

Pursuant to Article 13 of the Associations Act (Official Gazette No. 74/14) and Article 18 of the Statute, at its session held on 11 September 2015, the General Assembly of the Croatian Society of Conference Interpreters adopted this

STATUTE of the Croatian Society of Conference Interpreters

I GENERAL PROVISIONS

Article 1

This Statute shall establish the name, seat and territory in which the Association – the Croatian Society of Conference Interpreters – will operate; its representation; the appearance of the Association's stamp; goals; areas of activity in line with its goals; activities whereby those goals are pursued; the method of ensuring the public nature of the Association's operation; conditions for and methods of accession of new members and termination of membership; rights, obligations, responsibilities and disciplinary responsibility of its members; the method of keeping of the members' register; the Association's internal organization; the Association's bodies, their composition, method of convening their meetings, conditions and method of election and discharge of their members, competencies, decision-making, mandate duration and method of convening the General Assembly after the expiry of the mandate; method of election and discharge of the Association's liquidator; assets, method of creation and disposal of assets; termination of the Association; the procedure relating to assets in case of termination; methods of resolution of disputes and conflicts of interest within the Association.

Article 2

The Association's full name is *Hrvatsko društvo konferencijskih prevoditelja*. Its abbreviated name is *HDKP*. In addition to its name in Croatian, the Association may also use the name in a foreign language: *Croatian Society of Conference Interpreters*. The Association's seat is in Zagreb. The Association operates in the territory of the Republic of Croatia. The Association is a non-profit legal entity, registered as an association at the Municipal General Administration Office of the City of Zagreb. The Association is represented by its President.

Article 3

With the goal of ensuring better links among its members and better operation, the Association may establish branches and other organizational forms that will operate in the territory of one or more municipalities, towns or counties. Branches shall not have the status of legal entities. The establishment and method of operation of branches shall be regulated by the relevant rules, to be adopted by the Association's General Assembly.

Article 4

The Association has a rectangular stamp, of 45x15 mm, containing the Association's name in Croatian and English. In the centre of the stamp, there is the Association's logotype. The appearance and usage of the logotype shall be regulated by the Rules on the Use of HDKP's Logotype and Name, adopted by the General Assembly.

Article 5

The Association may join similar associations and organizations in Croatia and abroad, and may cooperate with them. The decision on the Association's joining any federation of associations, unions, networks and similar organizations in Croatia and abroad shall be adopted by the General Assembly.

Article 6

The Association's operation is open to the public. The public nature of the Association's operation shall be ensured and exercised by the provision of timely and truthful information to the Association's members and by public communications.

The members shall be informed about the Association's operation by written communications delivered in printed or electronic form, and by meetings of the Association's bodies. Representatives of the public media may attend meetings of the Association's governing bodies and inform the public about the work of those bodies and the Association. With a view to ensuring that the Association's operation is completely open to the public, the Association may publish its newsletter, in accordance with regulations governing public information. The decision on the publication of the newsletter shall be adopted by the General Assembly. The Association may also use other means of public information (periodic publications, bulletins, posters etc.), as needed, in accordance with the regulations governing publishing activity.

II GOALS, AREAS OF ACTIVITY IN LINE WITH THE GOALS, AND ACTIVITIES WHEREBY THESE GOALS ARE PURSUED

Article 7

The Association shall operate in the area of interpretation, and the Association's goal is to encourage, support, and develop conference interpreting (oral translation: simultaneous and consecutive).

In line with its goals, the area of the Association's operation will be: education, science and research.

The Association shall pursue the goal in paragraph 1 herein by the following activities:

- gathering together conference (simultaneous and consecutive) interpreters;
- promoting and improving the conference-interpreting profession, training new generations of conference interpreters, organizing professional and scholarly meetings (conferences, seminars, lectures and similar) focusing on issues relevant to the profession;
- raising awareness of its members about professional ethics and responsibilities of conference interpreters;
- informing the public about conference interpreting and fostering the profession's esteem among the general public;
- representing the interests of conference interpreters and promoting their professional and social status, working conditions and criteria for their remuneration;
- establishing professional links and cooperation with similar associations, especially associations of interpreters and translators, both in Croatia and abroad.

