

UIA ARTICLES AND BYLAWS

PREAMBLE

ARTICLES

BYLAWS

APPENDICES

(Original text: English)

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PREAMBLE

PREAMBLE ADOPTED IN LAUSANNE, 1948

On June 28, 1948, in Lausanne, the International Union of Architects was founded by architect delegates from 27 countries. A preliminary declaration was unanimously adopted, and stated the desire of architects to unite across political, economic and aesthetic frontiers in a federation of their national organisations.

THE INTERNATIONAL UNION OF ARCHITECTS,

by facilitating and furthering free contact between architects, irrespective of nationality, race, religion, professional training and architectural doctrines, has as its purpose and intent the creation among them of relations of friendship, understanding and mutual esteem, to enable them to compare their ideas and concepts, profit by their mutual experiences, broaden their knowledge and enrich each other through differences existing between them.

They shall thereby be in a position to participate more effectively in the improvement of man's living conditions by the reconstruction of devastated cities and villages, the elimination of slums, the advancement of less developed regions, and the raising of housing standards by making their contribution to a better understanding between men and peoples by continually striving for the fulfilment of their aspirations for material and spiritual well-being; in collaboration with the other professional and cultural international organisations, they are resolved to contribute to the progress of human society and to the strengthening of peace.

ADDENDUM TO THE PREAMBLE, ADOPTED IN CAIRO, 1985

The Preamble can have meaning only in a world with peace among nations. The greatest obligation of governments in relation to humanity is the preservation of peace as the basis for realising the needs and ambitions of people throughout the world. Governments should stop production for war and use their resources for improvement of conditions for all humanity.

ARTICLES

ARTICLE 1

AIMS OF THE UNION

THE INTERNATIONAL UNION OF ARCHITECTS aims:

- 1.1 to unite, on a democratic basis, the architects of the entire world and to strengthen the bonds of friendship as well as the intellectual, artistic, scientific, and professional ties between the architects of all countries;
- 1.2 to maintain unrestricted contact between the architects of all countries irrespective of national and political frontiers and constantly work to improve the communication of information on UIA activities and studies to UIA headquarters, and between UIA headquarters and Member Sections, in order to assist architects around the world directly in their work;
- 1.3 to represent the profession at an international level, and, where appropriate, to formulate official statements for consideration by international organisations and governments; to assist international organisations in their activities in so far as these involve the function of the architect;
- 1.4 to maintain public confidence in the integrity and the ability of architects by demanding that Member Sections of the Union ask their architects to act with the highest moral and professional standards;
- 1.5 to develop progressive ideas in the fields of architecture, town-planning, and the built environment, as well as their practical application for the welfare of the community;
- 1.6 to define and re-define, whenever necessary, the role of the architect in a changing world;
- 1.7 to encourage the association of architects with other disciplines, professions, and interests involved in building and planning in highly technical fields, and to stress the value of the work of the architect;
- 1.8 to encourage all actions aimed at raising awareness of space and three-dimensional form at all stages of general education and to promote all means to this end;
- 1.9 to highlight the role and identity of the architect in the contexts of quality, sustainability, and cultural and community values, in relation to the public, and to public and semi-public authorities, emphasising the holistic nature of architecture and urban design;
- 1.10 to give all possible support to architectural organisations in all countries, particularly with regard to defining the conditions under which architects can properly carry out their role in its many forms, and in establishing codes of professional practice and architectural education;
- 1.11 to work towards the establishment of internationally accepted and recognised standards of competence to practice and mutual recognition of qualifications, and to encourage in each

country the protection of the rights and status of the architect and the recognition of the architect's role in society;

- 1.12 to promote and encourage the development of architectural education in all its aspects and facilitate international exchange and cooperation amongst architects, researchers, teachers, students, and other related professions.

ARTICLE 2

MEMBERSHIP

- 2.1 The Union is composed only of professional bodies, hereafter referred to as UIA Members, as defined in the Bylaws. UIA Members may be either MEMBER SECTIONS, TEMPORARY MEMBERS, ASSOCIATE MEMBERS, or INACTIVE MEMBERS.
- 2.2 UIA Members shall be representative of the interests of the majority of professionally qualified architects residing and practising in the country, group of countries (as defined in Bylaw II.3), or territory that they represent. When architects are represented by a body that groups together representatives of several professions, architects must have within this body, as far as relations with the UIA are concerned, freedom of decision in matters pertaining to architecture and the UIA.
- 2.3 Only one UIA Member may represent the architects of a country, group of countries, or territory. cf. Bylaw I.
- 2.4 All UIA Members shall have complete freedom with regard to their own internal organisation and administration.
- 2.5 The Union has no individual members, life members, or honorary members.
- 2.6 All architects represented by a UIA Member are entitled to the services of the Union and may participate in its organised activities, as described in the Bylaws, according to the membership status of their country within the UIA.
- 2.7 All applications for admission to the Union shall be dealt with as provided for in the Bylaws.
- 2.8 All UIA Members shall have the rights and duties described in these Articles and Bylaws.

ARTICLE 3

HEADQUARTERS

- 3.1 The statutory headquarters of the Union are in Paris.

ARTICLE 4

LANGUAGES

- 4.1 The official languages of the Union are English, French, Russian, and Spanish.

- 4.2 The working languages of the Union are English and French.
- 4.3 Other languages may be used as provided for in the Bylaws.
- 4.4 In all documents produced by the Union, the language of origin shall take precedence.

ARTICLE 5

FINANCES

- 5.1 The funds of the Union shall consist of the membership fees paid by Members; donations, legacies, sponsorships, and subsidies accepted by the Council; and revenue derived from Union activities.

ARTICLE 6

GOVERNING BODIES

- 6.1 The governing bodies of the Union are, in order of precedence:
- a) the Assembly
 - b) the Council
 - c) the Bureau

ARTICLE 7

THE ASSEMBLY

- 7.1 The Assembly is the supreme body of the UIA and is composed of delegates from the UIA Member Sections together with the members of Council. The number of delegates shall be determined in accordance with the conditions laid down in the Bylaws. The observers from Temporary, Associate, and Inactive Members may participate in meetings of the Assembly, but their rights shall be limited to those defined in the Bylaws.

Members of Council other than the President, the Immediate Past President, the Secretary General, and the Treasurer may be delegates of their Member Sections. If they are not delegates they may speak but not vote.

- 7.2 The Assembly shall hold an Ordinary Meeting about once every three years to:
- 7.2.1 Receive a report or reports on the activities of the Union since the previous Assembly.
 - 7.2.2 Approve or reject, in accordance with these Articles and Bylaws, decisions or resolutions proposed to the Assembly by the Council or other subordinate bodies of the Union.
 - 7.2.3 Determine the general policy of the Union for the following three years.
 - 7.2.4 Approve or reject the admission, re-admission, or expulsion of Members, as provided for in these Articles and Bylaws.
 - 7.2.5 Determine the basis of calculation for the membership fees to be paid by Member Sections.
 - 7.2.6 Determine the overall budget of the Union for the following three years.
 - 7.2.7 Determine the venues of Assemblies and Congresses, as provided for in these Articles and Bylaws.
 - 7.2.8 Elect the President, Secretary General, Treasurer, Vice-Presidents, and Members of Council.

- 7.2.9 Decide on any other matters included in the agenda or accepted by the Assembly for urgent consideration according to Bylaw XIII.8.
- 7.3 Extraordinary meetings of the Assembly may be held as provided for in the Bylaws.
- 7.4 When, for any reason, the Assembly cannot meet at the place and/or on the date fixed by a previous Assembly, then it shall meet with a minimum delay, at such place and on such date as the Council may decide.
- 7.5 If the Assembly is postponed for any reason, the Council most recently elected shall remain in office until the Assembly next meets, and the postponement of the Assembly shall not invalidate any decisions or actions taken by the Council or Bureau in accordance with these Articles and Bylaws.

