



Proposed Amendment to cater for virtual meeting, online voting, shorter notice etc)

**(Note: amendments are highlighted in red)**

**(Rational of the amendments are highlighted in blue)**

# ARTICLES

AND

# BYLAWS



# PREAMBLE

# ARTICLES

# BYLAWS

# REGULATIONS

# ~~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**

#### **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

### 2. MEMBERSHIP

- 2.1 The Union is composed of professional bodies and individual members, hereafter referred to as UIA Members, as defined in the Bylaws.
- 2.2 UIA Members shall be representative of the interests of the majority of professionally qualified architects residing and practicing 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 ~~Section~~ may represent the architects of a country, group of countries, or territory (cf. Bylaw ~~II-III~~). ~~(Wrong referencing as Bylaw III refers to Allied Member Sections)~~
- 2.4 All UIA Members shall have complete freedom with regard to their own internal organisation and administration.
- 2.5 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.
- 2.6 All applications for admission to the Union shall be dealt with as provided for in the Bylaws.
- 2.7 All UIA Members shall have the rights and duties described in these Articles and Bylaws.
- 2.8 Other types of organisations and/or individuals may participate in the Union under the category of Affiliated Groups, according to Bylaw VIII.

## ARTICLE 3

### 3. HEADQUARTERS

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

## ARTICLE 4

### 4. LANGUAGES

- 4.1 The Official Languages ~~Of~~ of The Union Are English, French, Russian, ~~And~~ Spanish, Arabic, ~~And~~ Mandarin ~~and Portuguese~~. ~~(Mandate from 2021 General Assembly)~~
- 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.
- 4.5

## ARTICLE 5

### 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

### 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

### 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 observers from Allied 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 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 until the next Assembly.
  - 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 until the next Assembly.
  - 7.2.7 Determine the venues of Assemblies and Congresses as well as the World Capital of Architecture, as provided for in these Articles and Bylaws.
  - 7.2.8 Elect the President, Secretary General, Treasurer, Vice-Presidents, and **Council Members** ~~Members of Council~~. (Should be Council Members as per Article 7.1 and 8.1. Member of Council includes President, Immediate Past President, Secretary General, Treasurer, Vice Presidents, Council Members.)
  - 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

### 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 **Council Member** ~~of Council~~ at a time. (Should be Council Members as per Article 7 and 8.1 above. Member of Council includes President, Immediate Past President, Secretary General, Treasurer, Vice Presidents, Council Members.)
- 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. **The meetings can be convened in person or via virtual platform or a hybrid of both.** (Self-explanatory)
- 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 All members of Council-members, except the Immediate Past President~~ are elected in accordance with the Articles and Bylaws. (Should be members of Council as election applies to all positions and not just Council Members. (Immediate Past President is not elected)
- 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

### 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 Each of the Bureau members must be from a different Member Section.
- 9.3 In the interval between two Council meetings, the executive functions of the Council shall be performed by the Bureau. **The meetings can be convened in person or via virtual platform or a hybrid of both.** (Self-explanatory)
- 9.4 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.
- 9.5 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

### 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. (To correct the contradiction with Article 16.6. The original Article 10.1 suggests that the President can still run for election after skipping one term. Article 16.6 states clearly that Persons who have previously served as President of the UIA cannot run for any elected post except for the position of Honorary President).
- 10.2 The President represents the Union. The Articles and Bylaws define the functions of the President.



## ARTICLE 11

### 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 immediate re-election only once.
- 11.2 The Articles and Bylaws define the functions of the Vice-Presidents.

## ARTICLE 12

### 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 immediate re-election only once.
- 12.2 The Articles and Bylaws define the functions of the Secretary General.

## ARTICLE 13

### 13. THE TREASURER

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

## ARTICLE 14

### 14. ~~MEMBERS OF COUNCIL MEMBERS~~

- 14.1 The ~~Members of~~ Council ~~Members~~ are elected for a term of office as defined in Article 16.1 and are eligible for immediate re-election only twice.
- 14.2 Their functions are defined by the Articles and Bylaws.
- 14.3 ~~Members of The~~ Council ~~Members~~ represent their Region and not their Member Section.  
(Should be Council Members as Members of Council include President, Immediate Past President, Secretary General, Treasurer, Vice Presidents and Council Members)

## ARTICLE 15

### 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 2/3 majority of the votes cast by Member Sections at an Assembly.
- 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

### 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 outgoing Council shall remain in office until the Congress ends.



