

## PETRA-E Network

### Constitution (version November 2021)

#### Article 1

The PETRA-E Network (hereinafter “PETRA-E”) was founded in Seneffe (Belgium) in September 2016, and brings together representatives of academic and non-academic institutions involved in the education and training of literary translators. It was founded to facilitate the implementation of the PETRA-E Framework. The Network seeks to promote the quality of literary translation in Europe and beyond, and thereby to promote linguistic diversity.

#### Article 2

PETRA-E is a European network of institutions dedicated to the education and training of literary translators. It continues the work of the PETRA-E project, funded from 1-9-2014 – 31-8-2016 by Erasmus+, which resulted in the PETRA-E Framework. The Framework defines competences and levels in literary translating in order to improve the quality of literary translations and the visibility of literary translators in Europe. The Network aims to facilitate the implementation of the Framework in the broadest sense, and provide a collaborative space for discussing related topics.

These include:

- The collection and exchange of didactical practices in literary translation.
- The provision of expert advice about policy for literary translation and the education of literary translators.
- Promoting the status and visibility of literary translation in Europe, by defining competences and levels in literary translation.

#### Article 3

To this end the Network seeks to engage in:

- Any project that contributes to the education and training of literary translators.
- Research-based and scientifically based analysis of the acquisition of competences in literary translation.
- Consultation services in the field of cultural and language policy for policy bodies, EU institutions and member states.
- Propagation of the cultural importance and the cultural benefits of literary translation and multilingualism.
- Any other activities which contribute to its aims.

## *Article 4*

The founding members of the PETRA-E Network are the institutions that participated in the PETRA-E project:

- British Centre for Literary Translation, Norwich
- Conseil Européen des Associations de Traducteurs Littéraires
- Deutscher Übersetzerfonds, Berlin
- Eötvös Loránd University (ELTE), Budapest
- Fondazione Universitaria San Pellegrino, Misano
- Katholieke Universiteit Leuven, Leuven
- Nederlandse Taalunie, Den Haag
- Universiteit Utrecht, Utrecht

## *Article 5*

Conditions for the admission and resignation of members:

The admission of members according to Art. 1 is decided by the General Assembly of members. Comparable institutions of countries that do not belong to the European Union / Europe can be admitted by the General Assembly as Associate Members. A resignation of a member takes place by a written resignation of the member to the Executive Committee.

## *Article 6*

The organisational bodies of the PETRA-E Network are as follows:

- The General Assembly of members
- The Executive Committee
- The Secretariat, which is carried out by the organisations of members of the Executive Committee. Secretarial services can be delegated to other member-organisations but it is preferred that organisations carrying out secretarial services are represented in the EC.

## *Article 7*

The General Assembly

7.1 The General Assembly of the Members consists of representatives of member institutions up to two representatives from each institution, with one vote per institution. In order to meet particular needs or circumstances more delegates can be added with the status of observers without a right to vote.

7.2 A translation institution from a state which is not a member of the EU can be accepted by the General Assembly as an Associate Member. The institution in question is represented by one member with the right to vote. Associate Members have the same rights and duties as Network Members.

7.3 The General Assembly advises and decides on important matters relating to the PETRA-E Network and its activities. It elects from the representatives a Chair, two board members, one of which will have the position of Treasurer, the Secretary, and up to six other members of the Executive Committee for a three-year term of office.

It decides on membership fees and other contributions, establishes the text of the Constitution, accepts or rejects candidate Members, establishes the work programme, action lines and projects, approves the financial budget, balance sheets and all other financial accounts.

It is called by the Chair to convene at least once a year, usually in connection with a thematically designated conference. All Members must receive at least four weeks' advance notice of a General Assembly. With the exception of changes of the constitution and a dissolution of PETRA-E (see Art. 14), General Assembly decisions are based on a simple majority of the votes of the delegates. Decisions are communicated to all members by e-mail as part of the minutes for a final check and acceptance. The minutes of the assembly are also published on the website PETRA-E, with access restricted only to members.

## *Article 8*

### The Executive Committee

The day-to-day affairs of the Network are managed by the Executive Committee. The Executive Committee consists of the Chair, the board member who is Treasurer and the Secretary, and up to seven additional members who are elected for terms of three years by the General Assembly. The Executive Committee meets as required. Decisions are based on a simple majority vote of the Committee members. In the case of a tie, the Chair's vote counts as two votes. The Executive Committee can appoint the Chair, The Secretary and the Treasurer as day-to-day management.

The Executive Committee reports to the General Assembly, submits an annual report on the Network's activities, a work programme, a financial budget and a financial account.

## *Article 9*

### The Secretariat

The Secretariat of the Network supports the Executive Committee. The duties of the Secretariat include coordinating the activities of the Executive Committee, handling correspondence, and administering the finances of the Network.

The Secretariat reports regularly to the Executive Committee and at least once a year to the General Assembly. It is responsible for the preparation of documents such as the work report and work programme, the financial budget, accounts and balance sheet on behalf of the Executive Committee. The day-to-day management directs the Secretariat.

If necessary or preferable the Executive Committee can delegate administrative and/or financial tasks to other member institutions that will act under the supervision of the day-to-day management and under the co-ordination of the Secretariat. If the delegation concerns the financial administration and payments, the Executive Committee may appoint a representative of the delegated institution as PETRA-E Treasurer, even if this person has not been elected as a member of the Executive Committee. In the latter case, the Treasurer will attend the meetings of the Executive Committee and have an advisory function, without the right to vote.

## *Article 10*

### Working parties

The representatives of the members of PETRA-E can propose the establishment of working parties. The Executive Committee accepts, refuses or modifies the proposals.

The coordinator of each working party prepares an annual schedule of the activities of the group and draws up a written report on them for the Executive Committee.

## *Article 11*

### Membership fees

De General assembly decides on the height of regular annual membership fee for each (Associate) Member.

## *Article 12*

### Financial year and annual account

The financial year runs from 1st January to 31th December. The annual account with the annual balance is checked and approved by the General Assembly.

## *Article 13*

### Amendments and Implementation

Only the General Assembly is entitled to modify or review the text of the constitution. Modifications shall be approved by at least two thirds of the member institutions. The Executive Committee can submit proposals for modification and review to the General Assembly.

## *Article 14*

## Dissolution

The Federation may be dissolved by the General Assembly with a two-thirds majority of the member institutions. The General Assembly sets the practical details of the dissolution. As a general rule all financial assets of the Federation will be divided among the Members, unless the Assembly decides otherwise. Debts and all other financial obligations are also divided among the Members.