

Under Articles 9 and 13 of the Societies Act (Official Journal of RS no. 64/2011) and in line with Article 58 of the Articles of Association of Združenje stalnih sodnih tolmačev in pravnih prevajalcev Slovenije [In English: Association of Sworn Court Interpreters and Legal Translators of Slovenia], the General Meeting of the Association held on 21 December 2016 adopted the clean wording of

## ARTICLES OF ASSOCIATION

### OF ZDRUŽENJE STALNIH SODNIH TOLMAČEV IN PRAVNIH PREVAJALCEV SLOVENIJE SCIT

#### I. GENERAL PROVISIONS

##### Article 1

The Association of Sworn Court Interpreters and Legal Translators of Slovenia is a non-profit association of natural persons, incorporated for the common purpose of its members' interests, set out in these Articles.

(NAME OF SOCIETY)

##### Article 2

The name of the association is: Združenje stalnih sodnih tolmačev in pravnih prevajalcev Slovenije SCIT (hereinafter referred to as the Association).

In business operation, the Association will use its name in translation, namely:

- In English: *Association of Sworn Court Interpreters and Legal Translators of Slovenia.*
- In German: *Verband beeidigter Gerichtsdolmetscher und Rechtsübersetzer Sloweniens.*
- In French: *Association des interprètes judiciaires assermentés et des traducteurs juridiques de Slovénie.*

The abbreviated name of the Association is SCIT.

(REGISTERED OFFICE AND SEAL OF ASSOCIATION)

##### Article 3

The registered office is in Logatec. Any change of registered office and/or address will be decided upon by the Management Board, or the General Meeting of the Association.

The Association will operate in the entire territory of the Republic of Slovenia.

The Association has an official stamp, round in shape, 30 mm in diameter; inside two circles there is an inscription of the Association; the registered address of the Association shown is in

the central part with the sign of infinity under the address. The stamp is determined and approved by the Management Board of the Association by a 2/3 majority of all votes.

(SLOVENIAN AND INTERNATIONAL OPERATION)

Article 4

The Association will operate and will connect with Slovenian, foreign and international organizations with similar purposes and goals, as set out in these Articles.

(PUBLIC ACTIVITIES)

Article 5

The Association's and its governing bodies' operations are public.

The public aspect of the Association's operation is provided in the following manner:

- by the right of members to access the Minutes of the Association's bodies,
- by announcements of the Association on its home page,
- by public media.

The Association will notify the wider public in the following manners:

- meetings of the Association's bodies are public, representatives of the public media are invited to attend the Association's meetings, as well as other interested parties for whom the Association believes that the discussed issues will be of interest.

A legal representative of the Association is responsible for providing the public nature of the Association's operation. The Association will keep a core, as well as wider public, informed about its operation.

**II. PURPOSE, GOALS AND TASKS**

(FUNDAMENTAL PURPOSE)

Article 6

The fundamental purpose of the Association is to represent, to unite and to protect the interests of court interpreters, who have been sworn before the Minister of Justice of the Republic of Slovenia and who were appointed for an unlimited period of time to translate and interpret written and oral words as set out under the Article 2 of the Rules on Court Interpreters (OJ RS no. 88/2010), at home and abroad.

The Association also represents the interests of legal translators, who, by profession, do translations or act as conference interpreters of legal texts.

(PURPOSE AND GOALS)

Article 7

The Association's purpose and goal is to implement the following activities, or tasks:

- to collectively represent the interests of its members within the Association, in public and before the national authorities,
- to maintain the reputation of court interpreters and to participate in the protection of the profession,
- to maintain continuous professional development in law, languages, intercultural studies, translation and interpreters' profession,
- to cooperate with national institutions in all issues and events related to the role of a court interpreter and legal translator in Slovenia, in particular, with the Ministry of Justice of the Republic of Slovenia and the Judicial Training Center,
- to support the culture and ethics of court interpreters.

(NON-PROFIT AND FOR-PROFIT ACTIVITIES)

Article 8

In order to pursue its purpose and goals, the Association will perform the following activities:

- continuous professional development of interpreters and translators,
- organization of events, such as social gatherings, meetings, courses, conferences and symposiums,
- release of publications and preparation of memorandums,
- translation and interpretation for the needs of the Association or for the implementation of the Association's purpose and goals,
- analyses and researches related to the Association's purpose,
- promotion of the professional profile of court interpreters.

