

INTERNAL REGULATIONS OF THE UNION INTERNATIONALE DES AVOCATS (UIA - INTERNATIONAL ASSOCIATION OF LAWYERS)

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The provisions in these Internal Regulations are intended to clarify the implementation of the principles contained in the Statutes of the International Association of Lawyers (UIA – Union Internationale des Avocats), presently in force.

ARTICLE 1 – PROCEDURE OF ADMISSION, REFUSAL OF ADMISSION AND EXCLUSION OF MEMBERS

A) *Procedures for admission and appeal in case of refusal of admission*

1. In order to be examined, any application for membership received by the Association must meet the following conditions:
 - a) It must be in compliance with the eligibility conditions set out in the Statutes of the Association
 - b) It must present the documents required in the membership form in force
 - c) The membership fee for the current year must have been paid
 - d) The applicant must agree to abide by the Association's code of conduct.
2. All complete applications must be referred for information by the Administration to the President of the National Committee or UIA National Representative in the relevant country before the date of the next Executive Committee meeting. The National Representatives shall undertake to promptly inform UIA if they have any information that may call into question the eligibility of the member in question.
3. Any complete application may enjoy membership benefits upon receipt of confirmation by the Administration, pending a formal approval by the Executive Committee.
4. The Executive Committee approves candidacies on a regular basis. This approval is presumed in the absence of objections from members of the Executive Committee within seven calendar days after the electronic communication of the list of candidates. In the event of an objection, the disputed application, as well as those not yet approved, are examined at the meeting following the application request.
5. In the event of a refusal of admission by the Executive Committee, in accordance with Article 7.6 of the Statutes, the Secretary General shall inform the candidate, by registered mail, that he may appeal against the Executive Committee's decision and has a period of 30 days to lodge any such appeal.
6. When the Secretary General receives an appeal within the specified time limit, with the agreement of the President of the Association, he shall send the papers for further examination to a Governing Board member of a country other than that of the candidate, specifying a reasonable time limit for providing his written appraisal report.
7. The appeal shall be placed on the agenda of the Governing Board meeting following the receipt of the appraisal report. A copy of the application file and appraisal report shall be provided to the Governing Board members together with the agenda of the meeting.
8. The Governing Board's ruling shall be final.

B) Procedures for appeal in case of expulsion

1. When the Executive Committee decides, under Article 7.4 of the Statutes, to expel a member, the Secretary General, pursuant to Article 7.6 of the Statutes, shall inform the member concerned, by registered mail, that he may appeal against the Executive Committee's decision and has 30 days within which to lodge the appeal.
2. When the Secretary General receives an appeal within the time limit, with the agreement with the President of the Association, he shall send the papers for further examination to a Governing Board member of a country other than that of the member, specifying a reasonable time limit for providing his written appraisal report.
3. The appeal shall be placed on the agenda of the Governing Board meeting following the receipt of the appraisal report. A copy of the application file and appraisal report shall be addressed to the Governing Board members together with the agenda of the meeting.
4. The Governing Board's ruling shall be final.

C) Admission or continuation of membership of lawyers persecuted in their countries.

When a lawyer is persecuted in his/her own country by any political and/or regulatory legal authorities to whom he/she may be subject under, in violation of the fundamental principles of the profession as described in Article 3.1 of the Association's Statutes, and if this results in disciplinary measures or disbaring, the Executive Committee may decide to grant him/her the status of an individual member of the Association or to maintain his/her status as such, even if (by reason of such persecution) he/she does not meet, or no longer meets, the conditions in Article 6.1 of the Statutes. The Executive Committee may then temporarily exempt the concerned member from payment of membership fees.

ARTICLE 2 – THE DIFFERENT MEMBERSHIP FEE CATEGORIES

Pursuant to Article 20.1 of the Statutes, the Executive Committee shall set the membership fees amounts for the different categories of members.

- The membership fees of individual and associate individual members shall be set each year.
- The membership fees for collective and associate collective members shall be determined according to a scale that the Executive Committee may modify whenever it considers it necessary.

