

efqli Internal Rules

Updated 2007

Article 1 – Name and Status

1.1 (Constitutional article): efsli – European Forum of Sign Language Interpreters is a non-governmental and non-profit making organisation registered in Belgium on May 11th 2000, even though it has existed since 1993(Brussels, Belgium). The efsli Registration Number as International Organisation is; **11821/2000**

1.2 The organisation is regulated by its constitution and internal rules and any other eventual guidelines approved by the Board and its Members at the AGM. As part of its representation, efsli adopts a logo as shown below, and only this is allowed to be used.



Old Logo



New Logo 2007

Article 2 – Mailing Address and Representation

2.1 efsli's Mailing Address is efsli secretary, c/o Gabriel Sicilia Sánchez, C/Morral del lop, 112, 5^o 2^a, 08227 Terrassa, Barcelona, Spain. In the event of need to change the address, this amendment can be done without need of any vote.

2.2. The legal representation of the organisation is of its President and the President only. However, when needed, this could be delegated to an efsli representative. The Board and/or the President of efsli can determine the period of the delegation.

Article 3 – Aim and Objectives

3.1. efsli will use all means possible, within respect of the law of Europe and of each participating country, in order to achieve its aim and objectives.

3.2. However in matters not included in efsli Constitution, Internal Rules, or any other efsli Guidelines, the members will abide by the legislation of the hosting country.

Article 4 – Board

4.1. If the total number of nominees and current board members is more than 6, the final decision is made by the efsli president, after consulting with the current board, to allow more than 6 members on the board.

4.2. The Nominated Member, as a Candidate for Election on the efsli's Board, shall be entrusted by an efsli's Full Member Organisation with a signed Nomination Form by the NASLI President/Chairperson.

4.3. The Nomination Forms will be shown to the AGM members only upon their request, only the Names and Curriculum Vitae will be circulated amongst the members via electronic mail.

Article 5 – Membership

5.1. Each Association, applying to become a full member, will be expected to demonstrate its credentials as follows:

- 5.1.1. An official letter requesting to join the efsli Full Membership
- 5.1.2. The Constitution of the National Association of Sign Language Interpreters in English.

5.2. In the case that an association (already a full member of efsli) becomes a member of a national federation (that is also a member of efsli), the association can become an associate member (of efsli) and leave its representation to the federation.

5.3. Each Association, Organisation, Institution and Agency, applying to become an Associate Member, will be expected to demonstrate its credentials as follows:

- 5.3.1. An official letter requesting to join efsli Associate Membership.
- 5.3.2. The fully completed membership application form.

5.4. Each individual, applying to become an Individual Member, will be expected to demonstrate its credentials as follows:

- 5.4.1. An official letter requesting to join efsli Individual Membership
- 5.4.2. The fully completed application form related to the individual applying.

5.5. The efsli Board will process and evaluate each membership application following the Guidelines (see "Processing Membership Application Procedure – Guidelines").

5.6. If in the case that an application for a full, associate or individual member is refused by the Board, feedback will be provided to the refused party. The refused party, having received the feedback, are free to make adjustments against those recommendations and apply again.

5.7. efsli Board will uphold the final decision as to whether an application to a Full, Associate or Individual is endorsed or refused.

Article 6 - Communication

6.1. It is anticipated that the working language of efsli will be English, although where possible every effort will be made to facilitate communication between representatives using other languages.

6.2. If there are changes to the name of representative, address, telephone/fax number or email address of the member, the efsli Secretary needs to be informed as soon as possible. Any returned mail will result in the details being automatically removed from the membership database. The responsibility of informing efsli of the new details, as stated above, lies with the members and their NASLI.

Article 7 – Organisation

7.1. AGMs and eventual seminars or conferences can take place only in a Full Member country, unless agreed otherwise by the majority vote at the AGM.

7.2. efsli has a structure and an Organigramme (see specific document).

7.3. The nominated NASLI organising the AGMs and seminars/conferences shall follow the agreed guidelines (see the specific document) set by the Members at the AGM.

Article 8 – Admissions and Fees

8.1. Each application for membership fees (or proof of payment) has to be sent to the efsli secretariat with attached the necessary documentation.