ARTICLE 8

THE COUNCIL

- 8.1 The Council is composed of the President, the Immediate Past President, the Secretary General, the Treasurer, a Vice-President from each Region, and four Council Members from each Region.
- 8.2 Any one Member Section may only be represented on Council by one Vice-President or Member of Council at a time.
- 8.3 Between meetings of the Assembly, the Council is responsible for managing and directing the affairs of the Union; it shall exercise all powers of the Union except those required by these Articles and Bylaws to be exercised by the Assembly.
- 8.4 The Council may regulate its own proceedings by standing order or otherwise as it sees fit and any act or proceeding of the Council shall not be invalidated by any vacancy in the Council, provided always that the number of Council members present is not less than one half of the full number prescribed by these Articles and Bylaws.
- 8.5 The Council shall meet at least once every twelve months to carry out its functions under these Articles and Bylaws.
- 8.6 The Council members are elected in accordance with the Articles and Bylaws.
- 8.7 The Immediate Past President shall be an ex-officio member of the Council and the Bureau.
- 8.8 Past Presidents, when they have completed their term of office as Immediate Past President, will be invited to Council meetings and UIA Congresses and Assemblies. They may speak but not vote.

ARTICLE 9

THE BUREAU

- 9.1 The Bureau is composed of the President, the Immediate Past President, the Secretary General, the Treasurer, and a Vice-President from each Region.
- 9.2 In the interval between two Council meetings, the executive functions of the Council shall be performed by the Bureau.
- 9.3 The President, the Immediate Past President, the Secretary General, and the Treasurer do not represent either a Region or a UIA Member Section. In carrying out their duties they shall conduct the affairs of the Union in a manner consistent with the international character of the offices they hold.
- 9.4 The President, the Immediate Past President, the Secretary General, and the Treasurer may not accept instructions from any Member Section or authority outside the Union.

ARTICLE 10

THE PRESIDENT

- 10.1 The President of the Union is elected for a term of office as provided for in Article 16.1 and is not eligible for immediate re-election.
- 10.2 The President represents the Union. The Articles and Bylaws define the functions of the President.

ARTICLE 11

THE VICE-PRESIDENTS

- 11.1 The Vice-Presidents are elected for a term of office as defined in Article 16.1. They are eligible for re-election only once.
- 11.2 The Articles and Bylaws define the functions of the Vice-Presidents.

ARTICLE 12

THE SECRETARY GENERAL

- 12.1 The Secretary General is elected for a term of office as defined in Article 16.1 and is eligible for re-election only once.
- 12.2 The Articles and Bylaws define the functions of the Secretary General.

ARTICLE 13

THE TREASURER

- 13.1 The Treasurer is elected for a term of office as defined in Article 16.1 and is eligible for re-election only once.
- 13.2 The Articles and Bylaws define the functions of the Treasurer.

ARTICLE 14

MEMBERS OF COUNCIL

- 14.1 The Members of Council are elected for a term of office as defined in Article 16.1 and are eligible for re-election only twice.
- 14.2 Their functions are defined by the Articles and Bylaws.
- 14.3 Members of Council represent their Region and not their Member Section.

ARTICLE 15

THE HONORARY PRESIDENT

- 15.1 A person may be elected Honorary President of the Union for life, in recognition of outstanding and exceptional services to the Union. There shall be only one Honorary President at a time.
- 15.2 Candidates for the post of Honorary President shall be nominated by the Council. To be elected Honorary President, a candidate must obtain a 3/4 majority of the votes cast by Member Sections at an Assembly. Voting shall be by secret ballot.
- 15.3 The Honorary President shall receive the documents circulated to the Assembly and the Council and shall be entitled to attend and to speak at meetings of the Assembly and Council.
- 15.4 The Honorary President shall have no vote either at meetings of the Assembly or the Council.

ARTICLE 16

TERMS OF OFFICE

- 16.1 The mandates of the members of Council shall commence at the end of the Assembly at which they are elected and shall continue until the end of the next Assembly.
- 16.2 When an Assembly is held immediately prior to a Congress, the out-going Council shall remain in office until the Congress ends.

ARTICLE 17

VOTING

- 17.1 For decisions of the Assembly, the Council, and the Bureau to be valid, they must obtain the approval of a simple majority of those voting, except where other specifications are laid out in these Articles and Bylaws (cf. Appendix I).
- 17.2 In exceptional cases, the Bureau and Council may vote by postal or other appropriate ballot, as provided for in the Bylaws.

ARTICLE 18

CHANGES IN THE ARTICLES AND BYLAWS

- 18.1 Proposals for amending the present Articles and Bylaws may be submitted by one or more Member Sections or by the Council. They must be filed with the General Secretariat at least 150 days before the meeting of the Assembly convened to discuss them. The proposed changes and any relevant comments and information must be dispatched to all Member Sections by the General Secretariat at least 90 days before the meeting of the Assembly, and placed on the agenda of the latter.

- 18.2 All amendments to the Articles presented in accordance with Article 18.1 must be adopted by the Assembly by a 3/4 majority of those voting.
- 18.3 All amendments to the Bylaws presented in accordance with Article 18.1 must be adopted by the Assembly by a simple majority of those voting.
- 18.4 While the Assembly has the right to amend certain provisions of these Articles and Bylaws under the conditions defined in the texts in force, it may not infringe on these provisions as long as they are in force.

ARTICLE 19

RESIGNATIONS

- 19.1 Should a Member wish to resign from the Union, it must so inform the Secretary General, who shall immediately inform the Council. The Council shall accept the resignation except where the Member's fee payments are in arrears at the date of resignation. On acceptance of their resignation, the Member shall cease to be entitled to the services of the Union or to participate in its activities, and shall no longer have the right to be represented on the Council or in the Assembly.

ARTICLE 20

INACTIVE MEMBERS AND EXPULSION

- 20.1 The non-payment of membership fees for three consecutive years shall entail the ipso facto transfer of a Member Section to the status of Inactive Member. This change in status shall be confirmed by Council at its next meeting. The Member Section shall be informed immediately and the Assembly shall be informed at its next meeting. An organisation cannot hold the status of Inactive Member for more than six (6) years.
- 20.2 Members who do not observe or comply with any provision of these Articles and Bylaws may be expelled from the Union by decision of the Assembly, taken by a 3/4 majority of those voting. This decision is without appeal.

ARTICLE 21

RE-INSTATEMENT AND RE-ADMISSION

- 21.1 A Member that has resigned under the provisions of Article 19 may be re-admitted to membership of the Union by Council provided that:
- 21.1.1 The Council is satisfied that it still fulfils the requirements of Article 2.2.
- 21.1.2 The Member in question pays its first year's membership fee in advance.
- 21.2 Where an Inactive Member or a Member who has been expelled under Article 20 applies for re-instatement or re-admission, Council may re-instate or re-admit the Member provided that:

- 21.2.1 Council is satisfied that it still fulfils the requirements of Article 2.2.
- 21.2.2 The Member in question pays an entry fee equalling one year's membership fee plus the first year's membership fee in advance.
- 21.3 The Council shall advise the Assembly at its next meeting of Members that have been re-admitted under this Article. Such Members shall be entitled to participate in all the activities of the Union immediately on re-admission except that they may not put forward a candidate for a seat on Council at the Assembly following their re-admission.

ARTICLE 22

DISSOLUTION

- 22.1 The dissolution of the Union may be agreed by the Assembly, by a 3/4 majority of the votes of all the Member Sections.
- 22.2 All proposals for dissolution must be sent to the Secretary General at least 150 days before the Assembly meets.
- 22.3 If the Assembly fails to meet for six consecutive years, although it has been convened and world conditions permit such a meeting, the Union shall be declared dissolved and the President, or failing him, the Secretary General, shall be entrusted with its dissolution.

ARTICLE 23

BYLAWS

- 23.1 Detailed rules governing the organisation and activities of the Union which are not laid down in the present Articles shall be laid down in the Bylaws and must be adopted, or may be amended, by the Assembly.

ARTICLE 24

ACTIVITIES OF THE UNION

- 24.1 The Union may undertake any activities which further its aims.
- 24.2 Council may from time to time publish regulations governing the organisation of such activities.