III ASSOCIATION'S MEMBERS, THEIR RIGHTS, OBLIGATIONS AND DISCIPLINARY RESPONSIBILITY

Article 8

Membership of the Association may be either regular or honorary, and prior to becoming members, those aspiring to join the Association may have the status of a pre-candidate. Regular members shall be citizens of the Republic of Croatia who accept the Association's Statute and general acts. Bearing in mind the specific nature of conference interpreting, foreign citizens with residence in the Republic of Croatia may also be members of the Association. Citizens of the Republic of Croatia and foreign citizens who have made special contribution to the development of the Association or conference interpreting in the Republic of Croatia may become honorary members of the Association.

A person shall become a member of the Association when his/her application is accepted by the General Assembly, and when his/her data are entered in the Membership Register, kept by the Association's Secretary.

Article 9

The decision on admission into regular membership shall be adopted by the Association's General Assembly, following the receipt of an application and taking into consideration the admission requirements. Requirements for admission of HDKP members and requirements for the official status of pre-candidate, rights and obligations of pre-candidates, procedure of approval of pre-candidate status and of admission into regular membership, and the mentoring system for pre-candidates are prescribed in detail in the Rules for Admission of New Members and Mentoring System, adopted by the General Assembly.

The decision on admission into regular membership shall be adopted in accordance with the provisions of Art. 19 herein.

The Association shall keep an electronic membership register. The register shall contain the following data: the member's name and family name, address, professional domicile, phone number, electronic-mail address, language combination, personal identification number, date of birth, date of admission to the Association, membership category (regular or honorary), date of termination of membership. The membership register shall be made available to all the members and competent authorities at their request.

Article 10

The decision on admission into honorary membership shall be adopted by the General Assembly, on the proposal of the Association's Steering Board.

Those members who have accepted the status of honorary member shall enjoy the same rights and be bound by the same obligations as regular members, except for the obligation of paying the membership fee.

Article 11

The members' rights and obligations are:

- to elect and be elected to the Association's bodies;
- to be informed about the operation of the Association and its bodies, and about its material and financial management;
- to participate actively in pursuing the Association's goals and contribute to the implementation of its activities;
- to provide suggestions, opinions and remarks concerning the operation of the Association and its bodies;
- to respect the provisions of this Statute and other general acts of the Association;
- to inform the Steering Board, on their joining the Association, about their professional domicile, and to inform it with no delay about any change of professional domicile;
- to regularly pay the membership fee;
- to safeguard and foster the esteem of the Association and conference-interpreting profession.

Article 12

Membership of the Association ceases:

- if the Association is terminated;
- if the member submits a statement in writing, terminating his/her membership;
- if the due membership fees are not paid following service of notice;
- if the member is banned from the Association.

Article 13

The members' disciplinary responsibility

A member of the Association may be banned from the membership if he/she violates provisions of the HDKP Statute or Code of Professional Conduct, or if he/she jeopardizes the interests of the Association or causes serious damage to the Association and its members. The decision on the ban shall be adopted by the Court of Honour. The banned member shall be entitled to an appeal before the General Assembly. If an appeal is submitted, the decision shall be suspended until the next session of the General Assembly. The General Assembly's decision on the ban is final.

IV ASSOCIATION'S BODIES

Article 14

The Association's bodies are:

1. the General Assembly
2. the Steering Board
3. the President
4. the Supervisory Board
5. the Court of Honour.

GENERAL ASSEMBLY

Article 15

The General Assembly is the Association's highest management body. It consists of all members of the Association with legal capacity.

A session of the General Assembly can be either regular or extraordinary.

A regular session of the General Assembly shall be convened at least once a year.