Members	0 - 25	25 - 100	100>
GDP 0 - 15,000	€25	€50	€50
GDP 15,000 – 25,000	€75	€100	€125
GDP 25,000>	€75	€100	€150

8.2. For the other efsli membership categories we propose:

- Individual Members: 25% of the full membership of the country
 - Associated Members: 75% of the full membership of the country
- (For further details, please refer to Membership Structure and Forms)

8.3. In order to remain a member in good standing, all members should have, completed the full payment of subscription fees before the AGM. If a full member arrives at the AGM without completing full payment of subscription fees, they automatically lose their voting rights.

8.4. Membership will be valid up until three months from the deadline of payment of the membership fee. After this date, the membership will be automatically null and void. The consequence of this action will result in the termination of information, services, and any other benefits usually received by a member. If the member wishes to renew the membership after the deadline of fee payment, a new application would need to be forwarded.

Article 9 – Amendments

9.1. Amendments to the Constitution [In order to put forward one amendment or more to a motion, please refer to the Constitution article 6].

9.2. Amendments to the Internal Rules [Either the efsli Board or a full member may put forward a motion or an amendment to a motion in which to be added to the Internal rules].

9.3. Amendments to the Guidelines [We refer to Guidelines as all kind of legislation existing related to Interpreting and specifically to Sign Language Interpreting. At the same time, we shall consider guidelines any published material approved by the board and by the full members at the AGM (e.g.: Working conditions, code of practice or best practice, organising conferences/seminars, etc), these can be amended as in 9.2].

9.4. All (the Board or Full Members) Motions and/or Amendments, to the Constitution, required to be accepted by two-thirds (2/3) of the full members (inclusive of Proxy votes) of efsli Full Membership. However, if and when a full member has sent their proposed Motions or Amendments to the efsli Board, before the AGM within the legitimate period of time, the Board reserves the right to refer it back (return the proposal) to the proposing full member with advice of possible changes. If the full member decides to continue with proposing the Motions or Amendments at the AGM without reviewing it, the Board shall inform the members in writing before voting, of the reservations and advice that they have also known as 'qualifications', against it. This might bring the AGM to an Emergency Amendment (please refer to the appropriate article regarding this procedure).

9.5. When a Motion requires an Emergency Amendment at the Annual General Meeting, the Amendment can only be passed if two-thirds (2/3) of the members (inclusive of proxy votes) of efsli Full membership are in favour of proposing the Amendment and agree on its content. The members will then move to vote on the Motion as amended.

Article 10 – Finances, Funds and Fundraising

10.1. efsli financial year starts in June and ends in May, therefore all the monetary operations have to be done following this term.

10.2. (Constitutional article 4.2.10) in this article is mentioned that "...statement of independently audited accounts...", where by "independently" is meant that the Statement of audited accounts is produced by a registered Auditor.

10.3. When a Motion, to the Constitution or Internal Rules, has a financial implication, the Motion must have a proposed Budget Forecast.

10.4. With an aim to support interpreters from European countries who do not have sufficient financial means to attend the efsli AGM & conference, efsli has established a support fund: efsli Special Attendance Fund (SAF)

- 10.4.1. SAF consists of one board member (as a contact person to the board) and a minimum of two interpreters from Full members.
- 10.4.2. SAF is regulated by the SAF Guidelines
- 10.4.3. SAF is responsible for:
 - 10.4.3.1. Setting up guidelines for the fund.
 - 10.4.3.2. Actively seeking financial resources to deposit in the fund.
 - 10.4.3.3. Providing information on the fund to potential financial supporters and to interpreters who might be interested in requesting funding.
 - 10.4.3.4. Determining which financial requests will be honored.
 - 10.4.3.5. Taking care of the daily administration of the fund.
- 10.4.4. Next to the external funding that the committee accumulates, efsli will annually reserve a sum of money for the fund as a basis for the fund.

Article 11 – Publications and Media

11.1. Paper Publications [Each publication involving efsli's name like the Newsletter and Conferences/Seminars' Proceedings has to be treated like any other publication covered by © (Copyright).] All publications, materials, communication must contain the name and logo of efsli. For each publication efsli aims to obtain an ISBN number.

11.2. Electronic Publications [All electronic publications like efsli's Newsletter and Website should be treated with respect and considered covered by copyright].

11.3. Email [As above we would like you to use this media with respect of its users and receivers, in order to achieve this, you are asked to follow the recommended guidelines to use internet and Electronic Mail.]