Article 9

In order to implement its purpose and goals set out under Article 8 above, the Association may carry out the following for-profit business activities classified under the Standard Classification of Activities (in original abbreviated as "SKD"):

- M74.300 Translation and interpretation
- M69.103 Other legal activities, except for the representation of parties (the activities performed by court interpreters appointed by the Minister of Justice, who are registered in the Register of Court Interpreters)
- N82.300 Organization of exhibitions, fairs, gatherings (organization and/or management of events, such as gatherings of experts, congresses and conferences, also with the provision of the staff necessary for the execution and organization of premises planned for exhibitions and events)
- M72.200 Research and experimental development on the field of social sciences and humanities (research and experimental development on the field of linguistics and education)

- M74.900 Other non-classified professional and technical activities (other expert and scientific consulting services in the field of court interpretation and legal translation)
- J63.990 Other information (seeking information for payment, or under contract)

The Association will perform its registered for-profit business activities, complying with the applicable laws and only to the extent necessary to fulfil the Association's purpose and goals. Funds earned from for-profit business activities will be spent for non-profit activities set out under Article 8 above.

### III. MEMBERSHIP AND FUNDS

#### (MEMBERSHIP)

##### Article 10

A member of the Association may be:

- 1) Any person who is a court interpreter registered in the Register of Court Interpreters at the Ministry of Justice of the Republic of Slovenia,
- 2) Any person who does translations and/or simultaneous, consecutive conference interpretation of legal texts on regular basis,
- 3) Any other person whose expertise is important for the implementation of the Association's programme, or who is willing to financially support the Association's activities, and who expresses his/her intention to become a member and submits a written application to the Association's Management Board, by which such person undertakes to follow the fundamental Act of Incorporation of the Association and to pay membership fees.

Membership in the Association is a voluntary decision.

#### (TERMS AND MANNER OF BECOMING A MEMBER)

##### Article 11

Persons under Article 10 above will submit to the Association:

- an admission application,
- Curriculum Vitae (obligatory: information on citizenship/nationality and level of education; court interpreters shall state the date of respective appointment).

Persons set out under Indent 2 of Article 10 above, shall produce additional evidence of professional translations or interpretations of legal texts they have made on regular basis.

#### (TYPES OF MEMBERSHIP)

##### Article 12

The Association recognizes regular, associated and honorary membership.

(REGULAR AND ASSOCIATED MEMBERSHIP)

Article 13

Regular members are court interpreters registered in the Register of Court Interpreters at the Ministry of Justice of the Republic of Slovenia.

Regular members may also be translators and interpreters who are engaged in translations and/or consecutive, simultaneous or conference interpretation of legal texts on regular basis and have at least a bachelor degree.

Associated members are foreign citizens, who are not court interpreters in the Republic of Slovenia.

(HONORARY MEMBERSHIP)

Article 14

An honorary member may be a person with his/her extraordinary merits for the development of the Association, or the Association's activities. The award of honorary membership is a decision made by the Management Board or the General Meeting reached by a 2/3 majority of votes on the proposal of the Management Board.

An honorary member may be a regular or associated member or non-member. When a regular member of the Association becomes an honorary member, he/she will obtain all rights and obligations arising from the membership. When an honorary member is not a regular member of the Association, he/she will have no right to vote or to be elected to the bodies of the Association, and will not participate in the Association's bodies. An honorary member may be a legal entity. Honorary members are excused from the payment of membership fees.

(DECISION MAKING ON MEMBERSHIP)

Article 15

The Management Board of the Association will decide on membership by decision of the Management Board. The President will examine the application and will establish whether the application complies with the requirements of acceptance.

If an examination of the person's competences is needed in line with the second paragraph of Article 11 hereinabove, the person's competences will be examined by the Management Board or by a qualified examiner appointed by the Management Board.

A membership application shall be addressed within three (3) months from the date of delivery.

Membership in the Association is published on the Association's home page based on previously given consent.

## (RIGHTS OF MEMBERS)

### Article 16

1) The rights of regular members are:

- to vote and to be elected to the bodies of the Association,
- to participate in the management of the Association,
- to participate in work of the Association's bodies.

