

## **Guidelines for the establishment of FIT Regional Centres and for FIT Regional Centre activities**

*Text adopted by the FIT Council in Geneva (April 1998).*

These guidelines have been drawn up in an effort to promote the establishment and existence of FIT Regional Centres to meet the needs of translators' associations in specific regions. FIT Regional Centres may be established when and where the circumstances are appropriate for so doing. Duplication of the work of existing FIT committees should be avoided. The Regional Centres are encouraged to participate in FIT committees.

**DEFINITIONS:** A FIT Regional Centre is a regional organization governed by a General Assembly which adopts Regulations and elects a Steering Committee which, in turn, elects a Chairperson.

### **1. MISSION STATEMENT**

The primary mission of FIT Regional Centres shall be to serve the interests of FIT members in a given region in an effort to facilitate, promote and support the aims and efforts of FIT as a whole. The catchment area of each Regional Centre shall be determined by the FIT Council in consultation with the FIT Members that have their registered offices within the region in question.

### **2. MEMBERSHIP**

Any FIT Member in good standing that has its registered office in an area covered by a FIT Regional Centre shall be entitled to be a member of the appropriate Regional Centre.

FIT Members (regular members or associate members) that belong to a Regional Centre shall enjoy the same membership status, inherent rights and obligations in the Regional Centre as in FIT. Candidate members shall not be entitled to vote.

Pursuant to the FIT objective stated in Section 4c of these Guidelines, where appropriate, Observer status <sup>[1]</sup> with FIT Regional Centres may be open to relevant non-FIT members until the next FIT World Congress. At the end of the observation period, Observer organizations must either apply for FIT membership or discontinue their association with the Regional Centre.

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<sup>[1]</sup> *The Steering Committee of the Regional Centre concerned shall decide who may be an observer.*

### **3. STRUCTURE**

The General Assembly shall be the supreme governing body of a Regional Centre. The General Assembly of a Regional Centre shall elect a Steering Committee from among the representatives appointed by FIT members in the Regional Centre in question. The Steering Committee shall elect a Chairperson and other officers, as required by the Regulations. The Chairperson shall act as spokesperson for the Regional Centre in question, and be responsible, *inter alia*, for submitting the Regional Centre's election results to the FIT Council for ratification..

The specific organizational structure of FIT Regional Centres may vary, depending on the number, categories and circumstances of their members.

Each Regional Centre shall adopt Regulations at a General Assembly open to all members. A Regional Centre's Regulations may not contain provisions that contravene or are inconsistent with FIT's Objectives, By-laws or Rules of Procedure. Regional Centre Regulations are subject to ratification by the FIT Council to ensure compliance with FIT Objectives, By-laws and Rules of Procedure.

### **4. OBJECTIVES**

The FIT Regional Centres shall, *inter alia*:

- a) draw up their own specific mission statements;
- b) promote any and all FIT activities aimed at improving the legal and professional status of translators, as well as their working conditions, within the region in question;
- c) foster the creation of new professional translators' associations within the region in question;
- d) encourage and facilitate bilateral and multilateral cooperation between and among translators' associations within the region in question;
- e) act as a liaison body between the translators' associations in the region in question and the FIT Executive Committee and Council, that is, ensure a free flow of information in both directions and coordinate any collective measures taken at the regional level;
- f) ensure that any and all Regional Centre activities are in the best interest of FIT as a whole;
- g) and cooperate with the appropriate FIT committees on specific problems pertaining to the profession by providing insight into said problems from a regional perspective.

### **5. AUTHORITY AND SPHERE OF RESPONSIBILITY**

Steering Committees of Regional Centres shall draw up action plans in keeping with the issues specific to their regions.

Steering Committees of Regional Centres shall have the right to convene meetings within the region in question in order to plan and take concerted initiatives and/or to discuss issues specific to the region. When deemed necessary, Steering Committees shall refer questions to the appropriate FIT authorities for due consideration and/or decision.

All Regional Centre activities shall be subject to and governed by the rules and regulations that apply to FIT activities at any given time. Regional Centres shall be entitled to take and implement decisions, provided the consequences are limited to the region in question.

It shall be incumbent upon the Chairperson of each Regional Centre to keep the FIT Secretariat/Executive Committee apprised of any and all activities within his or her specific region. Regional Centres shall submit activity reports to each annual meeting of the FIT Council and to FIT Statutory Congresses.

## **6. FINANCES**

Regional Centres shall be responsible for their own financing.

Regional Centres may levy dues on members and/or solicit contributions from external sources. Regional Centres may also earn operating funds by organizing events. Regional Centres shall submit a financial statement to the FIT Treasurer following the end of each calendar year.

## **7. DISPUTES**

Should a Regional Centre become embroiled in a dispute which it cannot resolve by itself, a third party, designated by the FIT Executive Committee and endowed with a precise mandate, shall be responsible for settling the dispute.

## **8. DISSOLUTION**

In the event that:

- a) a Regional Centre has not been active for three years, or during the period between two FIT World Congresses,
- b) a Regional Centre deems it necessary to dissolve itself,
- c) the FIT Council deems it necessary to dissolve a Regional Centre,

the FIT Council may dissolve that Regional Centre. FIT shall not be responsible for any outstanding debts or obligations incumbent upon said Regional Centre. Any remaining assets shall revert to the central FIT accounts and be earmarked for future FIT activities in the region in question.