- 16.3 The number of continuous terms of service on the Council for any one person, with the exception of alternates, shall not exceed three (3) terms or nine (9) years, regardless of the number of different posts held. This provision does not apply to the Immediate Past President and Honorary President.
- 16.4 Persons who have previously served on the UIA Council for the maximum period of three (3) terms or nine (9) years continuously, shall again be eligible to run for election to Council after at least one three-year term of absence from the Council.
- 16.5 Candidates are allowed to submit their candidacy for a maximum of two (2) offices for each election.
- 16.6 Persons who have previously served as President of the UIA cannot run for any elected post except for the position of Honorary President.

#### ARTICLE 17

##### 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. ~~The voting shall be carried out in the manner as laid out in the Regulation (cf. Appendix I) except where other specifications are laid out in these Articles and Bylaws (cf. Appendix I) (self-explanatory)~~
- 17.2 In exceptional cases, the Bureau and Council may ~~make decision via circular resolutions and vote by electronic communication postal~~ or other appropriate ~~method ballot~~, as provided for in the Bylaws. ~~(To allow voting via electronic communication instead of postal))~~

#### ARTICLE 18

##### 18. CHANGES IN THE ARTICLES ~~AND~~ BYLAWS ~~AND~~ REGULATIONS

- 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 ~~90 150~~ 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 ~~45 90~~ days before the meeting of the Assembly and placed on the agenda of the latter. ~~(With electronic communication, 90 days appears to be adequate and this will allow more issues to be raised closer to the General Assembly. This will allow General Secretariat 45 days to compile and send to the MS 45 days (shorten from 90 to 45 Days) before the meeting of the General Assembly.)~~
- 18.2 All amendments to the Articles presented in accordance with Article 18.1 must be adopted by the Assembly by a 2/3 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 The Council shall have the authority to vote amendments to the ~~Regulations in the form of Appendices or supplement~~ of these Articles and Bylaws. ~~(To be consistent with other parts of the Article & Bylaws)~~
- 18.5 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

##### 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

### 20. EXPULSION

- 20.1 The non-payment of membership fees for three years shall entail ipso facto to the expulsion from the Union. This change in status shall be confirmed by Council at its next meeting. The Member shall be informed immediately, and the Assembly shall be informed at its next meeting. Council/General assembly may waive this article in special circumstances by 2/3 of majority of those voting.
- 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 2/3 majority of those voting. This decision is without appeal.

## ARTICLE 21

### 21. RE-ADMISSION

- 21.1 Members that have resigned under the provisions of Article 19.1, or expelled under the provisions of Article 20.2, may be re-admitted to membership of the Union, according to the provisions laid out in the Bylaws.
- 21.2 The Council shall inform the Assembly at its next meeting of Members that have been re-admitted under this Article.

## ARTICLE 22

### 22. DISSOLUTION

- 22.1 The dissolution of the Union may be agreed by the Assembly, by a 2/3 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/her, the Secretary General, shall be entrusted with its dissolution.

## ARTICLE 23

### 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

### 24. ACTIVITIES OF THE UNION

- 24.1 The Union may undertake any activities that further its aims.
- 24.2 The UIA logo may only be used in conjunction with an activity, programme, or event, upon receipt of written approval from the Secretary General of the Union.
- 24.3 Council may from time to time publish regulations governing the organisation of such activities.

## ARTICLE 25

### 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.
- 25.2 This version of the UIA Articles and Bylaws will enter into force on ~~June 11, 2019~~ (Except as provided in Article 16 which include all terms that have been served prior to this date). As at this date, it superseded all previous versions



## **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 that have subsequently been admitted to the Union.
- I.2 Members may be: MEMBER SECTIONS, ALLIED MEMBER SECTIONS, or HONORARY MEMBERS.

### **II. MEMBER SECTIONS**

- II.1 Member Sections shall be an existing professional body that meets the requirements of Article 2.2, an ad hoc representative organisation deriving from that body, or an organisation that brings together, for the purpose of international relations, a number of professional bodies that 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 2/3 majority of those voting in the Assembly.

