

Guidelines for Interpreters in Akademikerforbundet (The Norwegian Union of University and College Graduates)

These guidelines have been drawn up with a statutory basis in Article 14 of the Bylaws of the Norwegian Union of University and College Graduates. These guidelines were adopted by the Executive Board at a board seminar held on 8-10 September 2019.

1. Activities (see Article 14.2)

The activities of the Interpreters in the Norwegian Union of University and College Graduates are determined by means of guidelines adopted by the Executive Board, issued within the framework of **the overarching plans and governance documents of the Norwegian Union of University and College Graduates.**

The Interpreters in the Norwegian Union of University and College Graduates are managed by a Specialist Board.

Support functions are provided by the Union's secretariat.

It is assumed that tasks relating to the profession and to union-related work will be carried out within the framework laid down in the Norwegian Union of University and College Graduates' Bylaws, political platform and political priorities.

1.2 General Meeting

1.2.1 The General Meeting is the supreme body of the Interpreters in the Norwegian Union of University and College Graduates and shall be held at least every three years.

Notice of the General Meeting shall be distributed to members in an appropriate manner no later than five weeks before the General Meeting.

Any items that are to be discussed at the General Meeting must be received by the Board no later than three weeks before the General Meeting.

Any member who has paid his/her membership dues to the Norwegian Union of University and College Graduates and has confirmed his/her membership in the Interpreters of the Norwegian Union of University and College Graduates and fulfilled the requirement of education or informal competencies as an interpreter is entitled to attend, speak and vote at the General Meeting. The President of the Union, or his/her delegated representative, is entitled to attend, speak and vote at the General Meeting.

The General Meeting is quorate when the notice of meeting has been sent out by the relevant deadline. The General Meeting can only make decisions on issues that have been listed in the notice of meeting.

Decisions and elections are normally decided by a simple majority. The General Meeting may decide that elections must be made in writing if one so requested by one of the attendees at the General Meeting.

1.2.2 The General Meeting shall:

- approve the notice of meeting.
- approve the agenda.
- elect a person to chair the meeting, a minute-taker and two attendees to sign the General Meeting minutes.
- elect the chairperson and deputy chairperson.

- elect a nominations committee consisting of at least three people.
- determine the term of office for the elected members (normally two years), including the terms of office for the chairperson and the deputy chairperson. Additional rules concerning this, including the terms of office for other organisational representatives, are determined by the General Meeting.
- Approve, as proposed by the Board, the budget and plan of initiatives for each individual budget year for the period in question. The General Meeting may decide to delegate to the Board to approve one year's budget and plan of initiatives and otherwise make necessary budget adjustments.
- approve the annual report and audited accounts.
- determine the annual, voluntary membership fee.
- discuss and make decisions in other matters that the Board may choose to present to the General Meeting for discussion.

The minutes and attached annual report, audited accounts, budget and plan of action from the General Meeting shall be sent to the members and stored on the Union's intranet.

An Extraordinary General Meeting shall be held if so requested by the Board or a minimum of one-quarter of the members.

1.3 Specialist Board

The Board consists of a minimum of five members with the addition of deputy members.

The composition of the Board shall in so far as it is be representative of various tariff types, forms of employment, gender and geographical distribution.

The Board is quorate when at least half of its members, including the chairperson and/or deputy chairperson and the attending deputy members, are present at the meeting.

The Board is responsible for the ongoing activities of the Interpreters in the Norwegian Union of University and College Graduates between General Meetings, within the overarching framework and priorities set by the National Congress and the Executive Board of the Norwegian Union of University and College Graduates.

Minutes of meetings are to be kept and stored in the Union's archives.

Responsibilities and tasks of the Board

The Board is responsible for ongoing activities relating to professional issues and union policies, but has a special responsibility to:

- draw up budget proposals and suggested initiatives for each individual budget year during the period.
- discuss and issue statements in matters presented to the Executive Board, Secretary General or other bodies within the Norwegian Union of University and College Graduates.
- place professional and political matters on the agenda and to initiate relevant items/issues for the Executive Board.

The Board, represented by the Board Chairperson or a delegated representative, is entitled to attend and speak when items presented are being discussed.

- establish and maintain professional and political contact with the interpreters and the other Unio organisations and other partners within the professional field.

- discuss other items that the interpreters wish to present for discussion by the Executive Board of the Norwegian Union of University and College Graduates.

1.4 The Board Chairperson's administrative functions

In addition to his/her function as Board Chairperson, the Board Chairperson is also the administrative manager.

The Board Chairperson is responsible for administrative activities and for providing information to the Secretary General.

On behalf of the Board, the Board Chairperson has, among other things, chief responsibility for the following administrative tasks:

- assisting in recruiting new members.
- helping to establish and organise work relating to the profession.
- following up and replying to representations from overarching bodies in the Norwegian Union of University and College Graduates and the Secretariat.
- facilitate the release from work of union representatives for tasks, as approved by the Secretary General.
- ensure that copies of the notice of the meeting, agenda and a transcript of Board meeting minutes be stored on the Union's intranet at the same time as documents are sent to the Board members.
- Keep the Board up-to-date as regards decisions made by the Executive Board along with information sent out by the Secretariat.
- In the event of any illness/absence on the part of the chairperson lasting more than one month, notice should be sent to the Secretary General and the board members.

The Board Chairperson has chief responsibility for ensuring that the above-mentioned administrative tasks be carried out. This does not prevent the Board Chairperson from delegating to others to carry out administrative tasks on his/her behalf, e.g. to other Board members.