2) The rights of all members are:

- to implement their personal interests in the field of the Association's activities,
- to make suggestions and initiatives to the Association's bodies for their operation and implementation of the Association's tasks,
- to be informed of the programme and business operation of the Association and the Association's financial operation,
- to enjoy the rights provided to members by the Association based on these Articles,
- to be informed of events and publications of the Association,
- to have access to internal information on the Association's home page,
- to obtain professional assistance from the Association.

## (DUTIES OF MEMBERS)

### Article 17

Duties of all members are:

- to respect the decisions of the General Meeting, the Management Board and Expert Committees of the Association;
- to pay membership fees in the amount as determined by the General Meeting on a regular basis, until the end of June for the current year. Honorary members are excused from payment of the membership fees;
- to conduct their work in line with regulations, standards of the profession and Code of Ethics;
- to endeavour for the good name of the Association and do everything necessary to maintain a positive relationship among colleagues of profession;
- to pass their expertise on to the Association's members and to provide their expertise for the Association's purposes.

## (MEMBERSHIP FEES AND PAYMENTS)

### Article 18

The annual membership fee will be determined by the Constituent Board; in the following years, the membership fees will be determined by the General Meeting upon proposal by the Management Board or members of the Association.

### Article 19

As a rule, members are not remunerated for their engagements in the Association.

As a rule, members are not remunerated for their engagements by which they are implementing the Association's operation.

By exception and when reasonably grounded, the Management Board of the Association may decide on an adequate bonus awarded to an individual member for his/her outstanding contribution, or when, in individual cases, certain tasks have been performed professionally.

#### (TERMINATION OF MEMBERSHIP)

##### Article 20

Membership in the Association may be terminated:

- by voluntary withdrawal, when a member gives a written statement, that he/she does not wish to be a member of the Association in future;
- when expelled on the basis of the binding decision of the Honorary Panel;
- by death;
- by termination of the Association's operation.

##### Article 21

A member will withdraw from the Association voluntary, when he/she submits to the Management Board of the Association a written statement on withdrawal.

#### (EXPULSION FROM THE ASSOCIATION)

##### Article 22

A member may be expelled from the Association based on the decision of the governing body of the Association:

- When a member severely violates duties set out in these Articles, or other by-laws of the Association,
- When a member, after two notices during one current calendar year, fails to pay a membership fee for that year,
- When a member intentionally acts against the interests of the Association, or causes damage to the Association,
- When a member is convicted by the Court for a criminal offence, which may damage the reputation of the Association.

#### (MEMBERSHIP CARD)

##### Article 23

Members will identify themselves by the Association's membership card. All members are registered in the Membership Ledger.

## IV. BODIES OF THE ASSOCIATION

### Article 24

Bodies of the Association are:

- the General Meeting,
- the Management Board,
- the Supervisory Board,
- the Honorary Panel.

The term of office of the Association's bodies is four (4) years, except for the General Meeting.

### (GENERAL MEETING)

### Article 25

The General Meeting is the highest body consisting of all members of the Association.

### (CALL OF THE GENERAL MEETING)

### Article 26

The General Meeting may be called on a regular or extraordinary basis.

Ordinary General Meetings are called by the President based on the decision of the Management Board, as a rule, at least once a year, but not later than the end of March.

Extraordinary General Meetings are called on the basis of the decision of the Management Board, Supervisory Board or on the request of one third of the Association's members, and in disciplinary matters also on the request of the Honorary Panel.

### Article 27

The Management Board shall call an extraordinary General Meeting within 30 days from the receipt of the request of one third of members of the Association. If the Management Board fails to call the General Meeting within the specified time, the General Meeting is called by the requesting party, who will prepare the necessary documentation and proposed the agenda of the meeting. The extraordinary General Meeting will decide only on the matter for which it has been called.

### Article 28

The members of the Association will be notified of the call of the General Meeting and the proposed agenda at least five days prior to the date of the session.

### (QUORUM OF THE GENERAL MEETING)

### Article 29

The General Meeting reaches a quorum when at the designated time of the commencement more than one half of all members of the Association are present.



When the General Meeting does not reach a quorum at the designated time, the beginning of the session will be postponed for 15 minutes; after that time the General Meeting reaches quorum when at least one third of all members of the Association are present.