### **III. ALLIED MEMBER SECTIONS**

In any country, group of countries, or territory where the total number of architects is less than fifty (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 an Allied Member until such time as conditions permitting the establishment of a Member Section are fulfilled.



#### **IV. HONORARY MEMBERS**

Individuals that have made outstanding accomplishments of international significance to architecture or the profession may become Honorary Members.

#### **V. RIGHTS AND DUTIES OF MEMBERS**

##### **V.1 MEMBER SECTIONS**

- V.1.1 May participate in all activities of the Union as set out in these Articles and Bylaws.
- V.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).
- V.1.3 Member Sections may propose candidates for election to Council and may have candidates from their organisation elected to Council (cf. Bylaw VI.1.3).
- V.1.4 Member Sections may propose amendments to the Articles and Bylaws.
- V.1.5 Member Sections shall benefit in full from the UIA information service.
- V.1.6 Member Sections must pay an annual membership fee to the Union (cf. Bylaw XI).

##### **V.2 ALLIED MEMBER SECTIONS**

- V.2.1 Allied Members may participate in all the activities of the Union within the limits set out in these Articles and Bylaws.
- V.2.2 Each Allied Member may be represented at the Assembly by an observer who shall have the right to speak, but not to vote.
- V.2.3 Allied Members may not propose candidates for election to Council nor may they have a candidate from their organisation elected to Council.
- V.2.4 Allied Members may not propose amendments to the Articles and Bylaws.
- V.2.5 Allied Members shall benefit in full from the UIA information service.
- V.2.6 Allied Members may be required to pay an annual membership fee to the Union (cf. Bylaw XI).

##### **V.3 HONORARY MEMBERS**

- V.3.1 Honorary Members may participate in all the activities of the Union within the limits set out in these Articles and Bylaws.
- V.3.2 Honorary Members may attend the Assembly and shall have the right to speak but not to vote.
- V.3.3 Honorary Members may not nominate candidates for election to Council nor be candidates for election to Council.



- V.3.4 Honorary Members may not propose amendments to the Articles and Bylaws.
- V.3.5 Honorary Members shall benefit in full from the UIA information service
- V.3.6 There is no mandatory membership fee for Honorary Members

## **VI. ADMISSION OF NEW MEMBERS**

### **VI.1 MEMBER SECTIONS**

- VI.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.
- VI.1.2 The Secretary General shall report to Council on matters set out in Bylaw VI.1.1. The eligibility of a new Member Section must be approved by a 2/3 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.
- VI.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
- VI.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 2/3 majority of those voting. In the case of a Member Section representing a territory, the Assembly must ratify Council's recommendation by a 2/3 majority of those voting.

### **VI.2 ALLIED MEMBER SECTIONS**

- VI.2.1 Any professional organisation wishing to join the Union as an Allied 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.
- VI.2.2 The Secretary General shall report on the matters set out in Bylaw VI.2.1 to Council. The eligibility of a new Allied Member must be approved by a 2/3 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.
- VI.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 an Allied Member, except as herein provided.
- VI.2.4 A motion to ratify the admission of a new Allied Member, whose eligibility has been approved by Council since the last meeting of the Assembly, shall require the approval of a 2/3 majority of those voting at the Assembly.

### **VI.3 HONORARY MEMBERS**

- VI.3.1 Honorary Members are nominated by the Member Sections or prevailing Council.





- VI.3.2 The Secretary General shall report on the matters set out in By-law VI.3.1 to Council. The eligibility of a new Honorary Member must be approved by a 2/3 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.
- VI.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 a Honorary Member, except as herein provided.
- VI.3.4 A motion to ratify the admission of new Honorary Members, whose eligibility has been approved by Council since the last meeting of the Assembly, shall require the approval of a 2/3 majority of those voting at the Assembly.

## **VII. CHANGES IN STATUS OF MEMBERS**

- VII.1 All UIA Members shall keep the Secretary General informed of any changes within their organisation that may affect its membership status.
- VII.2 Should the organisation holding the title of UIA Member wish to transfer this authority to another organisation, or should a UIA Member split into several UIA Members:
  - VII.2.1 A written agreement between the outgoing and incoming organisations must be submitted to the General Secretariat, together with the completed UIA application.

