

STATUTES

*The Serbian Association
of Translation Companies
(SATC)*

Article 1

SATC is a voluntary, non-governmental, independent, non-profitmaking association of Serbian companies that provide translation-related services such as translation, interpretation, revision, proofreading localisation, etc. (in the following referred to as *translation services*).

Pursuant to these statutes, SATC aims to protect and promote the translation profession in the Republic of Serbia and the joint interests of member companies.

Name of the association

Article 2

The name of the association is: **Poslovno udruženje prevodilačkih preduzeća Srbije (UPPS)**.

The English name is: ***The Serbian Association of Translation Companies (SATC)***.

The shortened name is: **UPPS Beograd**

The English shortened name is: **SATC Belgrade**

The association has its seat at: **Vrtlarska br. 35b, 11080 Zemun.**

The association carries out its activities on the territory of the Republic of Serbia and abroad.

Aims of the Association

Article 3

The objectives of the Association are to:

- Work to extend recognition and knowledge of the industry and its significance by means of information to the public, companies and authorities
- Promote greater use of professionally produced language services by the commercial and public sectors
- Act as the translation industry's spokesperson on issues of common interest to members and thus work to improve member companies' working conditions
- Monitor and influence regulations and other business and economic policy issues that affect the industry, among other things by direct talks with representatives of public institutions that are responsible for the sector
- Publish information relevant to language service provision and of professional interest to its members
- Work to maintain high professional and ethical standards within the industry
- Promote the adherence to internationally defined standards
- Promote, publish and enforce a code of conduct for its members
- Arbitrate in matters concerning members and clients.

Article 4

The Association realises its aims in the following ways:

- by implementing a programme whose purpose is to raise the level of professionalism in the translation business

- by implementing a programme whose purpose is to improve the conditions for work in the profession
- by gathering into its membership companies interested in identifying and organising the best ways of advancing the conditions for development of the profession
- by organising seminars for the education of its members and those of other organisations
- by research into methods for advancing and developing its adopted aims
- by collaboration with organisations that have similar aims
- by initiatives and suggestions aimed at implementing reforms in the area of developing conditions for performing this profession and improving the laws that regulate it.

Internal organisation

Article 5

The organisation of the Association is designed to provide conditions for systematic and effective teamwork and optimal use of all resources at the Association's disposal.

The organisational structure of the Association is proposed by the Association's Managing Board and adopted by the General Assembly.

Membership

Article 6

All legal entities may become members of the Association on the same terms, as laid out in these statutes.

The following conditions apply to candidates for membership. The candidate must:

- be an incorporated body registered in the Republic of Serbia, trading for at least three consecutive years prior to joining
- regularly pay all due taxes and other obligations resulting from its work
- operate from office premises dedicated for the purpose
- employ at least two permanent full-time members of staff occupied with translation management, of which at least one should be a qualified philologist or translator
- operate quality assurance, and project management systems
- agree to abide by the SATC Code of Conduct, its Statutes and any other rules of the association
- aspire to the highest professional standards.

Members and their owners and employees are duty bound to comply with Serbian legislation and with the provisions of these statutes and any binding regulations issued by SATC, such as general codes of conduct or codes of behaviour in specific situations.

Members must also respect and support the association's endeavours and strive to keep the association's and industry's reputation in high regard through sound business ethics in their operations.

Members may be represented within SATC by any person they authorise who is an owner or employee of the member company.

Members are entitled to refer to their membership publicly and use the SATC logo in their business materials.

Admission

Article 7

Applications for admission to SATC are made in electronic format on a prescribed form.

The application provides information relevant to the membership conditions in Article 6 of these statutes. Applicants may be required to provide evidence of the information provided.

Membership is approved by the Managing Board of SATC, whose decision is final.

Termination of membership

Article 8

Membership of SATC will cease at the mid-year or year-end after written termination from either party is submitted to the other.

The Board may give notice of termination effective at the end of the current six-month period, to member companies that are more than three months in arrears with payment of their membership dues, after a written warning. The expression 'written' in this sense includes electronic mail sent to the address given by the member as a contact address.

Members who breach, circumvent or refuse to follow these statutes, the Code of Conduct, decisions of SATC or Serbian legislation, or commit other acts detrimental to the aims of the association may have their membership terminated with immediate effect. In such circumstances, the member in question shall have the opportunity to present its case to the Managing Board before the termination takes effect.

A member whose membership is terminated under paragraph 3 of this article may not claim the return of any dues paid.

Bankruptcy is a ground for immediate termination.

Management of the Association

Article 9

Members manage the Association directly or through their representatives elected to the organs of the Association.

The organs are:

- General Assembly
- Representative – President of the Association
- Managing Board.