ARTICLE 25

LEGAL STATUS OF THE UIA

- 25.1 The UIA was created, and is governed, by the French law of 1901 concerning non-profit associations.

BYLAWS

I. MEMBERS

- I.1 The Members of the Union are: The Member Sections that participated in the constituent Assembly of the UIA at Lausanne, June 26-28, 1948, and those Members which have subsequently been admitted to the Union.
- I.2 Members may be: MEMBER SECTIONS, TEMPORARY MEMBERS, ASSOCIATE MEMBERS, or INACTIVE MEMBERS.

II. MEMBER SECTIONS

- II.1 Member Sections shall be an existing professional body which meets the requirements of Article 2.2, an ad hoc representative organisation deriving from that body, or an organisation which brings together, for the purpose of international relations, a number of professional bodies which together meet the requirements of Article 2.2. Member Sections shall include or represent not less than 50 architects.
- II.2 Member Sections representing a country must comply with Bylaw II.1 and Article 2.2.
- II.3 Member Sections representing a group of countries must comply with Bylaw II.1 and Article 2.2 and may be constituted as follows:
 - II.3.1 By professional bodies from several countries that form a geographical unit, each of which has an insufficient number of architects to establish a Member Section.
 - II.3.2 By professional bodies from several countries that form a geographical unit, some of which have an insufficient number of architects to establish a Member Section.
 - II.3.3 By professional bodies from several countries that fulfil the requirements for application as individual Member Sections but prefer to join as a group of countries with common representation in the Union.
- II.4 Member Sections representing a territory shall comply with Bylaw II.1 and Article 2.2. A territory shall be a dependency, region, jurisdiction, or part of a confederation with an organised government, not necessarily admitted to membership of the United Nations. No territory shall be admitted to membership without the agreement of the Member that previously represented it in the Union and without obtaining a 3/4 majority of those voting in the Assembly.

III. TEMPORARY MEMBERS

In any country, group of countries, or territory where the total number of architects is less than 50, or where no single professional body exists which meets the requirements of Article 2.2, or where such bodies as do exist are not prepared to come together as provided for in Bylaw II.1, then the body which

appears to the UIA to be best equipped to ensure an effective relationship between architects, the architectural authority of the country in question, and the UIA may be admitted as a Temporary Member until such time as conditions permitting the establishment of a Member Section are fulfilled.

IV. ASSOCIATE MEMBERS

Organisations of an international nature which bring together, with architects, representatives of other disciplines who have a related professional interest may be admitted as Associate Members.

V. INACTIVE MEMBERS

Member Sections with three years arrears in their membership fees will be transferred to the status of Inactive Member by the Council.

VI. RIGHTS AND DUTIES OF MEMBERS

VI.1 MEMBER SECTIONS

VI.1.1 May participate in all activities of the Union as set out in these Articles and Bylaws.

VI.1.2 Only Member Sections have the right to appoint delegates to the Assembly. These delegates have the right to speak and to vote. (cf Bylaw XIII points 1 and 2)

VI.1.3 Member Sections may propose candidates for election to Council and may have candidates from their organisation elected to Council.

VI.1.4 Member Sections may propose amendments to the Articles and Bylaws.

VI.1.5 Member Sections shall benefit in full from the UIA information service.

VI.1.6 Member Sections must pay an annual membership fee to the Union. (cf Bylaw XI)

VI.2 TEMPORARY AND ASSOCIATE MEMBERS

VI.2.1 Temporary and Associate Members may participate in all the activities of the Union within the limits set out in these Articles and Bylaws.

VI.2.2 Each Temporary or Associate Member may be represented at the Assembly by an observer who shall have the right to speak, but not to vote.

VI.2.3 Temporary and Associate Members may not propose candidates for election to Council nor may they have a candidate from their organisation elected to Council.

VI.2.4 Temporary and Associate Members may not propose amendments to the Articles and Bylaws.

VI.2.5 Temporary and Associate Members shall benefit in full from the UIA information service.

VI.2.6 Temporary and Associate Members may be required to pay an annual membership fee to the Union. (cf Bylaw XI)

VI.3 INACTIVE MEMBERS

- VI.3.1 Inactive Members may send an observer to the Assembly. This observer may not speak unless permission is granted by the President and shall not have the right to vote.
- VI.3.2 Inactive Members' observers may neither propose nor support motions for discussion during Assemblies.
- VI.3.3 Inactive Members may not nominate candidates for Council nor be represented on Council.
- VI.3.4 Inactive Members may continue to be represented in UIA Working Bodies.
- VI.3.5 Inactive Members will not receive information from the General Secretariat, with the exception of the Newsletter (1 copy).

VII. ADMISSION OF NEW MEMBERS

VII.1 MEMBER SECTIONS

- VII.1.1 Any professional organisation wishing to join the Union must submit a written application to the Secretary General who shall ascertain if the applicant meets all the requirements of these Articles and Bylaws.
- VII.1.2 The Secretary General shall report to Council on matters set out in Bylaw VII.1.1. The eligibility of a new Member Section must be approved by a 3/4 majority of those present and voting at a Council Meeting. In the case of the rejection of an application, an appeal against the decision may be made to the Assembly.
- VII.1.3 Where Council approves an application, the applicant shall be deemed to be provisionally admitted, pending ratification of Council's decision by the Assembly, and shall enjoy all the rights of a Member Section except the right to vote in the Assembly and as herein provided. As soon as their admission is ratified by the Assembly, new Member Sections will have the right to vote at the Assembly but will only be eligible for election to Council at the following Assembly.
- VII.1.4 The Assembly shall ratify the admission of new Member Sections whose eligibility has been approved by the Council since the last meeting of the Assembly, unless a motion to ratify is defeated by a 3/4 majority of those voting. In the case of a Member Section representing a territory, the Assembly must ratify Council's recommendation by a 3/4 majority of those voting.

VII.2 TEMPORARY MEMBERS

- VII.2.1 Any professional organisation wishing to join the Union as a Temporary Member shall make a written application to the Secretary General who shall

ascertain if the applicant meets all the requirements of these Articles and Bylaws.

VII.2.2 The Secretary General shall report on the matters set out in Bylaw VII.2.1 to Council. The eligibility of a new Temporary Member must be approved by a 3/4 majority of those present and voting at a Council meeting. In the case of rejection of an application, an appeal against the decision may be made to the Assembly.

VII.2.3 Where Council approves an application, the applicant shall be deemed to be provisionally admitted, pending ratification of Council's decision by the Assembly, and shall enjoy all the rights of a Temporary Member, except as herein provided.

VII.2.4 A motion to ratify the admission of a new Temporary Member, whose eligibility has been approved by Council since the last meeting of the Assembly, shall require the approval of a 3/4 majority of those voting at the Assembly.

VII.3 ASSOCIATE MEMBERS

VII.3.1 Any professional organisation wishing to join the Union as an Associate Member shall make a written application to the Secretary General who shall ascertain if the applicant meets all the requirements of these Articles and Bylaws.

VII.3.2 The Secretary General shall report on the matters set out in Bylaw VII.3.1 to Council. The eligibility of a new Associate Member must be approved by a 3/4 majority of those present and voting at a Council meeting. In the case of the rejection of an application, an appeal against the decision may be made to the Assembly. To be valid, the decision of the Assembly must obtain a 3/4 majority of votes cast.

VII.3.3 Where Council approves an application, the applicant shall be deemed to be provisionally admitted, pending ratification of Council's decision by the Assembly, and shall enjoy all the rights of an Associate Member except as herein provided.

VII.3.4 A motion to ratify the admission of new Associate Members, whose eligibility has been agreed by Council since the last meeting of the Assembly, shall require the approval of a 3/4 majority of those voting at the Assembly.

VIII. CHANGES IN STATUS OF MEMBERS

VIII.1 All UIA Members shall keep the Secretary General informed of any changes within their organisation that may effect its membership status.