Membership fees must be paid upon receipt of the annual call for contributions and no later than 31 March of each year.

For new members, membership fee must be paid when applying for membership, and the application cannot be submitted for approval to the Executive Committee if this condition is not met.

All membership fees of new members that are paid between 1 January and 30 October shall be valid for the ongoing fiscal year. The membership fees of new members paid in November or December shall be valid for the following fiscal year.

A) *Individual and Associate Individual Members*

The membership fees set for individual members shall be set according to the place in which they practice (corresponding to the address published in the UIA directory and list of members). Those of associate individual members shall be set according to the place in which they conduct their professional activities or, in the case of students, in which they are carrying out their studies.

The Executive Committee may set a reduced membership fee for members aged less than 35 years, for those from countries included in categories 2, 3 and 4 of the list prepared by the Executive Committee on the basis of the United Nations Human Development Index (HDI) list and for strategic purposes.

B) *Collective and Associate Collective Members*

The membership fees of collective members are set according to the country in which their registered office is located.

The basic membership fees for a collective member cannot be lower than the fees of an individual member from the same country category.

The basic membership fees of an associate collective member cannot be lower than the amount of the basic membership fee of an individual member from the same country category.

C) *Member Firms*

The membership fees of member firms are set each year according to the UIAdvance programme or any other relevant programme.

ARTICLE 3 – GENERAL ASSEMBLY

A) *Right to participate and vote in the Assembly*

By virtue of Article 10.5 of the Statutes, only those individual and collective members who have paid their membership fees three months prior to the Assembly have the right to vote at the Assembly. To this end, two months before the date of the Assembly, the Association shall draw up a list of individual and collective members who have voting rights.

The list shall be held for inspection by the members of the Association at the latter's registered office one month before the date of the Assembly as well as at the registration desk on the day of the Assembly if the vote takes place in the physical presence of the members. In case of a physical vote, the Association shall prepare ballot papers pursuant to Article 10 of the Statutes.

The ballot papers shall be handed to the voting members, at the registration desk of the Assembly, on the day of the Assembly.

The ballot papers for proxy votes shall be handed over to the designated representatives, at the registration desk of the Assembly, on the day of the Assembly, against receipt of the corresponding proxies.

The previous two paragraphs do not apply in the case of electronic voting.

B) Right to attend the Assembly

Associate individual members, associate collective members as well as individual and collective members who have paid their membership fees in the three months preceding the date of the Assembly may attend the meeting, whether it takes place physically or by conference call or through audio-visual means.

C) Voting procedure

In general, elections and votes take place on the day the General Assembly has been convened. However, if the President, in accordance with Article 12.7, uses his right to adjourn the Assembly, the person in charge of counting the votes (see below) shall nominate the person to whom the ballot boxes are to be entrusted for safekeeping, in case of a physical vote, until voting has been declared closed.

D) Counting of votes

A Committee in charge of counting the votes, composed of three Presidents of Honour (who are not members of the Executive Committee and who are present at the General Assembly) selected by the President (failing which, any vote counter who does not belong to any country concerned with the vote, designated by the President) shall ensure the correctness of the voting procedure, the counting of votes and announcement of the results.

The Committee may, if the need arises, be assisted by any member designated by the President, the Past President or the President Elect.

The Committee shall make its assessment and give its ruling as a last resort.

The previous three paragraphs do not apply in the case of electronic voting.

ARTICLE 4 – THE GOVERNING BOARD

1. The honorary members upon whom this distinction has been conferred in recognition of the significant work they have carried out for the UIA shall be invited to take part in the meetings of the Governing Board, in addition to the persons listed in Article 14 of the Statutes.
2. The President may also, when he deems it appropriate, invite the following persons to participate in a meeting of the Governing Board:
 - a. any member of the Association from the country in which the Governing Board meeting is being held
 - b. any other person concerned by the agenda.
3. The list of the National Committees, National Representatives and Regional Secretaries who have the right to vote shall be drawn up once a year by the Executive Committee. The latter shall give a ruling at its first meeting following the annual congress, on written recommendations made by the Director responsible for National Committees, National Representatives and Regional Secretaries. These proposals shall be made in the light of the activities undertaken by each National Committee, National Representative or Regional Secretary during the past year pursuant to its terms of reference.