The Association's President may convene an extraordinary session of the General Assembly, either at his/her own initiative or at the request of not less than one third of the total number of the Association's members, who must accompany their request with a proposal for the agenda.

If the Association's President does not convene a session of the General Assembly within 30 days of the submission of a request under paragraph 4 herein, the person who submitted the request shall convene it. The extraordinary session of the General Assembly shall only discuss the issue for which it has been convened, unless the General Assembly decides otherwise by majority vote of the members present.

Article 16

If the mandate of the Association's bodies expires and a regular electoral General Assembly meeting has not been held, The General Assembly shall be convened by the person who last held the position of the Association's president, or by not less than one third of the Association's members who were registered in the Association's membership register before the mandate of the Association's bodies has expired.

Article 17

The Association's President shall convene the General Assembly by written invitations which shall be sent to the members, by either regular or electronic mail, not later than 15 days prior to the date set for the session of the General Assembly. The invitation shall specify the venue and time of the session, draft agenda, draft decisions to be adopted at the General Assembly session, and working documents.

Article 18

The General Assembly shall be chaired by the Association's President. If the President is absent, at the beginning of the session the General Assembly shall elect the person who will chair it.

Minutes of the General Assembly session shall be kept and stored permanently in the Association's archive.

Article 19

The General Assembly may adopt valid decisions only if not less than one third of HDKP's members are present at the session. If fewer members should be present, half an hour shall be allowed to elapse, and thereafter the General Assembly shall be able to adopt valid decisions if not less than one quarter of HDKP's members are present.

Valid decisions shall be adopted by simple majority vote of the members present, unless specified otherwise by this Statute.

Decisions on amendments to the Statute shall be adopted by the General Assembly, by a two-thirds majority vote of the members present.

Decisions on the termination of the Association's operation shall be adopted by the General Assembly, by a two-thirds majority vote of all members of the Association.

Decisions on admission to regular membership shall be adopted by the General Assembly, by a three-quarters majority vote of those members present.

Article 20

The Association's General Assembly shall:

- adopt the Statute and its amendments;
- adopt other general acts necessary for the Association's operation;
- elect and discharge President, members of the Steering Board, Supervisory Board and the Court of Honour;
- adopt the work plan and financial plan for the next calendar year, approve the report on operation and financial statement for the previous calendar year;
- adopt HDKP's Code of Professional Conduct and other documents aimed at promoting the conference-interpreting profession;
- consider the Steering Board's report on the Association's operation;
- consider the Supervisory Board's report on issues that fall under its remit;
- decide on proposals submitted by the Steering Board and Supervisory Board;
- decide on the Association's membership, or participation in the activities, of other national and international organizations;
- decide on joining any federation of associations, unions, networks and similar organizations in Croatia and abroad, and relinquishing such membership;
- set the level of the annual membership fee;
- decide on appeals lodged by the Association's members in the second instance;
- decide on changes in the Association's goals and activities;
- decide on the Association's termination and distribution of the remaining Association's assets;
- decide on changes in members' status;
- decide on other issues important for the Association's operation, which have not been entrusted by this Statute to the competence of another body.

STEERING BOARD

Article 21

The executive functions and other tasks provided for herein shall be carried out by the Association's Steering Board.

The General Assembly may discharge the Steering Board before the expiry of its mandate, if it has overstepped its competence or if it does not conscientiously fulfil the tasks entrusted to it. If the entire

Steering Board is discharged, the General Assembly shall elect a new one for a full term. If, however, only some members of the Steering Board are discharged, the General Assembly shall elect new members for the remaining period of the mandate of the previously elected Steering Board. The Steering Board and each of its members shall answer to the General Assembly for their work. Any member of the Steering Board may request to be discharged before the expiration of the mandate for which he/she has been elected, but shall be obliged to carry out his/her duties until a decision on the discharge has been made. The General Assembly shall decide on the request for discharge at its first session.