When, after the postponement set out under the preceding paragraph, the General Meeting still fails to reach a quorum, the beginning of the session is postponed for an additional 30 minutes, and the General Meeting reaches a quorum if at that time there are at least 10 members present.

When at the designated time of the General Meeting, there are at least 10 members present, the present members may unanimously reach a decision to immediately open the General Meeting.

#### (CASTING VOTES)

##### Article 30

As a rule, votes are cast publicly; nevertheless, the members may decide at a meeting to vote by secret ballot.

Elections of the President, the Secretary, the Treasurer and members of the Management Board, Supervisory Board and Honorary Panel are, as a rule, subject to secret ballot.

##### Article 31

The General Meeting adopts decisions by a majority of present votes, if not otherwise regulated by these Articles.

##### Article 32

When the General Meeting decides on

- a change to the Articles of Association, or
- termination of the Association's operation, or
- recall of the President of the Management Board, or the entire Board,

a majority of at least two thirds of the present members of the Association is required, providing that the General Meeting is attended by at least one third of all members of the Association.

When casting votes on recall or relief of duty from the Association's body, the affected members cannot cast their votes.

The manner of casting votes is determined by the General Meeting.

#### (CONDUCT AND COURSE OF THE GENERAL MEETING)

##### Article 33

The President opens the General Meeting and acts until the election of the chairmanship, consisting of the chairman/chairwoman and two members. The General Meeting may be also conducted by the President of the Association.

The General Meeting elects a record-keeper and two certifiers of the Minutes, and if necessary also a voting and election committee, or other subsidiary bodies.

The Minutes will be the record of course of the General Meeting, signed by the chairman/chairwoman, record-keeper and two (2) certifiers.

#### (COMPETENCES OF THE GENERAL MEETING)

##### Article 34

The General Meeting:

- will confirm the agenda,
- will appoint subsidiary bodies and committees of the General Meeting,
- will adopt the plan and programme of the Association's operation,
- will adopt and amend the Articles of Association and other general by-laws of the Association,
- will adopt the financial plan and annual report of the Association,
- will appoint and recall the president, the secretary, the treasurer, members of the Management Board, members of the Supervisory Board and Honorary Panel,
- will decide on the amount of the membership fee,
- will decide on the connection, inclusion and cooperation of the Association with other related organizations, associations and societies,
- will decide on applications and claims against decisions of the Association's other subsidiary bodies,
- will decide on statutory changes of the Association,
- will decide on the purchase and sale of real estate,
- will decide on the appointment of honorary members of the Association,
- will award prizes and recognitions,
- will decide on other matters upon proposals made by the Association and subsidiary bodies in accordance with the law, these Articles and adopted decisions of the General Meeting,
- will decide on the termination of the Association's operation.

#### (MANAGEMENT BOARD)

##### Article 35

The Management Board is an executive body, performing organizational, professional, technical and administrative tasks, and conducts the operation of the Association between General Meetings in accordance with the programme and guidelines or decisions adopted at the General Meeting. The Management Board is held liable to the General Meeting.

##### Article 36

The Management Board consists of five (5) members: the President, the Secretary, the Treasurer and two members (hereinafter referred to as the Members).

The President of the Management Board is also the President of the Association and represents the Association.

#### Article 37

The term of office of the Members of the Management Board is four years, with an option of re-election. Meetings of the Management Board are opened to public.

### (OPERATION OF THE MANAGEMENT BOARD)

#### Article 38

The President of the Management Board calls regular and extraordinary meetings and meetings by correspondence. Meetings are called on his/her own initiative, or on the initiative of the members of the Management Board or the Supervisory Board. Regular meetings are called at least once a year.

The Management Board will reach a quorum if more than one half of Members are present and will make decisions by a majority of all present votes.

As a rule, the voting is public, except if the Management Board decides otherwise before each vote is held.