4. The list of Commissions, Working Groups and Committees whose President has the right to vote shall be drawn up once a year by the Executive Committee. The latter shall give a ruling at its first meeting following the annual congress, on written proposals made by the Directors of Commissions and Working Groups. These proposals shall be made in the light of the activities undertaken by each Commission and Working Group during the year gone by as well as the number of participants at each Commission meeting held during the previous Congress.
5. In accordance with Article 16.3 of the Statutes, the decisions of the Governing Board shall be taken by a simple majority of votes cast, i.e. by the majority of members present in person or by proxy who take part in the vote. Votes cast mean:
 - a) In cases of secret ballots (physical or electronic): all ballot papers returned, minus void ballot papers;
 - b) In case of vote by a show of hands (physically or electronically): the votes for, votes against, and abstentions.
6. For elections, in the event that there are more than two candidates for the same post and where no candidate obtains a majority of the votes cast in the first round, a second ballot shall take place immediately after the announcement of the first ballot, in which only the two candidates having obtained the largest number of votes in the first round shall take part. Out of these two, the candidate who obtains the larger number of votes shall be elected.
7. In order to facilitate the organization of votes and elections, any member of the Governing Board wishing to give a proxy to another Board member must send a copy of his proxy specifying the name of his proxy to the Association. The non-submission of a copy of the proxy to the Association shall not affect the validity of the said proxy. To be valid, a proxy must be signed by hand or electronically, if permitted by the law of the principal, and must specify the name of the proxy-holder. A proxy where the name of the proxy-holder has been altered, crossed out or corrected with white correction fluid is not valid. This proxy requirement may not apply to electronic voting.
8. When the Governing Board has to vote by secret ballot, the Association shall prepare ballot papers for each Board member having the right to vote. The ballot papers shall be given to the participants at the beginning of the meeting. This condition does not apply in the case of electronic voting.
9. The General Secretariat shall maintain a list of members present in person or by proxy.
10. A ballot counting commission, made up of three Presidents of Honour (present at the meeting) chosen by the President (or, if not, any scrutineer appointed by the President), ensures that voting operations are carried out correctly, that the votes are counted and the results announced.

The commission may, if necessary, be assisted by any member designated by the President, the Immediate Past President or the President-Elect.

The commission's decision is final.

The three preceding paragraphs do not apply in the case of electronic voting.

ARTICLE 5 – COMMISSIONS, WORKING GROUPS AND -ADHOC COMMITTEES

1. When the Executive Committee creates a Commission, a Working Group or an *ad hoc* Committee under the terms of Article 19.1 of the Statutes, it shall nominate its President and specify the tasks entrusted to him.
2. Within two months, the President of the Commission, the Working Group or *ad hoc* Committee shall send to the Executive Committee the list of the persons with whom he would like to work in order to fulfil his mission. The Executive Committee shall examine the proposals for the nomination of the executive bureau of the commission, of the working group or the members of the *ad hoc* Committee at its next meeting and shall proceed to nominate the executive bureau of the commission or the working group or the members of the *ad hoc* Committee. The Director in charge shall inform the bureau of the commission, of the working group or of the *ad hoc* Committee of the nominations made by the Executive Committee within the shortest possible time.
3. The President of the *ad hoc* Committee shall regularly send a report on the *ad hoc* Committee's work to the Executive Committee. The President of the Commission or Working Group shall regularly address to the Governing Board a report on the Commission or Working Group's work.
4. *Ad hoc* committees dedicated to specific categories of members and commissions have a permanent vocation. Once the assignment or project is completed, provided that there are no more assigned tasks or work in progress, the *ad hoc* Committee is automatically dissolved by the Executive Committee.