This document must specify the date on which UIA membership will be transferred, so that the country or countries represented will retain continuous membership in the UIA. Any break in the payment of membership fees will result in the incoming organisations' being considered as a new Member and Bylaw VI.1 shall be applied.
  - VII.2.2 The Secretary General shall ascertain if the incoming organisation meets the requirements of these Articles and Bylaws, and so inform the Council.
  - VII.2.3 The Council shall accept the transfer of responsibility except where the current Member has outstanding debts to the UIA. On acceptance of the transfer by the Council, all rights and duties of membership shall pass to the incoming Member. The Council shall inform the Assembly of any such transfers in representation at its next session.
  - VII.2.4 The incoming organisation will enjoy the full rights of a UIA Member Section and will not be required to pay an entry fee.
- VII.3 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.
  - VII.3.1 The Secretary General shall write to each body and invite them to come together and form an ad hoc, representative body, as provided for in Bylaw II.1.
  - VII.3.2 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.



- VII.3.3 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.
- VII.3.4 The incoming organisation will enjoy the full rights of a UIA Member Section and will not be required to pay an entry fee.

## **VIII. AFFILIATED AND ASSOCIATED ENTITIES**

- VIII.1 The UIA may establish working relationships with other international organisations as ASSOCIATED ENTITIES / MEMBERS where the collaboration promotes the Union's objectives.
- VIII.2 The UIA may establish working relationships with other corporate partners or create AFFILIATED ENTITIES / MEMBERS that have a related professional interest for the benefit of the Union.
- VIII.3 The affiliation or association of the external, existing bodies must be approved by the Council and ratified by simple majority of those voting at the General Assembly. Associated companies created by UIA must be approved by Council and ratified by a majority of those voting at the General Assembly.

## **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 General Assemblies the basic documents shall be made available in the working languages of the Union. Other languages may also be used.
- IX.3 For General 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.
- IX.5 Documents may be translated into other languages, under the responsibility and at the expense of the requesting Member Sections.

## **X. LANGUAGES FOR MEETINGS**

- X.1 For all Congresses and meetings of the General Assembly, simultaneous translation shall be provided for the languages of English, French, Spanish and Russian by the organising body or Member section. Simultaneous translation may be provided for other languages if requested by a Member Section, under the responsibility and at the expense of the requesting Member Section
- X.2 For meetings of the Bureau and Council, simultaneous translation shall be provided for the working languages of the Union. Other languages may be used if requested by a Member Section, under the responsibility and at the expense of the requesting Member Section.
- X.3 For other meetings it may be appropriate to use one or more languages other than the working languages provided a working language is available, if required. Other languages may be used, under the responsibility and at the expense of a requesting Member Section.



## **XI. FINANCES**

- XI.1 The financial year of the Union is from January 1 to December 31. All Union membership fees are due on the reception of the invoice from the UIA.
- XI.2 The draft triennial budget, approved by the Council, must be presented by the Treasurer to the Member Sections at least ~~forty-five (45)~~ ~~ninety (90)~~ days before the Assembly meets. [\(Consequential changes to be consistent with changes made to Article 18.1\)](#)
- 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 Allied 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 Member Sections re-entering the UIA shall pay the equivalent of one fourth (1/4) of the year's membership fee as an entrance fee. New Member Sections shall pay the equivalent of one half (1/2) of the 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 New Member Section's membership fees are due starting on the date their application is accepted by the Council.
- XI.10 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, unless something different is negotiated and accepted by Council before that date.
- XI.11 Any Member Section whose membership fees for the year in which the Assembly takes place, has not been deposited in the Union bank account, and cleared ~~forty-five (45)~~ ~~ninety (90)~~ days before the Assembly loses the right to have one of its members run for election to any post. [\(Consequential changes to be consistent with changes made to Article 18.1\)](#)
- XI.12 No debt may be simply cancelled unless a motion to this effect is proposed by Council and adopted by a 2/3 majority of those voting in the Assembly.
- XI.13 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.14 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.15 Council may at its sole discretion relax the provisions of Bylaws XI.10 if it has proof that a Member Section has difficulty transferring funds into the Union account due to government regulations or extreme circumstances.
- XI.16 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.17 The Council, on advice from the Treasurer, may decide on the application of a percentage reduction/increase in membership fees for early/late payment.