VIII.2 If a Member or an applicant Member is challenged by another applicant or applicants from the same country, group of countries, or territory wishing to participate in UIA activities as a Member, then:

- VIII.2.1 The Secretary General shall write to each body and shall invite them to come together and form an ad hoc, representative body, as provided for in Bylaw II.1.
- VIII.2.2 If one or more organisations refuse to join such an ad hoc body, Council shall investigate all the bodies wishing to become a UIA Member and shall choose the body that, in the opinion of the Council, best complies with these Articles and Bylaws. Council shall then invite each organisation to agree with its choice.
- VIII.2.3 If one or more organisations disagree with Council's choice, then the matter shall be referred to the Assembly. The decision of the Assembly shall be final.

IX. LANGUAGES FOR CORRESPONDENCE AND DOCUMENTATION

- IX.1 The correspondence of the Secretariat shall be conducted in one of the working languages of the Union. At the discretion of the Secretary General, additional languages may be used.
- IX.2 For Congresses, the basic documents shall be made available in the official languages of the Union. Other languages may also be used.
- IX.3 For Assemblies and Council sessions, the minutes and reports shall be made available in the working languages of the Union.
- IX.4 For all other meetings, it may be appropriate to make documents available in one or more languages other than a working language, provided that the minutes are supplied in one of the working languages. In the event of a difference of opinion, the President of the Union and the host Member Section shall decide.
- IX.5 These documents may be translated into other languages, under the responsibility and at the expense of one of the Member Sections.

X. LANGUAGES FOR MEETINGS

- X.1 For all Congresses and meetings of the Assembly, simultaneous translation shall be provided for the official languages of the Union by the organising body or Member Section.
- X.2 For meetings of the Bureau and Council, simultaneous translation shall be provided for the official languages of the Union in so far as is necessary. In all circumstances, simultaneous translation of both working languages must be provided.
- X.3 For all other meetings it may be appropriate to use one or more languages other than the official languages, provided a working language is available if required.

In the event of a difference of opinion, the President of the Union and the host Member Section shall decide.

Where more than three languages are used at any meeting, simultaneous translation may be appropriate.

XI. FINANCES

- XI.1 The financial year of the Union is from January 1 to December 31. All Union membership fees are due on January 1st of each year.
- XI.2 The draft triennial budget, approved by the Council, must be presented by the Treasurer to the Member Sections at least ninety (90) days before the Assembly meets.
- XI.3 The draft triennial budget and the detailed draft budget must be presented by the Treasurer to the members of Council at least thirty (30) days before the meeting at which the budget will be discussed and approved by the Council.
- XI.4 Each year the Treasurer shall present the audited accounts of the previous year to the Council for approval.
- XI.5 The basis of calculation of the membership fees to be paid by Member Sections is determined by the Assembly.
- XI.6 The membership fees to be paid by Temporary and Associate Members are determined by the Treasurer and approved by the Council.
- XI.7 In the event of urgent need, the Bureau may decide to levy a special fee not exceeding one fifth of the annual membership fees approved by the Assembly.
- XI.8 Each new Member Section shall pay the equivalent of one year's membership fee as an entrance fee. This entrance fee must be paid at the time of application for membership. It will be returned if the application is rejected.
- XI.9 The current year's membership fee is due if the eligibility of a Member Section is agreed by the Council.
- XI.10 Any Member Section that is two years in arrears in its membership fees shall forfeit the right to the services, publications, and communications of the Union, other than the communications in connection with the Assembly. Their delegates may speak but not vote at the Assembly.
- XI.11 Any Member Section that is three years in arrears in its membership fees will be transferred to the status of Inactive Member. (cf. Article 20.1 and Bylaw VI.3)
- XI.12 Any Member Section whose membership fees, including arrears and the membership fee for the year in which the Assembly takes place, have not been deposited in the Union bank account, and cleared, one (1) day before the Assembly loses its right to vote.
- XI.13 Any Member Section whose membership fees, including arrears and the membership fee for the year in which the Assembly takes place, have not been deposited in the Union bank account, and cleared, ninety (90) days before the Assembly loses the right to have one of its members run for election to any post.
- XI.14 No debt may be simply cancelled unless a motion to this effect is proposed by Council and adopted by a 3/4 majority of those voting in the Assembly.

- XI.15 The Union's funds may only be used in accordance with the approved budget. Any expenditure that has not been anticipated and that exceeds the budget by 10% must be approved by the Council.
- XI.16 Since the duties of the Union are honorary, the travel and subsistence expenses of the President, the Secretary General, the Treasurer, and their assistants or representatives are, whenever possible, met by the Union if the journey is made at the request of or on behalf of the Union, provided provision has been made for such expenses in the budget.
- XI.17 Council may at its sole discretion relax the provisions of Bylaws XI.10 and XI.11 if it has proof that a Member Section has difficulty transferring funds into the Union account due to government regulations or extreme circumstances.
- XI.18 In special circumstances, the Secretary General and/or Treasurer shall have the authority to open a bank account in any country on behalf of the Union, upon authorisation from the Bureau.
- XI.19 The Council, on advice from the Treasurer, may decide on the application of a percentage reduction/increase in membership fees for early/late payment.

XII. THE REGIONS

- XII.1 The Regions have been created to permit effective and practical cooperation among Members, bearing in mind geographical and cultural considerations.
- XII.2 The Regions may be re-defined in number or composition by the Assembly, on a proposal by the Council.
- XII.3 There are five Regions as follows:

Region 1: Western Europe
Region 2: Central and Eastern Europe and the Middle East
Region 3: the Americas
Region 4: Asia and Oceania
Region 5: Africa
- XII.4 The Members in each Region are encouraged to work together in an informal manner, under the guidance of the Vice-President and Council Members from the Region.

XIII. THE ASSEMBLY

- XIII.1 Each Member Section is represented at the Assembly by the requisite number of delegates. The number of delegates from each Member Section shall be determined on the basis of the most recent matrix adopted by the Assembly.
- XIII.2 Only delegates have the right to vote in the Assembly. Each delegate has one vote. An accredited delegate may vote on behalf of one or more absent delegates of his Member Section. In no case may a delegate from one Member Section represent another Member Section, or vote on its behalf.

- XIII.3 Subject to Article 7.4, the Assembly shall normally establish the place of its meetings six years in advance. These meetings shall be held in conjunction with a Congress of the Union. In general, the Congress shall precede the Assembly.
- XIII.4 The Secretary General shall circulate the agenda and, as far as possible, the principle documents to all Member Sections at least ninety (90) days before the date fixed for the meeting of the Assembly.
- XIII.5 Extraordinary sessions of the Assembly are convened by the President, through the Secretary General, at the request of the Council or at least one third of all Member Sections. Notice of such sessions must be given by registered letter at least sixty (60) days before the appointed date. This letter shall indicate the agenda and, as far as possible, shall include the principle documents.
- XIII.6 The Assembly is presided over by the President of the Union, assisted by the Vice-Presidents.
- XIII.7 The President, the Immediate Past President, the Secretary General, and the Treasurer may not represent their Member Sections as delegates. They may not take part in the voting except as provided herein.
- XIII.8 The only valid Assembly decisions are those made on points included in the agenda. However, if the reasons are justifiable, any delegate may submit a written request to the President asking the Assembly to add a new point to the agenda. The President will, in consultation with the Bureau members, examine the admissibility of the request and announce the action to be taken. There can be no appeal to this decision. If a request is rejected, the reasons for this decision must be included in the minutes of the Assembly.
- XIII.9 The Council shall publish from time to time regulations governing the organisation and procedures of Assemblies. (cf. Appendix IV)

XIV. THE COUNCIL

- XIV.1 Membership of the Council of the Union is honorary.
- XIV.2 In order to ensure a fair representation of the various parts of the world, the Council shall comprise a balanced distribution between the Member Sections belonging to the different Regions as defined in Bylaw XII.3.
- Each Region shall be represented on the Council by a Vice-President, who is responsible for the co-ordination of UIA activities in the Region, and four Members of Council who shall assist the Vice-President.
- XIV.3 The Council is responsible for discharging the duties and responsibilities set out in these Articles and Bylaws, including the following :
- XIV.3.1 Prepare proposals for the general policy of the Union to be submitted to the Assembly.