### (TASKS AND COMPETENCES OF THE MANAGEMENT BOARD)

#### Article 39

The Management Board:

- will call the General Meeting,
- will provide for the implementation of the Association's operation programme,
- will prepare suggestions for the Association's by-laws,
- will establish permanent and periodical Association committees and will appoint their chairmen/chairwomen,
- will prepare proposals for the financial plan and annual report,
- will manage the property of the Association and will dispose of individual parts of the property in accordance with these Articles and other applicable regulations,
- will conclude contracts,
- will keep evidence of membership and other records required by the law,
- will provide for the financial operation of the Association,
- will propose the amount of annual membership fees,
- will provide for the implementation of the General Meeting's decisions,
- will make suggestions for the incorporation of the Association's sections,
- will be responsible for any changes of the name and/or registered office of the Association,
- will implement other tasks arising from the Association's by-laws, acting under power of attorney granted by the General Meeting,
- will decide on individual matters of the Association's members, in particular on acceptance to the Association, power of attorney, or assignments, or professional

performance of specific tasks, as well as on the termination of memberships in the Association,

- will prepare reports on the Management Board's operation.

#### (ORGANIZATION OF SECTIONS)

##### Article 40

The Association may organize sections. Sections are a manner of the Association's operation organized on the basis of the interest of the Association's members. A section is organized by the Association's General Meeting based on the Management Board's suggestion. Sections are not legal entities and shall operate in accordance with these Articles of Association. Only members of the Association may be members of sections. Members of section may elect among themselves the section's president and secretary.

#### (PRESIDENT OF THE ASSOCIATION)

##### Article 41

The Association's representative is the President of the Association elected by the General Meeting. The President will represent the Association before national authorities and organizations at home and abroad. The President of the Association is at the same time the President of the Management Board. The General Meeting will elect the President for a term of office of four (4) years, with the option of re-election. The President is held liable for the operation of the Association in accordance with these Articles and legal order of the Republic of Slovenia, as well as for the financial operation of the Association. The President has the power to represent the Association in legal transactions. The President will be held liable for his/her actions to the General Meeting and the Management Board.

#### (SECRETARY GENERAL)

##### Article 42

The Secretary will do administrative tasks of the Association, will keep records of the Association, take care of coordination among the Association's subsidiary bodies and under the powers granted by the President, will act on the President's behalf in his/her absence.

#### (SUPERVISORY BOARD)

##### Article 43

The Supervisory Board consists of the President and two (2) members and two (2) deputy members, approved by the General Meeting for a term of four (4) years, with the option of re-election consecutive terms.

The President of the Supervisory Board calls and conducts the meetings of the Supervisory Board and proposes agendas. The President is held liable for his/her actions to the General Meeting, which may recall the President.

The request for recall set out under the second paragraph of this Article shall be made in writing, containing the reasons for recall, filed by the Management Board or one third of the Association's members, together with the request for the call of an extraordinary General Meeting.

(DUTIES OF THE SUPERVISORY BOARD)

Article 44

The Supervisory Board:

- will follow the operation of the Association and its subsidiary bodies,
- will supervise the financial operation of the Association,
- will supervise the implementation of regulations and other by-laws of the Association and decisions made by the Association's bodies,
- will supervise the responsible and effective use of the Association's funds,
- will supervise the implementation of duties and protection of rights of members of the Association as well as protection of the Association's interests.

The Supervisory Board meets when necessary, or at least once a year.

Article 45

The Supervisory Board is held liable to the General Meeting and will submit its assessment on the annual report, whether the business books have been kept in line with the Accounting Standards for Societies and whether any surplus of income over expenditures have been spent for the non-profit purposes of the Association.

Article 46

Members of the Supervisory Board cannot be members of the Management Board, although they have the right to participate at the Management Board's meetings, without having the right to vote at the meeting.

(HONORARY PANEL)

Article 47

The Honorary Panel consists of a president and two (2) members and two (2) substitutes elected by the General Meeting. They are appointed for a term of four (4) years. Members may be re-elected consecutive terms.

The Honorary Panel will decide on expulsions, minor offences and other disputes, as well as on imposing disciplinary measures. The Honorary Panel will make valid decisions in a panel of three members (the president and two members). The decision is reached when voted for by a majority of members.

(MINOR OFFENCES)

Article 48

Minor offences committed by members and reviewed by the Honorary Panel are:

- violation of the provisions of the Articles of Association and other general by-laws of the Association,
- unconscientious and reckless adoption and implementation of assigned duties and offices in the Association,
- lack of compliance with the decisions of the Association's bodies,
- actions which may cause damage to the Association.