11.4. Post [As above please use this media for relevant information and not for chain-letters, etc.]

11.5. The following people currently hold the said responsibilities:

- 11.5.1. Anitta Vesamäki (anitta.vesamaki@efsli.org) is the Webmaster of the efsli Website.

Article 12 – Observers at AGMs

12.1. At the AGM, only two representatives from the Full Member Association of Sign Language Interpreters are permitted (see Constitution) to participate. If additional observers from the same Association are requesting to attend – the payment for refreshments and/or additional organisational costs may be required.

12.2. Whereby an Associate Member wishes to attend the AGM, only two representatives per membership is permitted, the payment for refreshments and/or additional organisational costs may be required.

12.3. No fee will be required to be paid by all those individuals called to present, chair, take minutes, and other people with a special mandate, as well as up to two people from the organising committee of the AGM/Conference/Seminar and up to five representatives of the Board of the NASLI organising the event. All of these individuals will be allowed to attend the AGM but this does not automatically imply that a 'free' Individual Membership and its benefits are offered by efsli.

12.4. The observer at the AGM will have the right to speak only with permission of the chairperson.

Article 13 – Agendas

13.1. The efsli President and the Board are responsible, following the guidelines provided (see separate document) "Guidelines for Organising the Annual General Meeting of the European Forum of Sign Language Interpreters", to set the Agenda of the AGM and Board Meetings. Only the Board may determine that certain matters shall appear on every Agenda and shall be addressed prior to "Any Other Business (AOB)" being conducted.

13.2. If a Full Member organisation would like to have a matter included on the agenda, they shall make the request in writing to the Board at least 10 weeks prior the AGM. Requests made less than 10 weeks before the AGM/Meeting may be included on the Agenda at the discretion of the Board.

Article 14– Voting system

14.1. The method of voting shall be conducted by a show of hands, of those people present, who are delegates to the AGM with voting rights or efsli board member. The Presiding AGM Chair shall declare the results or call for a count, when the difference between "For" and "Against" is not clear. The Tellers (nominated delegates and/or observers) will then count the votes and report to the Chair.

14.2. Votes can take place if at least a Quorum of the Full Membership is reached. By Quorum we mean simple majority (51%) of the total Full Membership that is physically attending the meeting, proxy votes and postal votes. Votes by proxy are votes that have been allocated by delegation to Full members who are attending the meeting. In the case that a Quorum is not achieved, the vote cannot take place even though the AGM business can continue. The Board can subsequently conduct a postal vote for the matter requiring quoracy.

14.3. A count can be called if, after a Presiding AGM Chair's declaration of a result, at least the simple majority (51%) of the delegates indicate that they want a count.

14.4. When a count has been called no other AGM business may proceed until the count has been completed.

14.5. A paper ballot (secret vote) may also be used if a simple majority (51%) of the delegates present so request.

14.6. If one of the Members of the Board has been given the voting right by proxy by their Association or by another Full Member Organisation, they can then vote on their behalf.

14.7. Each Full member will hold two votes. The exercising of these votes is the responsibility of the member. In the case of a country with more than one Interpreters Association with the same spoken and /or Sign Language, the votes will be shared between the elected representatives. If only one representative attends from a country that has two fully paid Associations, they may use the second vote with written permission from the other Association. However, there is also the possibility to use a postal vote (that can be sent directly to the Board, and kept confidential), or use the vote by proxy (give the voting right by written permission to another Full Member Association). If the country has more than one national association, but only one is a Full member of efsli, then the efsli Full member of that country will hold the two votes.

14.8. In case of any equality of votes the person presiding at the AGM (President of efsli or Nominated Chairperson) shall have a second or casting (deciding) vote.

Article 15 – Points of Order

15.1. A Point of Order may be raised at any stage during the AGM if it is considered that business is not being conducted in accordance with the Internal Rules or Constitution of efsli.

15.2. The Point of Order must be raised as soon as the alleged breach occurs, or at the earliest practicable moment.

15.3. The Point of Order shall not be debated or amended, and the Presiding AGM Chair shall make an immediate ruling on the Point of Order, if necessary in consultation with efsli Board. The ruling of the Presiding AGM Chair shall be final and binding.

Article 16 – “Reference”

16.1. If at the end of the efsli AGM the business in the Agenda has not been concluded all motions, amendments or any other points then outstanding shall be left to the Board, which shall, in due course, report to members, its decisions on the matters.