- XIV.3.2 Determine the annual programme of work based on recommendations by the Secretary General, within the framework of the general policy approved by the Assembly.
- XIV.3.3 Give directives concerning the programme of activities of the various Working Bodies of the Union.
- XIV.3.4 Define the duties and terms of office of Delegates of Council. (cf. Appendix II)
- XIV.3.5 Publish from time to time regulations governing Delegates of Council and Working Bodies. (cf. Appendix III)
- XIV.3.6 Publish from time to time other regulations governing the work of the Union as provided for in the Articles and Bylaws.
- XIV.3.7 Receive the Secretary General's report on the activities of the Union between meetings of the Assembly.
- XIV.3.8 Determine the annual budget, based on the recommendations of the Treasurer, within the framework of the triennial budget approved by the Assembly.
- XIV.3.9 Approve the Treasurer's report of audited accounts of the previous year.
- XIV.3.10 Appoint the Auditor in accordance with the Bylaws.
- XIV.3.11 Decide on the eligibility of applicant Members and advise the Assembly accordingly.
- XIV.3.12 Determine the Region to which a Member Section belongs. In the case of a dispute, the Assembly shall decide.
- XIV.3.13 Prepare recommendations for the Assembly on admissions, re-admissions, and expulsions of Members.
- XIV.3.14 Prepare a report or reports for the Assembly on the activities of the Union since the previous Assembly.
- XIV.3.15 Decide on the date and place of its meetings.
- XIV.3.16 Decide on all procedures concerning the Union that are not defined in these Articles and Bylaws. These decisions shall be approved by the following Assembly.
- XIV.4 If, for some reason, the Council cannot meet at the place and on the date arranged, the President shall decide on another date and place.
- XIV.5 In case of emergency, and for serious and exceptional reasons, the President may convene an extraordinary meeting of the Council upon his own authority. The President must convene an extraordinary meeting if it is requested by at least 2/3 of the Council members. Such a meeting must be held within sixty (60) days of being requested.

- XIV.6 All extraordinary meetings of the Council shall be held in the headquarters of the Union unless the President, in consultation with the Bureau, decides on another venue.
- XIV.7 In an emergency, all matters within the competence of the Council can, at the request of the President or on the initiative of the Secretary General, be submitted to the members of Council by correspondence. Voting in such cases is closed sixty (60) days after the communication has been sent to the members of Council.
- XIV.8 The Council may, at its own discretion, invite a person or persons to participate in any session of the Council. Such persons shall not have the right to vote. Such a decision shall be made before the person or persons concerned attend a meeting.
- XIV.9 Notice of a meeting shall be given at least sixty (60) days before the appointed date. The agenda and, as far as possible, the principal documents shall be sent to all members of the Council at least thirty (30) days before the date of the meeting.

XV. ELECTION OF THE COUNCIL

- XV.1 All members of the Council are elected by the Assembly.
- XV.2 Two-hundred and seventy (270) days before an ordinary meeting of the Assembly, the General Secretariat shall invite Member Sections to propose nominations of persons willing and able to act for all posts which will become vacant at that meeting of the Assembly. Nominations must reach the General Secretariat one hundred and twenty (120) days before the Assembly meets.
- XV.3 Only candidates from Member Sections that have been Members since the previous ordinary Assembly may be nominated for election to the Council. (Bylaw VI.1.3)

Nominations for the posts of President, Secretary General, and Treasurer may be made by any Member Section, but nominations for the post of Vice-President or Member of Council may only be made by Member Sections from the Region they will represent.
- XV.4 After having examined their eligibility (cf Bylaw XI.13), the Secretary General shall advise all the persons nominated, as well as their Member Sections, of their nomination, one hundred and ten (110) days before the Assembly.
- XV.5 To be included in the Assembly ballot papers, all nominations submitted under Bylaw XV.2 must be supported by the following :
 - XV.5.1 A declaration by the Member Section of which the candidate is a member to provide the necessary financial support to enable the candidate to fulfil the obligations of the post if elected. In exceptional circumstances, a commitment to provide the necessary financial support from a body other than the Member Section of which a candidate is a member may be acceptable.
 - XV.5.2 A declaration by the candidate that, if elected, he would be prepared to act as a member of Council.

XV.6 The declaration required by Bylaw XV.5.1 must be in the hands of the Secretary General eighty (80) days before the Assembly. In the absence of this declaration, the candidate's name will be struck from the ballot.

Candidates wishing to accept a nomination shall submit the declaration required by Bylaw XV.5.2 not less than eighty (80) days before the Assembly. In the absence of this declaration, a candidate shall be deemed to have refused the nomination.

XV.7 If, on the 120-day deadline, no nominations have been received for a Council post that will be vacant at an Assembly, the Bureau shall make the necessary nomination(s) to ensure that all posts are filled.

XV.8 The Secretary General shall advise all Member Sections of the nominations made by Member Sections and the Bureau sixty (60) days before the Assembly, indicating whether one or both declarations under Bylaw XV.5 have been submitted.

XV.9 Members of Council are elected in conjunction with an Alternate who shall have the responsibility of attending Council meetings when the Member of Council cannot.

In the event that a Member of Council or that member's Alternate is unable to act, the Member Section they represent shall nominate a second Alternate and shall, at all times, be responsible for ensuring that the seat is filled.

XV.10 If a Member of Council has not participated or has not been represented by the elected Alternate in two consecutive ordinary meetings of the Council, that member shall be considered to have resigned and the seat will be declared vacant. In extraordinary circumstances, the Council may waive this Bylaw by a 3/4 majority vote.

XV.11 The President, Vice-Presidents, Secretary General, and Treasurer shall have no Alternates. In the event of any of them being unable to continue to take an active part in the work of the Council or to assume their duties, a substitute shall be appointed as provided herein.

XVI. THE BUREAU

XVI.1 The Bureau determines the date and place of its meetings.

XVI.2 The President, in consultation with the Secretary General, may convene meetings of the Bureau.

XVI.3 Members of Council shall be kept informed of all activities of the Bureau and copies of the minutes of Bureau meetings shall be forwarded to all Members of Council.

XVI.4 The regulations for Council concerning the announcement of meetings and consultations by correspondence are applicable to meetings and consultations of the Bureau.

XVI.5 The Bureau shall be responsible for the preparation of the Assembly and particularly for the elections. To this end, the Bureau shall in due time:

XVI.5.1 Invite nominations for positions due for renewal

- XVI.5.2 Ensure that there are candidates for every vacancy
- XVI.5.3 Make its own nominations if appropriate
- XVI.5.4 Make every effort to ensure conditions for an effective renewal of the Council, enabling the most active Member Sections to be represented in turn and avoiding a situation in which permanent members of the Council are created de facto
- XVI.5.5 Ensure that a balanced representation of architects from different parts of the world, from different sub-regions, and from the principal socio-economic systems is respected.

XVII. THE PRESIDENT

- XVII.1 The President shall take cognisance of all matters and occurrences affecting the general welfare of the Union and the profession and shall personally take such action as deemed necessary in the interest of the Union and the profession, as the occasion or emergency may suggest, and report on this action to Council at its next meeting.
- XVII.2 The President convenes and chairs meetings of the Assembly, the Council, and the Bureau, and is an ex-officio member of all the Union's Working Bodies.
- XVII.3 The President shall not vote in the Assembly, except in the event of a tie.
- XVII.4 Should the President, before the end of a term of office, either resign, fall ill, or become unable or incapable of completing the term of office, the first Vice-President, or on the first Vice-President's inability to act, the second Vice-President, after consultation with the Council, shall assume the duties of President, either on a temporary basis until the President is able to resume office or on a permanent basis until the next Assembly.