XI.18 As compensation to the UIA for the right to organise a Congress, the organising Section shall ~~shell~~ pay a specific fee fixed by the Council. This fee will be due starting in the year in which the venue is chosen and continue through the year of the Congress.

## **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 from 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/her 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. **Both the Assembly and Congress can also be held in person or via virtual platform or a hybrid of both. (Self-explanatory)**

XIII.4 The Secretary General shall circulate the agenda and, as far as possible, the ~~principle~~ principal documents to all Member Sections at least **forty-five (45)** ~~ninety (90)~~ days before the date fixed for the meeting of the Assembly. **(Consequential changes to be consistent with changes made to Article 18.1)**

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 **communicated electronically given by registered letter** at least sixty (60) days before the appointed date. This **electronic communication letter** shall indicate the agenda and, as far as possible, shall include the ~~principle~~ principal documents. **(To allow electronic communication such as email etc., and to correct mistake in the term)**

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~~ **Members** who shall assist the Vice-President. *(Should be Council Members as Members of Council include President, Immediate Past President, Secretary General, Treasurer, Vice Presidents and Council Members)*

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 manner and~~ place of its meetings (for meeting in person) (To allow meetings to be conducted in other manner such as virtual in addition to meeting in person)
- 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 in the manner and at the place (for meeting in person) ~~and~~ on the date arranged, the President shall decide on another date, ~~and manner and place of its meeting place~~. (Consequential changes to be consistent with changes made to XIV.3.15)
- XIV.5 In case of emergency, and for serious and exceptional reasons, the President may convene an extraordinary meeting of the Council upon his/her own authority. The President must convene an extraordinary meeting if it is requested by at least 2/3 of the ~~Members of Council members~~. Such a meeting must be held within ~~thirty (30) sixty (60)~~ days of being requested. (Should be members of Council Members as Members of Council include President, Immediate Past President, Secretary General, Treasurer, Vice Presidents and Council Members. With electronic communication and introduction of virtual or hybrid meeting, the notice should be shortened to within 30 days as 60 days' notice is too long to address serious issues)
- XIV.6 All extraordinary meetings of the Council shall be held in the ~~headquarters of the Union unless manner and place (for meeting in person) to be decided by the~~ President, in consultation with the Bureau, ~~decides on another venue~~. (To allow meetings to be conducted in other manner such as virtual in addition to meeting in person and also to allow meeting in person to be conducted outside the headquarter to allow flexibility)
- 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 via electronic communication ~~by correspondence~~. Voting in such cases is closed not more than fifteen (15) ~~sixty (60)~~ days after the electronic communication has been sent to the members of Council. (To allow electronic communication. For matter of emergency that requires urgent/quick decision and with the advancement of electronic communication where all members of Council are now well connected, 60 days is too long and to be shorten to not more than 15 days).
- 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 ~~thirty (30) sixty (60)~~ days before the appointed date. The principal documents which include information, reports and proposed resolutions must reach the Secretary General at least ~~twenty (20) forty five (45)~~ days before the date of the meeting. They shall be sent to all members of the Council at least ~~ten (10) thirty (30)~~ days before the date of the meeting. ~~The Council may decide on a shorter notice~~. (With more Council Meetings being held per year, the notices etc. need to be shorten considerably. The proposals are consistent with what are being practiced in 2021-2023 Council. This allows the Secretariat 10 days to compile and translate the documents into French and English to be provided to the members of Council 10 days before the meeting. To also allow the Council to decide on shorter notice of meeting to deal with urgent issues as and when required)
- XIV.10 If, for any reason, a Council seat becomes vacant between Assemblies, the Council shall ask the relevant Region for nominations to fill this post. If the Region proposes more than one name, the Council will vote to make the final decision as to the appointment of the replacement Council Member.
- XIV.11 For election eligibility purposes, persons appointed during a triennial period shall be considered to have served a full term of office if they serve for more than half that triennial period; if they serve for less than half the triennial period, it shall be a null term of office and will not be counted in their eligibility for office.