Article 22

The Steering Board shall consist of four members, elected by the General Assembly for a period of two years. The members of the Steering Board are: president, vice president, secretary and treasurer.

The Association's Steering Board shall:

- propose a draft Statute and its amendments,
- propose a financial plan for the next calendar year and a financial statement for the previous calendar year,
- submit an annual report on the Association's operation to the General Assembly;
- propose the level of the membership fee;
- decide on changes to the Association's seat and address;
- ensure dissemination of information to the members and the public;
- make proposals concerning the exploitation of the Association's assets;
- set up committees, working and other bodies which will facilitate implementation of the Association's goals;
- carry out all other activities entrusted to it by the General Assembly.

The Steering Board's sessions shall be held when needed. A session may be held if the majority of the Steering Board's members are present, and valid decisions shall be adopted by majority vote of the members of the Steering Board in attendance.

Article 23

The Association's President shall be elected by the General Assembly for a period of two years.

The President may be elected for several consecutive mandates.

The Association's President shall ensure the regular operation of the Association.

The Association's President shall represent the Association, chair sessions of the General Assembly and Steering Board, and be liable for the legality of the Association's operation. The Association's President is also the chair of the General Assembly and the chair of the Steering Board.

The Association's President shall:

- convene sessions of the General Assembly and of the Steering Board, and propose agendas;
- implement the General Assembly's decisions and manage the Association's operation between two sessions of the General Assembly;
- be responsible for submitting a draft annual financial statement to the General Assembly;

- submit minutes of the regular sessions of the General Assembly to the competent administrative body keeping the Register of Associations;
- conclude contracts and undertake any other legal acts on behalf and for the account of the Association;
- keep and safeguard the Association's archive, in cooperation with the Secretary;
- carry out any other activities in line with the law, the Statute and the Association's general acts.

Article 24

The Association's Vice President shall assist the President in his/her work and carry out other tasks entrusted to him/her by the General Assembly, President or Steering Board. The Vice President shall be elected by the General Assembly for a period of two years.

Article 25

The Association's Secretary shall:

- prepare draft proposals of general acts to be adopted by the General Assembly;
- keep an orderly register of members;
- keep minutes of the sessions of the General Assembly and of the Steering Board;
- keep the Association's archive, in cooperation with the President;
- carry out expert and other tasks for the Steering Board, in line with the Association's general acts.

The Association's Secretary shall be elected by the General Assembly for a period of two years.

Article 26

The Association's Treasurer shall carry out financial and other tasks for the Association, in line with its general acts.

The Association's Treasurer shall be elected by the General Assembly for a period of two years.

Article 27

The Steering Board may set up committees and other interim working bodies of the Association.

The Steering Board shall appoint the chair and members of each such committee and working body from within the ranks of the Association's members.

Committees and other interim working bodies shall carry out the tasks for which they have been set up and shall report to the Steering Board on their activity.

SUPERVISORY BOARD

Article 28

The Supervisory Board shall consist of three members, elected by the General Assembly for a period of two years. Members of the Supervisory Board may be elected for several consecutive mandates. A member of the Supervisory Board shall not be a member of the Steering Board.

The chair of the Supervisory Board shall be elected by members of the Supervisory Board from among themselves.

The Supervisory Board may adopt valid decisions if a majority of its members are present at its session, and valid decisions shall be adopted by majority vote of the members present. The Supervisory Board's chair shall convene the Board's sessions, manage its work, and carry out other tasks entrusted to him/her by the Board or the General Assembly. The Supervisory Board shall answer and report to the General Assembly on its work.

Article 29

The Supervisory Board shall consider and supervise:

- application of the provisions of this Statute and other general acts of the Association;
- material and financial management and exploitation of the Association's assets;
- implementation of decisions, conclusions and other legal acts.

It shall also carry out other tasks entrusted to it by the General Assembly.