XVIII. THE VICE-PRESIDENTS

- XVIII.1 From among the Vice-Presidents elected by the Assembly, the Council shall elect a first Vice-President and a second Vice-President.
- XVIII.2 Each Vice-President, together with the Members of Council from the Region, has special responsibility for co-ordinating and stimulating activities within the geographical Region represented. The Vice-President is the permanent ex-officio representative of the Union in the Region.
- XVIII.3 Should a Vice-President, before the end of a term of office, either resign, fall ill, or become unable or incapable of completing the term of office, the President, after consultation with the Council, shall appoint one of the Members of Council from the Region to assume the duties of Vice-President either on a temporary basis until the Vice-President is able to resume office or on a permanent basis until the next Assembly. If necessary, Council shall appoint a new first and/or second Vice-President.
- XVIII.4 Without contravening the provisions of Bylaw XV.11, if at any time a Vice-President is unable to attend a Bureau meeting, the Vice-President must, in consultation with the Members of Council of the Region, designate one of the Members of Council to attend the meeting.

XIX. THE SECRETARY GENERAL

- XIX.1 The Secretary General organises the General Secretariat of the Union, directs its activities, and manages its operations. Within the limits of the approved budget, the Secretary General may engage the necessary staff.
- XIX.2 The Secretary General draws up the calendar of Union events and, as far as possible, oversees their preparation. The Secretary General is responsible for the preparation of meetings of the Assembly, the Council, and the Bureau; ensures their organisation in accordance with the

Articles and Bylaws; prepares and circulates the minutes; and reports to the President, Council, and Assembly on the activities of the General Secretariat.

XIX.3 The Secretary General may submit to the Council for consideration names of candidates for Delegates of Council and on their appointment shall co-ordinate their activities.

XIX.4 Should the Secretary General, before the end of a term of office, either resign, fall ill, or become unable or incapable of completing the term of office, the President, after consultation with the Council, shall appoint a member of Council, one of the Delegates of Council, or another individual to assume the duties of Secretary General either on a temporary basis until the Secretary General is able to resume his duties, or on a permanent basis until the next Assembly.

XX. THE TREASURER

XX.1 The Treasurer shall prepare and present the triennial and annual budgets of the Union, oversee the management of Union funds in accordance with the budget approved by the Council and adopted by the Assembly, and report to the President, Council, and Assembly on his activities as Treasurer.

XX.2 The Treasurer shall submit a nomination for Auditor to Council. The Treasurer may propose to the Council the nomination of one or more assistants to be responsible for certain specific functions and shall chair, or be an ex-officio member, of any body set up to study financial questions concerning the Union.

XX.3 In the case of resignation, illness, default, or inability to act, the procedure indicated in Bylaw XIX.4 shall be followed.

XXI. TITLE OF SUBSTITUTES

XXI.1 When, in accordance with the foregoing Bylaws, a substitute is appointed to act on behalf of the President, a Vice-President, the Secretary General, or the Treasurer, and when such a substitute is acting in a temporary capacity, the substitute shall assume the title Acting President, Acting Vice-President, Acting Secretary General, or Acting Treasurer as the case may be. When a substitute is acting in a permanent capacity until the next Assembly elects a successor, then the substitute shall assume the full title of President, Vice-President, Secretary General, or Treasurer, as the case may be. Persons appointed to act as substitute for any of the Bureau members shall be entitled to submit their candidature for election to any post in the Union without regard to the period of time during which they served as a substitute.

XXII. THE AUDITOR

XXII.1 An Auditor, chosen from among professionally qualified firms, shall be appointed by the Council upon nomination by the Treasurer. The Auditor's remuneration is determined by the Treasurer and is subject to approval by the Council.

XXII.2 The full accounts, together with all relevant documents, must be submitted to the Auditor.

XXII.3 The Auditor shall prepare an annual report for the Council. This report must be communicated to the Member Sections and the Assembly.

XXIII. DELEGATES OF COUNCIL AND WORKING BODIES

XXIII.1 Council, at its own discretion, may appoint Delegates of Council or establish Working Bodies with particular responsibilities. Council shall define their duties and the length of their term of office, as provided for in Bylaw XIV.3 and described in Appendices II and III.

XXIII.2 Council shall issue from time to time regulations governing the Delegates of Council and Working Bodies, as provided for in Bylaw XIV.3, and such regulations shall be published as an Appendix or supplement to the Articles and Bylaws.

XXIV. RULES OF PROCEDURE AT ASSEMBLIES

XXIV.1 At Assemblies, voting is as far as possible conducted electronically, or failing that by show of hands. In case of doubt, the President or Chairman may proceed to a secret ballot vote. In all situations, all votes cast must be counted.

XXIV.2 A secret ballot vote is compulsory for elections and shall be used for other votes when requested by a majority of the delegates present.

XXIV.3 The procedure for voting is set down in special regulations. (cf Appendix I)

XXIV.4 The President, the Immediate Past President, the Secretary General, and the Treasurer do not have the right to vote except in the case of the President or his substitute as provided for in Appendix I paragraph 3.2.

XXIV.5 The President or Chairman shall give participants permission to speak in the order in which they request to do so. The President or Chairman may limit the time granted to each speaker and may, at any time, declare the list of speakers closed, unless the Assembly shall decide otherwise.

XXIV.6 The immediate closure of a debate may be decided by a majority of votes cast.

XXIV.7 Drafts of proposals and resolutions other than those dealing with order and procedure must be presented in writing to the Secretary General, in one of the working languages of the Union, one-hundred and fifty (150) days before the Assembly, for distribution to the Member Sections ninety (90) days prior to the meeting.

XXIV.8 Amendments to proposals and resolutions submitted under Bylaw XXIV.7, when made during the Assembly, shall be presented to the Chairman in writing, in one of the working languages of the Union, so that they may be distributed to the delegates present at the Assembly.

XXIV.9 The rules of procedure contained in the two preceding Bylaws may be suspended by a decision of the Assembly adopted by a 3/4 majority of the voting delegates. This suspension

will under no circumstances prevent the application of the other dispositions of these Articles and Bylaws.

- XXIV.10 Anything not expressly provided for with regard to rules of procedure at meetings or which is discretionary, or if a dispute arises over the interpretation of the rules of procedure at meetings, the Chairman shall, after consultation with the Bureau members, hand down a decision. This ruling shall be final.

XXV. RULES OF PROCEDURE AT MEETINGS OF COUNCIL

- XXV.1 At meetings of Council all members of Council have the right to vote. In the case of a tie the Chairman has a second, casting vote.

- XXV.2 Notice of motion to rescind any resolution or minute shall be given to the Secretary General not less than sixty (60) days before the date of an ordinary meeting of Council.

- XXV.3 Council may decide by a majority of votes cast to close a debate.

XXVI. CONGRESSES

- XXVI.1 A World Congress of the Union should be held about every three years. It must be open to architects of all countries. Architects from non-member countries, guests, and observers who are not architects (representatives of certain international organisations, members of associated professions, students of architecture, the technical press, and related industries) may attend subject to the conditions laid down in the Congress regulations.

- XXVI.2 The Council shall publish from time to time regulations governing the organisation of Congresses. Such regulations shall form an Appendix or supplement to the Articles and Bylaws of the Union. (cf. Appendix IV)

- XXVI.3 The Secretary General, acting on behalf of the Council, shall consult the Member Sections as to the venue of forthcoming Congresses.

- XXVI.4 The Council shall receive and evaluate offers to host the Congress and shall make recommendations to the Assembly who, under normal circumstances, shall decide on the possible venues, in order of preference, about six years in advance.

- XXVI.5 If Council is not satisfied with the manner in which the Congress is being organised by the Member Section chosen by the Assembly, it may, by a 3/4 majority of those voting, decide to cancel the venue of the Congress.

- XXVI.6 Upon cancellation of the venue of a Congress by Council, the Member Sections shall be immediately informed in writing by the Secretary General. If necessary, Council shall seek another Member Section prepared to hold the Congress, select another host Member Section, another venue and date, or any combination of these. Preference shall be given to the Member Sections whose offers were assessed by the Assembly, according to the order of preference decided upon by the Assembly.

XXVI.7 Council shall provide a full report to the next Assembly on decisions made under Bylaws XXVI.5 and XXVI.6 above.