**XV. ELECTION OF THE COUNCIL**

- XV.1 Members of the Council are elected by the Assembly, except in the specific cases described in Bylaws XIV.10 and XV.7.
- XV.2 ~~One-hundred and eighty (180) 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 that will become vacant at that meeting of the Assembly. Nominations must reach the General Secretariat ~~Ninety (90) one-hundred and twenty (120)~~ days before the Assembly meets. ~~(Shortening from 270 days to 180 days taking into consideration of the electronic communication. This allows the Member sections sufficient time (90 days) to get the necessary approval from their own Council to nominate the candidates)~~
- 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 V.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 Members~~ may only be made by Member Sections from the Region they will represent. ~~(Should be Council Members as members of Council include President, Immediate Past President, Secretary General, Treasurer, Vice Presidents and Council members)~~
- XV.4 Presidential candidates cannot stand for election after two unsuccessful bids.
- XV.5 After having examined their eligibility (cf. Bylaw XI.11), the Secretary General shall advise all the persons nominated, as well as their Member Sections, of their nomination, ~~eighty (80) one-hundred and ten (110)~~ days before the Assembly ~~(Consequential changes from XV.2 and keeping the 10 days gaps between XV.2 and XV.5)~~





- XV.6 To be included in the Assembly ballot papers, all nominations submitted under Bylaw XV.2 must be supported by the following:
- XV.6.1 A declaration by the Member Section of which the candidate is a member stating their desire to be represented by the candidate, and their commitment to provide moral and financial support to him/her if elected.
- In exceptional circumstances, a commitment to provide the necessary financial support from a body other than the Member Section of which the candidate is a Member may be acceptable, provided that the Member Section gives its agreement.
- XV.6.2 A declaration by the candidate that, if elected, he/she would be prepared to act as a member of Council.
- XV.7 The declaration required by Bylaw XV.6.1 must be in the hands of the Secretary General ~~sixty (60) 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.6.2 not less than ~~sixty (60) eighty (80)~~ days before the Assembly. In the absence of this declaration, a candidate shall be deemed to have refused the nomination.
- (Shortening from 80 days to 60 days taking into consideration of electronic communication and online submission, and providing 15 days for the Secretariat General to send all the information out to the Member Sections 45 days before the General Assembly)
- XV.8 If, on the ~~90-day 120-day~~ deadline (cf. Bylaw XV.2), no nominations ~~have had~~ been received for a Council post, the responsibility for finding valid candidatures for such posts will fall to the Bureau. Only the Bureau may make nominations after this deadline; no spontaneous candidatures to the Assembly floor will be accepted. (Consequential changes due to changes in XV.2)
- If the Bureau is unable to find a valid candidate for a post after the ~~90-days sixty-day~~ deadline (cf. XV.8 and ~~sixty-days (60) before the Assembly~~), that post shall be declared vacant at the Assembly. The Council, in its meeting immediately following the Assembly, shall either proceed to a vote to fill these posts or engage the procedure described in Bylaw XIV.10 above. (For clarity)
- XV.9 The Secretary General shall advise all Member Sections of the valid nominations made by Member Sections and the Bureau ~~forty (45) sixty (60)~~ days before the Assembly. (Consequential changes)
- XV.10 ~~Council Members of Council~~ should have an Alternate nominated by his/her Member Section, who shall have the responsibility of attending Council meetings when the ~~Council Member of Council~~ cannot.
- In the event that a ~~Council 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.
- (Should be Council Members as alternate only applies to Council Member's position and not all Member of Council)
- XV.11 If a ~~Council Member of Council~~ has not participated or has not been represented by the designated Alternate in two consecutive ordinary meetings of the Council, that member shall be considered to have resigned and the seat will be declared vacant unless he/she overcomes his/her absence by participating in a conference call during the meeting in session. In extraordinary circumstances, the Council may waive this Bylaw by a 2/3 majority vote. An official letter from Member Section/Council ~~member Member~~ specifying the circumstances of absence must arrive to the Secretariat before the opening of the Council, otherwise the absence will be treated as unexcused. (Should be Council Members as alternate only applies to Council Member's position and not all Member of Council)
- XV.12 The Member Section responsible for a Council seat that has been declared vacant due to repeated absences automatically loses its right to present candidates for election at the following General Assembly. In extraordinary circumstances, the Council may waive this Bylaw by a 2/3 majority vote.