Article 30

The Supervisory Board shall be entitled to request access to all documents and data concerning the Association's operation and management. The Steering Board, and all members of the Association, shall be obliged to provide access to the documentation and data requested without delay, and to provide the information sought.

The members of the Supervisory Board may attend sessions of the Steering Board, but they shall have no voting rights. The Supervisory Board may request that sessions of the Steering Board and the General Assembly be convened, if it identifies irregularities in the financial and other management of the Association, carelessness in the performance of tasks or violations of the Statute and other general acts of the Association.

Article 31

The provisions of Art. 20 herein on the Steering Board, shall apply *mutatis mutandi* to the manner and procedure of discharge of the Supervisory Board or its members.

COURT OF HONOUR

Article 32

The Court of Honour shall consist of three members.

The Court of Honour shall be elected by the General Assembly for a period of two years.

On the proposal of the Steering Board or any member of the Association, the Court of Honour shall resolve disputes and conflicts of interest between members and consider cases of violations of the Statute and HDKP's Code of Professional Conduct (a disciplinary procedure). In a disciplinary procedure, the following disciplinary measures may be pronounced:

- warning
- ban from the Association.

The Court of Honour shall adopt decisions by majority vote of its members. The Court of Honour shall operate in line with its Rules of Procedure, adopted by the General Assembly.

V ASSOCIATION'S ASSETS

Article 33

The Association's assets shall consist of financial assets that the Association gained from membership fees, donations and subventions; funds received from international organizations that support the Association's work and activities; funds generated by activities pursuing the Association's goals; funds received from the state budget and budgets of local and regional authorities and/or foreign sources and funds, aimed at financing the Association's programmes and projects; and other financial assets gained in line with the law; the Association's movable and immovable property and other property rights.

Article 34

The Association shall dispose of its assets only for the purpose of implementing its goals and performing activities specified by the Association's Statute, in line with the law. The Association shall keep its business books and prepare financial statements, in keeping with the relevant regulations governing financial management and accounting of non-profit organizations. The Association's President shall have the authority to make decisions concerning the use of the Association's assets, in keeping to the largest extent possible with the agreement on funding in the current year reached by the General Assembly.

Article 35

The Supervisory Board shall submit reports on material and financial management to the General Assembly for its consideration and approval.

VI STATUTE AND OTHER GENERAL ACTS

Article 36

The Statute is the Association's fundamental act, and all other acts shall be in line with the Statute's provisions.

Draft amendments to the Statute shall be prepared and decided on by the Association's Steering Board, and submitted to the Association's members. The Steering Board shall consider comments and suggestions received from the members, adopt its position and finalize the proposal of the Statute amendments.

Article 37

The Association's General Assembly shall provide interpretation of the Statute's provisions.

Article 38

All internal issues of the Association, and all other issues that are not regulated herein, and that must be elaborated in detail, shall be regulated by general acts to be adopted by the Association's General Assembly.

Article 39

The Association shall be terminated by a decision of the General Assembly, adopted by a two-thirds majority of the total number of members, and in other cases provided by the law. In the case of its termination, after the creditors' claims have been settled and the cost of liquidation, judicial and other procedures covered, the Association's assets shall be given to an organization, institution or foundation whose goals stipulated in their statute are the same or similar. This decision shall be adopted by the General Assembly. The Association shall not distribute its assets to its founders, members, or persons linked to them.

Article 40

The Association's liquidator shall be appointed and discharged by the General Assembly. The liquidator shall represent the Association in the liquidation procedure: he/she shall initiate the liquidation procedure and register his/her name in the Register of Associations as the person authorised to represent the Association until the liquidation procedure is closed and the Association erased from the Register of Associations.

VII TRANSITIONAL AND FINAL PROVISIONS

Article 41

This Statute shall come into force on the day of its adoption.

The interpretation of other acts of the Association shall be given by the Association's Steering Board.

The Statute shall be signed by the Association's President with his/her name, surname, position and signature.

Sanja Matešić

President of the Association