ARTICLE 6 – ELECTION OF THE VICE-PRESIDENT

Pursuant to Article 23.3 of the Statutes:

1. Each year, at least eight months before the date of the General Assembly, the Secretary General shall issue an invitation for candidates to all the Association's members, by special notification, in an Association publication or on its website.
2. The call for candidates shall specify that the applications must:
 - a. come from members of the "practicing lawyers" category who are up-to-date with the payment of their membership fee, who have been a UIA member for at least 5 years and a member of the Governing Board for at least 3 years and be addressed to the President, by Email, ensuring that it is received correctly, at least six months before the date of the next General Assembly;
 - b. be accompanied by a letter of introduction and motivation from the candidate, the candidate's curriculum vitae and an official document attesting to the candidate's authorisation to practise as a lawyer.
3. The Executive Committee shall examine the applications received and rule on their admissibility. It shall reject applications that do not abide by the admissibility conditions defined in the Association's Statutes and Internal Rules.

4. The remaining candidates shall be advised to that effect by the Secretary General and invited to attend the meeting of the Governing Board which will have to decide on the candidatures, in order, if they so wish, to make a brief statement about their motivation and their programme. The meeting can take place virtually, in which case candidates will make their statements by video.

ARTICLE 7 – ELECTION OF A DIRECTOR

Pursuant to Articles 11.1 and 19.1 of the Statutes:

1. Each year, no later than seven months before the date of the Annual General Assembly, the General Secretary issues a call for candidacies to the members of the Governing Board.
2. The call specifies that candidacy must :
 - a. come from paid-up members and be sent to the President by e-mail, ensuring that it is received, no later than six months before the date of the next Annual General Assembly;
 - b. be accompanied by a presentation letter of introduction and motivation from the candidate, and their curriculum vitae.
3. The Bureau examines the applications received and evaluate their admissibility and quality.
4. Successful candidates are notified by the General Secretary of the date of the Executive Committee meeting, which will take an indicative vote on their candidacy and inform them of the result of this vote, of which the General Assembly will also be informed.

ARTICLE 8 – ADMINISTRATION

1. The organisation and activities of the head office shall be set by the President and then implemented by the Secretary General and his deputies, the Executive Director, in coordination with the Finance Director and his deputy.
2. The Administration shall:
 - manage, on a technical level, the Association's activities its communications and correspondence with its members;
 - manage the admission procedure of members;
 - carry out the decisions made by the Executive Committee, the Governing Board or the General Assembly;
 - organise the meetings of the Executive Committee, the Governing Board and the General Assemblies, prepare the agendas as defined by the President and the Executive Committee and prepare the draft minutes;
 - manage the logistical, financial and technical aspects of the seminars and other events organised by the Association;
 - take part in preparing the choice of venues for congresses and seminars and assist regularly in their practical organisation, according to the instructions of the President of the Association and those of the President of the Congress or the Director of Legal Projects – Seminars, or the Congress Coordinator, in particular by liaising with the various professional or voluntary interlocutors chosen and by monitoring their activities;
 - assist those in charge of the Association's publications in the practical follow-up of these publications;

- keep the list of members updated, record payments of membership fees, prepare the necessary reminders and submit to the Executive Committee the list of new members for their formal approval as well as the list of members whose exclusion must be considered for non-payment of membership fees due for the preceding fiscal year.
3. In case of difficulties in achieving the tasks entrusted to the Administration, the Executive Director shall submit the issue to the Secretary General, the Finance Director or, if necessary, the President. The entire staff of the Association shall be subject to a strict confidentiality clause.

ARTICLE 9 – NATIONAL COMMITTEES

A) *Constitution of National Committees*

A National Committee can be set up in each country, composed of all the members in that concerned country.

The Constitution, as well as internal rules of each National Committee, must be approved by the Executive Committee.

The internal rules must provide for any disputes within the National Committee to be submitted to the arbitration procedure provided for hereafter (Letter C).