XV.13 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 manner and place of its meetings (for meeting in person) place of its meetings.~~ (To allow meetings to be conducted in other manner such as virtual in addition to meeting in person)

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

XVI.3 ~~Members of~~ Council ~~Members~~ 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 ~~Members~~.

XVI.4 The regulations for Council concerning ~~the announcement of~~ meetings and consultations ~~by correspondence~~ are applicable to meetings and consultations of the Bureau. Notice of a meeting shall be given at least fifteen (15) days before the appointed date. Any proposed resolutions by any of the member of the Bureau must be circulated to all the members of the Bureau at least seven (7) days before the date of the meeting. The Bureau may decide on a shorter notice. (With more Bureau Meetings, the notices etc. need to be shorter than the Council Meetings. The proposals are consistent with what are being practiced in 2021-2023 Council. To also allow the Bureau to decide on shorter notice of meeting to deal with urgent issues as and when required)

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 Make its own nominations where none are received from the Member Sections within the allotted time limit, and/or examine any candidatures received after the deadline.

XVI.5.3 Present to the Council, in its meeting immediately following the General Assembly, candidatures for any post that was declared vacant at the Assembly.

## **XVII. THE PRESIDENT**

XVII.1 The President shall take cognizance 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 ~~Members~~ from the Region, has special responsibility for coordinating and stimulating activities within the geographical Region represented. The Vice-President is the permanent ex-officio representative of the Union in the Region. (Should be Council Members as Members of Council include President, Immediate Past President, Secretary General, Treasurer, Vice Presidents and Council members)



- 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 ~~Members of Council~~ ~~Members~~ from the relevant Region shall propose candidatures, from among themselves, to assume this post. The entire Council will vote among the candidates to appoint the new Vice-President. This appointment shall be valid 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. (Should be Council Members as Members of Council include President, Immediate Past President, Secretary General, Treasurer, Vice Presidents and Council members)
- XVIII.4 Without contravening the provisions of Bylaw XV.12, 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~~ ~~Members~~ of the Region, designate one of the ~~Members of Council~~ ~~Members~~ to attend the meeting. (Should be Council Members as Members of Council include President, Immediate Past President, Secretary General, Treasurer, Vice Presidents and Council members)
- XVIII.5 Each Vice President will represent globally the UIA according to the special mission given to him/her by the Council. The mission of Vice Presidents is as stated in Appendix II and as decided at the second meeting of Council after the election.
- 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 Council shall elect from among its members another individual to assume the duties of Secretary General either on a temporary basis until the Secretary General is able to resume his/her 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 anybody 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 during a triennial period shall be considered to have served a full term of office if they serve for more than half that triennial period; if the substitute serves for less than half the triennial period, it shall be a null term of office and will not be counted in their eligibility for office



## **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 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 conducted electronically unless technical failure makes it impossible.
- XXIV.2 Secret ballot voting (~~either~~ electronic or by paper ballot **or by online platform**) is compulsory for elections and the choice of future Congress and World Capital of Architecture's venues and shall be used for other votes when requested by a majority of the delegates present **for Assembly held in person or delegates registered to vote for Assembly held via virtual platform. (Self-explanatory)**
- XXIV.3 Votes that do not require secret ballots may be conducted by displaying the voting cards distributed by the General Secretariat to the Member Sections **for Assemblies held in person or online voting for Assemblies held via virtual platform. (Self-explanatory)**
- XXIV.4 The procedure for voting is set down in special regulations (cf. Appendix I).
- XXIV.5 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/her substitute as provided for in Appendix I paragraph 3.5.
- XXIV.6 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.7 The immediate closure of a debate may be decided by a majority of votes cast.
- XXIV.8 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, **ninety (90) ~~one hundred and fifty (150)~~ days** before the Assembly, for distribution to the Member Sections **forty-five (45) ~~ninety (90)~~ days** prior to the meeting. **(Consequential changes due to earlier changes made on the Assembly notice etc.)**
- XXIV.9 Amendments to proposals and resolutions submitted under Bylaw XXIV.8, 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.10 The rules of procedure contained in the two preceding Bylaws may be suspended by a decision of the Assembly adopted by a 2/3 majority of the voting delegates. This suspension will under no circumstances prevent the application of the other dispositions of these Articles and Bylaws.
- XXIV.11 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 one vote. In the case of a tie the Chairman has a second, casting vote.