XXVII. MEETINGS AND EXHIBITIONS

XXVII.1 Meetings, seminars, colloquia, exhibitions, and other events hereafter referred to as meetings may be organised within the framework of the Union programme of activities. No meeting may be held under the auspices of the UIA unless formal approval has been given by the Secretary General, if necessary after consultation with the Council or the President as to the date, theme, organisation, and financing of such meetings.

XXVII.2 Meetings may be organised by or for the Assembly, the Council, a Region, a Member Section, a Working Body, or any other recognised UIA organisation.

XXVII.3 The Council may publish from time to time guidelines or regulations governing the organisation of meetings. Such guidelines and regulations shall form an Appendix or supplement to the Articles and Bylaws of the Union. (cf. Appendix IV)

XXVIII. RELATIONS WITH INTERNATIONAL ORGANISATIONS

XXVIII.1 Any Union representative to international organisations or delegate to international congresses, meetings, or events to which the Union is invited shall be nominated by the President in consultation with the Secretary General and shall act for such a period as the latter may determine.

XXVIII.2 Such appointments shall be endorsed by Council and reported to the Assembly.

XXVIII.3 The representatives of the Union shall report to the Secretary General either annually or concerning a particular meeting at which they represented the Union.

XXVIII.4 The Union may contribute to the travel expenses of its representatives to the extent permitted by the budget.

XXIX. UIA INFORMATION SERVICE SUBSCRIBERS

XXIX.1 The Council may establish categories of UIA information service subscribers which may include individuals, firms, or organisations.

XXIX.2 The Council may publish from time to time regulations governing UIA information service subscribers and such regulations shall be issued as an Appendix or supplement to the Articles and Bylaws.

XXX. INTERPRETATION OF ARTICLES AND BYLAWS

XXX.1 Anything that is not expressly provided for in the Articles and Bylaws will be decided by Council. In cases of doubt, Council shall also decide on the interpretation of the text. Any decisions of Council under this Bylaw shall be reported to the next meeting of the Assembly.

APPENDIX I (cf. Bylaw XXIV.3)

REGULATIONS GOVERNING VOTING BY SECRET BALLOT

PREAMBLE

The present document shall be circulated to delegates before all ballots. In the case of elections, the complete list of candidates shall be attached to it.

1. PRINCIPLES

- 1.1 At Assemblies, the first Vice-President, provided this Vice-President is not a candidate for office, or, in this Vice-President's absence or inability to act, the second Vice-President, or in this Vice-President's absence or inability to act, one of the other Vice-Presidents, shall be responsible for organising and running secret ballot voting, including the elections.
- 1.2 Before a ballot, the Vice-President shall remind the Assembly of the procedure laid down in the present appendix.
- 1.3 The Vice-President in charge of the ballot shall propose three scrutineers to the Assembly, preferably chosen from among the Member Sections that are not directly concerned, assisted by two secretaries (not delegates).
- 1.4 Ballot papers shall only be distributed to Member Sections entitled to vote in accordance with the Articles and Bylaws.

The Vice-President shall read out the names and number of votes of those Member Sections that are present at the Assembly and eligible to vote.

- 1.5 Only the names of candidates eligible for election and properly nominated in accordance with the Articles and Bylaws shall appear on the ballot paper for an election.
- 1.6 For elections, there shall be a separate ballot paper for each post to be filled, except in the case of elections for Members of Council where there may be one ballot paper for each Region even when there are two or more seats to be filled.

2. PROCEDURE FOR ELECTIONS

- 2.1 Voting shall take place in two stages:
 - 2.1.1 The first series of ballots is for the election of Bureau members, who shall, in general⁰, be elected in the following order:
 - a) President
 - b) Secretary General
 - c) Treasurer

⁰ The same person may be proposed for several positions

d) Vice-Presidents

- 2.1.2 The second series of ballots is for the election of Members of Council. Sufficient time should be allowed for the Secretariat to draw up the list of positions to be filled, as a result of the first ballot*.
- 2.2 If there is only one candidate for a vacant position, election is automatic and no ballot held.
- 2.3 For each ballot, the Secretariat shall distribute the ballot papers as well as the corresponding envelopes. Each delegation entitled to vote shall receive as many ballot papers and envelopes as the number of votes to which the Member Section is entitled, except in the case of electronic voting.
- 2.4 The Vice-President responsible for elections makes sure that all the delegations present and entitled to vote have received the statutory number of ballot papers and envelopes.
- 2.5 After the scrutineers have ensured that the ballot box is empty, the Vice-President in charge of the ballot calls upon each delegation in turn, in alphabetical order.
- 2.6 The delegations hand their ballot papers, in the envelopes, to the scrutineers who place them in the ballot box. The secretaries note on the list of Member Sections those that have voted.
- 2.7 After the roll-call of voting delegations, the Vice-President in charge of the ballot shall proceed to a check roll-call of delegations that did not vote in order to ascertain whether they are absent or have voluntarily abstained from voting.
- 2.8 After the Vice-President in charge of the ballot has declared the opening of the ballot, the scrutineers shall first count the number of envelopes. If the number does not correspond to the number of voters, the Vice-President must declare the whole operation void and start again.
- 2.9 The counting of ballot papers shall take place in a separate room. The count is supervised by the Vice-President in charge of the ballot. While waiting for the announcement of the results, and between two ballots (see paragraph 2.1 of this Appendix) the Assembly proceeds to another point of the agenda.
- 2.10 One of the scrutineers opens the envelope, reads aloud the vote recorded inside, and passes it to the other two scrutineers. The names recorded on the ballot papers are noted on the lists prepared for this purpose.
- 2.11 Ballot papers are considered null and void if:
- 2.11.1 They do not contain as many candidates' names as there are positions to be filled, or contain more names than there are positions to be filled
 - 2.11.2 They include the names of persons or Member Sections who are not candidates
 - 2.11.3 The name of a candidate is recorded more than once
 - 2.11.4 Voters reveal their identity, in particular by signing the ballot paper or by mentioning the name of the Member Section they represent.

* Certain positions may become vacant following the election of the Bureau.

- 2.12 When the count is finished, the Vice-President in charge of the ballot shall declare in the following order:
- 2.12.1 The number of Member Sections having the right to vote
 - 2.12.2 The number of void ballot papers
 - 2.12.3 The number of votes cast
 - 2.12.4 The number of votes necessary for a candidate to be elected
 - 2.12.5 The number of votes cast for each candidate in decreasing order of votes
 - 2.12.6 The names of candidates elected on the first ballot.
- 2.13 In the case of a ballot for a Bureau seat, if a candidate receives a 50% plus 1 majority of delegates present and voting on the first ballot, that candidate shall be declared elected to the seat. Where no candidate obtains a 50% plus 1 majority, the Vice-President shall strike from the ballot the candidate who received the least number of votes, then proceed to a second ballot. Successive rounds of voting shall be held according to this procedure until one candidate receives a 50% plus 1 majority of votes.
- 2.14 In the case of a ballot for a single Council seat, if a candidate receives a 50% plus 1 majority of delegates present and voting on the first ballot, that candidate shall be elected to the seat. Where no candidate obtains a 50% plus 1 majority, the Vice-President shall strike from the ballot the candidate who received the least number of votes, then proceed to a second ballot. After the second ballot, the candidate who obtained the most votes, whether a 50% plus 1 majority or not, shall be declared elected to the vacant seat.
- 2.15 In the case of a ballot for two or more Council seats, any candidate who obtains a 50% plus 1 majority of delegates present and voting on the first ballot shall be considered elected. For the seat or seats not filled during the first round of voting, the Vice-President shall strike from the ballot the candidate who received the least number of votes, then proceed to a second ballot. After the second ballot, the candidate(s) who obtained the most votes, whether a 50% plus 1 majority or not, shall be declared elected to the vacant seat(s).
- 2.16 Where two candidates receive an equal number of votes, a second round of voting shall be held. In the case of a second tie, lots shall be drawn.
- 2.17 If less than 5% of the votes cast separate two candidates, thereby deciding the election of one of them, the candidate who obtained the lesser number of votes may ask for a second count of the ballot papers.
- 2.18 Immediately after the announcement of the election results, the ballot papers shall be destroyed in the presence of the Vice-President in charge of the ballot and the scrutineers.
- 2.19 The check-lists, signed by the Vice-President in charge of the ballot and by the scrutineers, are filed with the UIA General Secretariat to be kept in the archives.

