

STATUTES of Translation House Looren Association

registered at Hinwil, Switzerland

(Courtesy translation for readers of English; the German original is the sole legally binding document.)

I. Name, registered address and objectives

1 A charitable, tax-exempt association according to Article 60 ff. of the Swiss Civil Code (ZGB) under the name of 'Übersetzerhaus Looren' (Translation House Looren) is registered at Hinwil, Switzerland.

2 The association's objective is to promote literary translation through the not-for-profit management of the property 'Looren' as a translators' centre, the assessment of work submitted, residency grants and the organisation of literary events.

3 The association works with other institutions and can become a member of other organisations.

4 The association is politically independent and confessionally neutral.

II. Membership

5 Members can be both natural persons and legal bodies.

6 Admission to the association is decided by the committee. It can refuse admission to the association without stating the reason.

7 Resignation from the association is only possible at the end of the calendar year through a written request to the association. The annual membership fees for that year must be paid in full.

8 Members whose behaviour damages the association's interests or who fail to pay the annual membership fee can be expelled through a decision of the committee. A decision of the committee may be appealed at the next annual general meeting. The appeal must be submitted to the committee within twenty days of receipt of the expulsion decision.

III. Organisation

9 The association's organs are:

- A. The AGM
- B. The Committee
- C. The Management
- D. The Auditors

10 The financial year is equivalent to the calendar year.

A. Annual General Meeting

11 The Annual General Meeting takes place each year, within six months of the end of the financial year. Additional meetings may be called following a decision of the committee or when a fifth of members submit a written request, including the topics they wish to discuss.

12 The annual general meeting is called by the committee. The invitation to association members will be sent in writing at least three weeks before the meeting takes place and will include the subjects under discussion.

Motions proposed by members are to be submitted in writing at least two weeks before the date of the AGM. Any motions submitted by members will be advertised in writing to all association members at least ten days before the AGM.

13 The AGM selects the committee, the president and the auditors, who hold office for a period of two years. The AGM is also responsible for the following business:

- a) acceptance of the annual report and the annual accounts
- b) determining the membership fees
- c) taking decisions on motions proposed by the committee or by individual members
- d) taking decisions falling under article 8
- e) taking decisions on changes to the statutes
- f) taking decisions relating to the liquidation of the association

14 The role of chair is performed by the president. In the case of incapacity it may be performed by another member of the committee.

15 The AGM passes its resolutions and conducts elections through a simple majority of votes in favour cast by all eligible voters present. For resolutions on changes to the statutes to be passed a two-thirds majority in favour cast by all eligible voters present is required. For the association to be liquidated a three-quarters majority of association members in favour is required. The establishment of the membership fees according to the statutes is determined through a simple majority of the eligible voters present.

16 Decisions taken by the AGM are minuted.

17 Resolutions and votes are all open, unless the meeting decides on a secret ballot or vote.

B. Committee

18 The committee consists of a minimum of three and a maximum of seven members. Subject to approval in accordance with article 13, the committee selects itself. The committee's work is voluntary and unpaid. Subject to approval by the committee, specific tasks may be remunerated.

19 The committee is led by the president, or in the case of incapacity by another member of the committee. The committee has the responsibility for executive management of the association, and supervision of the management. The committee ensures the association's objectives are met, in so far as these objectives are not the responsibility of the AGM, in accordance with Article 13.

20 Specific responsibilities of the committee include:

- a) decision making and adjudication on resolutions and submissions from the management.
- b) preparation of business for the AGM
- c) execution of resolutions passed by the AGM
- d) appointing the management
- e) adoption of the budget presented to the AGM
- f) adoption of the annual accounts presented to the AGM
- g) representing the association publicly
- h) appointing panels
- i) taking decisions on work submitted, residency grants and the execution of literary events.
- j) authorisation of signatory powers and of the form in which documents are signed including any delegation of these powers

The committee is responsible for all matters which are not explicitly the responsibility of any other organ.

21 Calling meetings of the committee is the responsibility of the president. A meeting of the committee must be held within four weeks if requested by at least two committee members.

22 The committee is quorate when at least half of its members are present. Where committee members are connected using technical means of communication, decisions may be made as if the member were present. In the case of individual questions the committee may also circulate resolutions to be voted on in writing, as long as at least half the members are party. Verified e-mails qualify as 'in writing'.

The committee takes decisions based on a simple majority. In the case of a tie the chair has the casting vote.

C. Management

23 The management has the following responsibilities:

- a) preparing business for the committee, and execution of its resolutions
- b) technical and administrative management

The roles and remits of the management are laid out in more detail in a functional specification document.

D. Auditors

24 The auditors will examine the annual accounts and submit a written report to the AGM.

IV. Association funds and liability

25 For the realisation of the association's objectives the association has membership fees, income from services and donations at its disposal.

26 Membership fees are CHF 60 for individuals and CHF 120 for legal bodies, and CHF 500 for supporting members.
Personal liability and reserve liability for members are not provided for.

V. Changes to these statutes and liquidation of the association

27 The decision-making process for changes to these statutes and for the liquidation of the association are covered in Articles 13 and 15.

28 In the event of the association's liquidation, the AGM will decide on the use of any funds remaining, with the condition that they be made available to an institution with related objectives. Members do not have any claims to the association's funds.

VI. Final provisions

29 These statutes were agreed at the founding meeting of the association on 17 December 2003 and amended at the AGM of 13th May 2012 and the AGM of 6th June 2019.

Representing the committee:

Brigitta Züst

Richard Rahm

Zurich, 6 June 2019