(DISCIPLINARY MEASURES)

Article 49

Minor offences at the first instance will be decided upon by the Honorary Panel, handing down the following disciplinary measures to the members of the Association:

- Letter of admonition,
- Public admonition,
- Exclusion from membership.

The affected member has the right to appeal against the decision of the Honorary Panel at the General Meeting, which acts as the second instance authority.

Article 50

A candidate or a member of the Association or an employee of the Association, against whom a disciplinary measure has been passed by the Management Board in an individual matter and against the decision passed by the Honorary Panel, may file a written appeal to the General Meeting within eight (8) days following the receipt of the transcript of the subject of the disciplinary measure. The General Meeting will decide on the appeal at the next session.

**V. FINANCIAL OPERATION OF THE ASSOCIATION**

(ASSETS)

Article 51

The Association will obtain assets for operation:

- From membership fees,
- From material rights and activities of the Association,
- From gifts and bequests,
- From contributions of donors,
- From contributions of sponsors,
- From public funds,
- From other sources.

The Association will be financed from the implementation of the for-profit business activities set out under Article 9 above, in compliance with conditions regulated by the law. The Association will perform all for-profit business activities to the extent necessary to fulfil the purposes of its operation, or for the performance of non-profit business activities.

When the Association generates a surplus in earnings over expenditures, such surplus shall be used for the implementation of the purposes for which the Association was founded. The division of Association's property among the Association's members is void.

#### Article 52

The Association will dispose with funds in accordance with the programme and annual financial plan adopted by the General Meeting. Members will discuss and decide on the final annual report at each year's General Meeting. Annual report for the preceding year shall be adopted by the Association by 31 March of the current year; in the event of statutory changes or the dissolution of the Association, the General Meeting will decide within two (2) months following such change or dissolution, and shall submit the decision to the Agency of the Republic of Slovenia for Public Legal Records and Related Services.

#### (TREASURER)

#### Article 53

The Treasurer shall manage financial and inventory operation in accordance with the Rules on Financial-Inventory Operation, by which the Association establishes the manner of management and disclosure of data on financial operation of the Association in line with the Accounting Standards for Societies and the Societies Act.

The Treasurer's work is public. Each member of the Association has the right to access the financial and inventory documentation and operation of the Association. If assistance is required in financial matters, the Association may employ a financial expert in line with the effective legislation in the field of labour law.

#### (PROPERTY)

#### Article 54

The Association has movable and immovable property, which is registered in the Inventory Ledger as the property of the Association. Movable property may be purchased or sold on the basis of the Management Board's decision only. Immovable property may be purchased or sold on the basis of the General Meeting's decision only.

#### (SPONSORS AND DONORS)

#### Article 55

The Association may have sponsors or donors, who may be natural persons or legal entities that support the Association financially, or otherwise. They may be present at the meetings of the Association with no right to vote.

## **VI. AWARDS**

### **Article 56**

The Association may grant awards and recognitions to its members for their specific accomplishments in the field of court interpreting and legal translations in line with the separate Rules on Awards and Recognitions of the Association, in the form of

- a commendation,
- a badge,
- a plaque,
- an award,
- a suggestion for various state and social recognitions.

## **VII. DISSOLUTION OF THE ASSOCIATION**

### **Article 57**

The Association may be dissolved:

- Pursuant to the decision of the General Meeting with two thirds majority of members at the General Meeting,
- Pursuant to the law itself.

In the event of the dissolution of the Association, the property of the Association will be transferred to a society or other non-profit legal entity as determined in the decision on dissolution.

## **VIII. FINAL PROVISIONS**

### **Article 58**

These Articles of Association will be changed and amended in the procedure applicable to the Articles. If the Association changes the Articles of Association, its registered name or the name of its representative, the request to enter the change into the Court Register shall be filed within 30 days. The request shall include the Minutes of the General Meeting, stating the adoption of such changes. When the Articles of Association have been changed, the request shall include one copy of the adopted changes in the form of the Act or revised wording of the Articles of Association.

In line with these Articles of Association, the General Meeting will adopt other general by-laws of the Association, if required in respect to the size of the Association. This includes the Rules on Financial and Inventory Operation, adopted within 3 months of the foundation of the Association.

### **Article 59**

These Articles of Association enter into effect on the date of adoption.