirds of the Board; the amendment project shall be sent to the members of the General Assembly one month before the session decided to deal with the amendment.

The Rules of Procedure and the Statutes cannot be amended without the approval of the two thirds of the members of the General Assembly and without the ratification of the Ministry of Labor.

**Article 69:**

In case the Board is dissolved according to the provisions of Article 105 of the Labor Law, the in force laws and regulations shall be applied and in particular the provisions of Articles 12, 13 and 14 of Decree N. 7993/52 issued on 03/04/1952.

**Article 70:**

The provisions of Chapter IV of the Labor Law, the Decree N. 7993/52 issued on 03/04/1952 and the Resolution N. 147/2 issued on 10/03/2000 shall be applied in all what is mentioned in the present Statute.