3. PROCEDURE FOR OTHER BALLOTS

- 3.1 The same procedure as outlined for the election of candidates shall be followed for all other ballots.

- 3.2 When there is an equal number of votes for a proposal after the second round of voting, the President or Chairman shall have the casting vote.

APPENDIX II (cf. Bylaw XXIII)

COUNCIL REGULATIONS GOVERNING THE DELEGATES OF THE COUNCIL

- 1 The Council may appoint Delegates to assist the President, Secretary General, Treasurer, and Council with specific tasks.
- 2 When appointing Delegates, the Council will define their duties and the length of their term of office.
- 3 The Secretary General shall be responsible for providing secretarial services for the Delegates.

APPENDIX III

COUNCIL REGULATIONS GOVERNING WORKING BODIES (cf. Bylaw XXIII)

- 1 The study of a wide range of matters which in various ways are related to the aims of the Union may be entrusted to Working Bodies such as Work Programmes, Commissions, and others. Their terms of reference, structure, and characteristics will in each case be determined by the Council. When preparing terms of reference, the Council will include *inter alia* one or more of the following provisions depending on the nature of each particular Working Body.
 - 1.1 One or more Member Sections shall accept responsibility for the Working Body's secretariat, including all operating expenses.
 - 1.2 The Working Body's secretariat shall be provided with one or more permanent, full-time or part-time staff.
 - 1.3 Where no permanent secretariat exists, a person responsible for liaison with the UIA General Secretariat shall be nominated.
 - 1.4 The Working Body's secretariat shall be responsible for monitoring development in the relevant field of activity and for publishing the results annually.
 - 1.5 The Working Body's secretariat shall organise and co-ordinate, at regular intervals, meetings of international experts in the field of activity studied.
 - 1.6 The Working Body's secretariat shall publish the results of all meetings and events.
 - 1.7 The number of persons who will form the Working Body, and their names, shall be forwarded to the Secretary General.
 - 1.8 The Working Body shall have the right to co-opt new members.
 - 1.9 All Member Sections shall be invited to nominate one or more members to participate in the work of the Working Body.
 - 1.10 The circumstances under which a member will be deemed to have resigned because of failure to become involved in the work of the Working Body shall be forwarded to the Secretary General.
- 2 Council may decide that Regional Working Bodies be formed.
- 3 Working Bodies may conduct their business by way of correspondence when appropriate.
- 4 All Working Bodies shall submit a written report to the Council not less than six (6) months before an Assembly. The report shall outline:
 - 4.1 The Working Body's activities since its creation or since its previous report, as the case may be.

- 4.2 The proposed Working Body activities for the coming three years.
- 4.3 The names of the Working Body members, their length of service, and their level of activity.
- 5 Council may from time to time require Working Bodies to undertake specific activities. Council may decide that the activity of the Working Body shall be co-ordinated by a Delegate of Council.
- 6 The Secretary General, who is responsible for the UIA Working Bodies, shall table at each meeting of Council a list of all Working Bodies currently active in the Union. The Secretary General shall have the right to convene meetings of Working Body Directors for the purpose of co-ordination.
- 7 Working Bodies and/or their secretariats must have Council endorsement at least once every triennial period to continue their activities. Council may at any time dissolve a Working Body should its activities not measure up to the terms of reference.

APPENDIX IV (cf. Bylaws XIII.9 and XXVII.3)

COUNCIL REGULATIONS GOVERNING MEETINGS

1. CONGRESSES

Council regulations governing Congresses are available from the General Secretariat on request. These regulations are necessarily somewhat complex and are subject to modification to meet the particular requirements arising from the circumstances of each Congress.

2. ASSEMBLIES

2.1 Assemblies are normally held in conjunction with a Congress. They may be held in the country in which the Congress is held or in a neighbouring country.

2.2 The General Secretariat is responsible for organising the agenda papers and other technical requirements of the Assembly.

2.3 The host Member Section is responsible for ensuring that the Assembly is housed in an adequate venue.

There must be facilities to enable all the delegates to assemble in plenary sessions. There should also be facilities for the Council, Bureau, and Working Bodies to meet outside the Assembly itself.

2.4 Office space must be provided for the President, the Secretary General, the Treasurer, and the headquarter's staff.

2.5 All the normal equipment required at such a gathering should be provided, including word-processing, photocopiers, facsimile, telephone, Internet, E-mail, etc.

2.6 The host Member Section shall be responsible for providing simultaneous translation in compliance with the Articles and Bylaws.

2.7 The host Member Section shall make arrangements for accommodation including all meals for all the delegates, as well as transportation to and from the venue of the Assembly.

2.8 The host Member Section shall be entitled to charge a registration fee to each delegate attending the Assembly. This fee shall be approved by Council or a sub-committee of Council acting on its behalf, not less than 12 months prior to the Assembly. The sum should be sufficient to cover the cost to the host Member Section organising the Assembly, and any shortfall in the finances of the Assembly shall be borne by the host Member Section and not by the UIA.

2.9 Notwithstanding the previous paragraph, if the host Member Section is not the same Member Section that organises the Congress, then the Assembly's host Member Section may arrange with the organisers of the Congress to provide for any shortfall in relation to the Assembly from Congress funds.

- 2.10 In budgeting for the Assembly, the host Member Section must provide accommodation for members of the outgoing Council, together with not less than three members of headquarter's staff. Such accommodation, together with local transportation, shall be without charge.
- 2.11 Rules of procedure at Assemblies shall be as provided for in the Articles and Bylaws.

3. MEETINGS OF THE COUNCIL AND BUREAU

- 3.1 Meetings of the Council and Bureau are held in different countries on the invitation of a host Member Section.
- 3.2 Host Member Sections shall provide a suitable meeting room for the Council or Bureau, together with at least one meeting room for committees.
- 3.3 The host Member Section shall provide accommodation and be responsible for the local costs for all voting members of the Council or Bureau, together with not less than one person from UIA headquarters. However, the payment of accommodation and local costs for the Past Presidents shall be left to the discretion of the host Member Section.
- 3.4 The host Member Section shall be responsible for providing simultaneous translation in accordance with the Articles and Bylaws.
- 3.5 The host Member Section shall be responsible for providing the necessary secretarial back-up equipment as required, including word-processing, photocopiers, facsimile, Internet, E-mail, telephones, etc.
- 3.6 The host Member Section shall be responsible for providing transportation from the place where the Council or Bureau members are housed to the place where the Council or Bureau meeting takes place, should this be necessary.
- 3.7 Accommodation and other costs for persons invited to Council meetings, except those defined in paragraph 3.3 of this Appendix, shall be left to the discretion of the host Member Section.

4. OTHER MEETINGS

- 4.1 In general, the principle that the host Member Section is responsible for the cost of organising meetings shall apply to other meetings of the UIA.
- 4.2 The organisers of individual meetings may, however, decide that the costs of a meeting shall be borne by the individuals attending it, by the Member Sections of a Region, or by some other means.
- 4.3 When any meeting held under the auspices of the UIA is organised, the organisers shall, in the first place, decide if the host Member Section will be responsible for the cost of organisation. The host Member Section shall be informed of this decision before it is requested to confirm its willingness to act as host Member Section.

Where a host Member Section is not advised at the outset by the organisers of a meeting that it will be expected to carry the costs of the meeting, then the host Member Section shall be entitled to assume that the costs of the meeting will be borne in the manner set out above (paragraph 2.8 of this Appendix).

The rules of procedure at meetings other than those of the Assembly, Council, and Bureau shall follow, in so far as is practicable, the rules and procedures set out in the Articles and Bylaws for meetings of the Assembly, Council, and Bureau.