General Assembly

Article 10

The General Assembly is the highest organ of the Association.

All members of the Association are members of the General Assembly.

The General Assembly:

1. Adopts the plans and programme of the association

2. Adopts the statutes, and makes amendments to them
3. Elects and dismisses persons authorised to represent the Association
4. Adopts other general acts of the Association
5. Decides upon membership of the Association's organs
6. Considers and adopts the annual financial report
7. Decides upon the level of membership dues for the following year
8. Decides upon any proposals to change the organisational structure of the Association, changes in status or termination of the Association's activities
9. Decides upon any other matter falling within its competence.

A quorum consists of representatives of at least half of the members with voting rights.

The General Assembly decides by a simple majority vote among member representatives present.

For decisions on amendments to the statutes, changes of status or termination of the Association, a two-thirds majority of member representatives present is required.

Each member company has one vote.

A member company representative in possession of an original, signed power of attorney may represent one other member company in addition to their own company for voting purposes.

Voting takes place openly, but may be held in secret if so decided by a majority of member representatives present. Elections are held by secret ballot.

In the event of a tie, the Chairman has the casting vote.

Detailed regulations on the convocation of regular and extraordinary Assemblies and their conduct are contained in the Rulebook of the General Assembly.

Representative / President of the Association

Article 11

The Association has a representative who is elected by the General Assembly in accordance with these statutes and the Rulebook of the General Assembly.

The Association's representative represents the Association in accordance with the law, these statutes and guidelines established by the General Assembly.

The representative of the Association at the same time holds the post of President of the Association.

Managing Board

Article 12

The Managing Board consists of four members elected by the General Assembly. On founding of the Association it consists of the representatives of each of the founders. The Managing Board has a chairperson and three other members. The chairperson is elected by the General Assembly, and deputies by the Managing Board. The President of the Association is the chairperson of the Managing Board.

Article 13

The Managing Board of the Association:

- Proposes the programme and activities of the Association
- Prepares and proposes the annual narrative and financial reports and submits them to the General Assembly for adoption
- Monitors the implementation of the annual financial plan
- Carries out activities to implement the adopted plans of the association
- Proposes amendments to the organisational structure of the Association
- Proposes general acts to the General Assembly that lie in the competence of the General Assembly
- Adopts legal-technical general acts, decisions and operational guidelines relevant to the work of the Association
- Approves Association membership applications
- Approves the termination of membership
- Approves the procurement of equipment required for the Association's work
- Decides upon the use of resources, according to law and the financial plan
- Provides directions for the work of the representative / President of the Association
- Proposes the level of membership dues for adoption by the Assembly.

Article 14

The organisation, manner of working and decision-making of the Managing Board is regulated in detail by the Rulebook of the Managing Board.

Public nature of the work

Article 15

The work of the Association is public.

The Association's representative ensures regular information to members and the public about the work and activities of the Association, directly or through internal publications or public presentations, or other suitable means.

Annual accounts and reports on the Association's activities are submitted to members at the annual General Assembly.

Article 16

To achieve its aims, the Association takes contact and collaborates with other associations and organisations at home and abroad.

The Association may become a member of international associations working in the same or similar fields, or other associations if this is in accordance with the aims of the Association, as decided by the General Assembly.

Article 17

The Association acquires resources from membership dues, donations, gifts, financial subsidies, seminar fees, and other types of financing in accordance with the law.

Any profit realised by possible commercial or other activity may be used exclusively to achieve the aims of the association, including the costs of the regular work of the Association and its contributions to the implementation of agreed projects.

Commercial activity

Article 18

The Association may perform commercial activity from which it realises revenue.

The Association may only commence such work after registration in the register of business entities.

Changes of status

Article 19

The Association may make changes to its status, understood as changes to the legal status of the Association undertaken on the basis of a decision by the General Assembly.

Changes in status are mergers, amalgamation or division of the Association.

The association may not change legal form to the form of a business entity.

Termination of the Association's work

Article 20

The Association may terminate its work by decision of the General Assembly, when conditions for achieving the aims of the Association no longer exist, and in other circumstances prescribed by the law.

Article 21

In the case of termination of its work, the assets of the Association are transferred in accordance with the provisions of Article 42 paragraph 1 of the Law on Associations.

Stamp

Article 22

The Association has a round stamp in whose top half is written: **ПОСЛОВНО УДРУЖЕЊЕ ПРЕВОДИЛАЧКИХ ПРЕДУЗЕЋА СРБИЈЕ**, and in the bottom half: ***Serbian Association of Translation Companies***, and in the middle: **Београд- Belgrade**

Article 23

Any issues not regulated by these statutes are regulated by the Law on Associations.

Chairperson of the Association general Assembly

John David Lythgoe