XXV.2 If, on the date a meeting of Council convenes, a Member Section is not up to date in its membership fees, any ~~members of Council members~~ from that Member Section lose their right to vote during that Council session.

If a Council session takes place before April 1 of a given year, ~~members of Council members~~ will retain the right to vote if their home Member Section was up to date in its membership fees on December 31 of the previous year.

(Should be members of Council as members of Council include President, Immediate Past President, Secretary General, Treasurer, Vice Presidents and Council members)

XXV.3 Notice of motion to rescind any resolution or minute shall be given to the Secretary General not less than ~~thirty (30) sixty (60)~~ days before the date of an ordinary meeting of Council. (Consequential changes due to earlier changes made on the shortening of notice under XIV.9.)

XXV.4 The Council shall publish from time to time regulations governing the organisation of its meetings, Forums and Congresses. Such regulations shall form an Appendix or supplement to the Articles and Bylaws of the Union (cf. Appendix IV).

## 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 ~~Fifteen-months Eighteen-months~~ before an ordinary meeting of the Assembly, the General Secretariat shall invite Member Sections to propose their candidature to host a UIA Congress (approximately six years in advance of the proposed date). (Shortening from 18 months to 15 months taking into consideration of electronic communication. This will still allow the Member sections sufficient time (6 months) to get the necessary approvals from their own Council and also liaison with other local government and agencies to get necessary support before they are able to submit the information based on the bid document and to secure financial support. Bidding for the Congress which is coupled with the World Capital of Architecture involves huge financial responsibility and requires a lot more preparation)

XXVI.4 Member Sections must file a letter of intent, as well as the basic administrative documents and preliminary financial proposal for the congress with the General Secretariat at least ~~two hundred and seventy (270) three hundred (300)~~ days before the Assembly in order to present their candidature to host a UIA Congress. (Shortening from 300 to 270 days taking into consideration that online submissions is now allowed as compared to previously where the submissions were required to reach Paris physically to be considered valid)

XXVI.5 ~~Two hundred and ten (210) Two hundred forty (240)~~ days before an ordinary meeting of the Assembly, the General Secretariat will examine the candidatures and, if necessary, ask for any clarifications within the following 30 days. The candidatures will be submitted to the Council meeting. (Consequential changes due to changes made in XXVI.4)

XXVI.6 The Council, at its meeting approximately ~~4 6~~ months before the General Assembly will evaluate the offers to host a congress and shall make recommendations to the Assembly who, under normal circumstances, shall decide on the possible venues about six years in advance.

XXVI.7 The Council recommendation shall be distributed to all the candidate cities by the UIA Secretariat within 30 days following the Council's decision.

XXVI.8 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, ~~forty-five (45) ninety (90)~~ days before the Assembly loses the right to present its candidature to host a UIA Congress. (Consequential changes due to changes made in the Assembly notice)



- XXVI.9 In order to be presented before the Assembly, candidatures to host a UIA Congress, including all documents and payments, must be completed at least thirty (30) days before the opening of the Assembly.
- XXVI.10 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 2/3 majority of those voting, decide to cancel the venue of the Congress



XXVI.11 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.12 Council shall provide a full report to the next Assembly on decisions made under Bylaws XXVI.10 and XXVI.11 above.

## **XXVII. ACTIVITIES**

XXVII.1 Meetings, seminars, colloquia, exhibitions, international programmes and courses, and other events or activities may be organised within the framework of the Union's programme of activities.

XXVII.2 No meeting or activity may take place under the auspices of the UIA unless written 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 the activity. This document shall also specify whether the right to use the UIA logo in relation to this event is granted or refused.

XXVII.3 Activities 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.4 The Council may publish from time to time guidelines or regulations governing the organisation of such activities. These guidelines and regulations shall form an Appendix or supplement to the Articles and Bylaws of the Union (cf. Appendix IV).

## **XXVIII. UIA REPRESENTATIVES TO OTHER 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 that 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 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.