No National Committee can make any commitment on behalf of the Association.

Any position taken in the name of the Association must first be submitted to the Association's President for his prior agreement.

The Executive Committee may grant a subsidy to a National Committee if it is justified by the importance and quality of its work, the expenses incurred, and the services rendered to the Association.

B) *Bodies of National Committees*

The parts of a National Committee are:

- the General Assembly, which comprises all the individual and collective members whose membership fees have been paid up to date.
- The National Executive Committee (Bureau), which comprises a representative of each collective member, of the individual members, as well as the national members of the Governing Board. The President of the National Committee, chosen in accordance with the National Committee's Internal Rules, represents the National Committee before the Association's various bodies. His specific mission is laid down in the terms of reference handed to him at the start of his term in office.

The duration of the terms in office provided for in Article 24.5 of the Association's Statutes shall be applicable to the National Executive Committee members.

The purpose of the National Committees shall be to:

- liaise between the Association and all the lawyers and professional organisations in their country.
- maintain contact between the Association's bodies and the members in their country.
- develop the Association in their countries, in particular by seeking to recruit new members and by organising local meetings, in coordination with the Administration.
- report to the General Assembly of the National Committee and to the Governing Board of the association at least once a year, about the National Committee's activities.

C) *Arbitration in the event of a dispute*

1. If the Executive Committee is advised of the existence of a dispute within a National Committee, it shall elect one of its members to draw up a report and nominate a panel charged with trying to arbitrate the dispute.
2. This panel shall be composed of three Presidents of Honour of the Association who are ready to accept the task. The panel's members must not be of the nationality of the National Committee involved in the dispute.
3. The panel shall give its final ruling after having heard the rapporteur appointed by the Executive Committee and the parties to the dispute.

ARTICLE 10 – NATIONAL REPRESENTATIVES OF THE ASSOCIATION IN COUNTRIES WITHOUT A NATIONAL COMMITTEE

In a country without any National Committee, in accordance with Article 20.1 of the Statutes, the Executive Committee shall designate a representative who must be a member of the Association and who shall have, to the extent possible, the agreement or support of the National Bar to which he belongs (or, if there is none, his local Bar).

ARTICLE 11 – INTERNATIONAL BAR LEADERS SENATE

The International Bar Leaders Senate shall be chaired by the President of the Association, who may nominate one or two Secretaries to assist him.

The International Bar Leaders Senate shall be managed by the Board of the Senate, which is composed of the following members:

- The President of the Association
- The President-Elect
- The Vice-President
- The Presidents of Honour
- The Vice-President(s) of the Senate.

The President shall hold a meeting of the Board of the Senate at least twice a year. The Senate's Board is considered validly constituted when one-quarter of its members is present.

The Board shall establish a programme of activities for the Senate.

The organisation of the Senate's work shall be entrusted to one or more Vice-Presidents appointed by the Executive Committee. The Vice-President(s) of the Senate shall be member(s) of the Executive Committee.

ARTICLE 12

The Executive Committee may immediately revoke the appointment of any member they may have designated.

Furthermore, the Executive Committee may immediately suspend – *ad nutum* – for real and serious reasons, any member nominated by the Governing Board or by the General Assembly.

None of those in charge of activities within the Association may issue instructions to the Administration without the prior agreement of the President, the Secretary General or the Finance Director.

Each of those responsible for activities must submit a copy of any document they issue on behalf of and in the name of the Association to the head office.

ARTICLE 13 – INTERPRETATION OF INTERNAL REGULATIONS

The present Regulations are adopted in French and then translated into the Association's other working languages. In case of any divergence, the French text shall prevail.

The Executive Committee alone shall be qualified to interpret the present Internal Regulations, as required.

ARTICLE 14 – ENTRY INTO FORCE

These Internal Regulations shall enter into force as soon as they are adopted by the Association's Governing Board.

Adopted by the Governing Board of 24 October 2023 in Rome.