

[Seal]

ESTABLISHMENT
Association Registration No.: 323
Recognition Order No.: 100/2014
Athens Court of the Peace

Article 1 – Establishment– Name – Headquarters

A not-for-profit organization operating under the name Syllogos Diermineon Synedrion Ellados (literally translated: Association of Conference Interpreters of Greece) (SY.DI.S.E.) is established in accordance with the provisions and requirements of the Hellenic Civil Code and has its headquarters in Athens. The Association may open and maintain offices/branches in any city in Greece or the European Union, based on a decision of its Board. The association's name is rendered in English as the '*Hellenic Association of Conference Interpreters*'.

Article 2 – Goals

The goals of the Association are to establish and consolidate rules for the interpreting profession, safeguard, protect, promote and collectively represent the interests and rights of its members, as well as clarify their obligations towards the recipients of interpreting services.

In addition, the Association's goals include:

- a) The drafting, dissemination and future amendment of a code of ethics for its members.
- b) The promotion and protection of correct professional standards, working practices and conditions.
- c) Informing all those involved in the organization of conferences of the particular needs of the interpreting profession in order to ensure suitable and decent working conditions for the profession.
- d) Collaborating with other natural or legal persons, bodies or organizations with the same or similar objective and participating in industry-wide organizations/federations or confederations which may be established in the future.
- e) Contributing to the education and training of conference interpreters through conferences, seminars, meetings, publications, etc., as well as providing information to graduates and junior interpreters regarding the profession's working conditions.
- f) Providing assistance to its members in order to assert their basic rights.
- g) The maintenance and publication of an Interpreters' Registry.
- h) The enhancement, overhaul and improvement of the image of conference interpreters.
- i) Providing consultations and opinions on the suitability of interpreting booths and facilities.
- j) Encouraging inter-professional dialogue (creating social and information platforms of the Association's members, websites, newsletters, etc.)
- k) Keeping members informed of educational programs and training seminars in Greece and abroad.
- l) The drafting of templates (for example provision of interpreting services contracts, guidelines).
- m) The recognition of members of the Association as sworn interpreters with all of the rights deriving from this.
- n) The possibility of the Association representing its members before any competent taxation, administrative and legal authorities etc., on any (tax-related, administrative, professional, educational, etc.) issue or problem relating to interpreters or interpreting both in Greece and the European Union.

Article 3 – Means

The means for attaining the Association's goals are any lawful means deemed appropriate by the General Meeting (GM) of the Association.

- i. The Association shall have a website with a unique URL (Uniform Resource Locator) and an official e-mail address.
- ii. The Association shall have a seal with the following features: a circle with the official name of the Association around the outer edge and the acronym (SY.DI.S.E.) in the center.
- iii. The Association maintains the right to link up with other bodies, federations, etc., at national, European and international level, which have the same or similar goals as SY.DI.S.E.

Article 4 – Members

- i. Any natural person in the interpreting profession, who practices within the territory of Greece and/or beyond, may become a member of the Association after submitting an application.
- ii. The application for a new member is submitted to the Board which checks the validity of the application in consultation with the legal advisor of the Association and then submits it for approval to the General Meeting.
- iii. Members of the Association fall into the following categories:

- a) Full members

Each full member has the right to take part in the Association's activities, to participate in General Meetings with the right to vote, and to elect and be elected to the Association's various bodies. He/she also has the right to submit proposals, in writing and/or orally, to the Board and the General Meeting.

- b) Honorary members

Based on a decision of the Board or the General Meeting, the persons who may be declared honorary members are those who have an important presence in the field of intellectual creativity or have provided outstanding services to the Association or in the area of interpreting or who have exceptional professional experience. Honorary members are exempt from paying fees and do not have the right to vote or be elected.

- iv. The criteria for accepting new members

The following persons will be accepted as full members:

Holders of a degree in conference interpreting (bachelor's or master's degree) who have a minimum of 100 working days as conference interpreters.

OR

Holders of any other university degree, with training in conference interpreting and a minimum of 120 working days as conference interpreters.

OR

Interpreters who do not meet one of the forenamed requirements but have worked at least 150 days and are seasoned reputable practitioners will be accepted following a unanimous decision by the Board.

Working days solely stand for days worked as conference interpreters (consecutive/simultaneous or whispering) and not court (or legal) or escort (liaison or bilateral) interpreting.

How evidence of working days can be provided:

Those applying for membership must provide a list of working days (date/conference title/working languages) and a copy of the invoices issued. The amount of payment and the name of the client can be redacted from the photocopies of the invoices for confidentiality purposes.

The above supporting documents will be verified by the Board.

Applicants must be registered with the tax office as interpreters.

Interpreter training:

The interpreter's curriculum must include at least 6 months of consecutive and simultaneous interpreting training.

Article 5 – Members' obligations

Members are obliged to contribute to the accomplishment of the Association's goals, adhere to the provisions of the Statutes and the Association's Code of Ethics, implement the decisions of the General Meeting and the Board, and pay, in good time, the membership fee which is set and may be modified by the General Meeting.

Article 6 – Termination of membership

The Board, following a written and justified decision made by a majority vote of 4/5 of its members, is entitled to reprimand and/or terminate the membership of members who violate the provisions of the Statutes or the Code of Conduct, the decisions of the General Meeting, or who repeatedly act in such a way as to harm the goals or interests of the Association, having previously heard the defense of the member concerned. The decision to definitively remove or acquit a member is taken by the General Meeting by a majority vote of ¾ of the members present.

Article 7 – Association's bodies

The General Meeting and the Board are the Association's bodies.

Article 8 – General Meeting

The General Meeting of the members is the Association's supreme body.

i. It decides on every issue which does not fall, in law or pursuant to the Statutes, within the exclusive remit of another body. It elects, exercises control and supervision over the remaining bodies of the Association. It defines the policies and determines the plans of the Association. It sets up working groups and committees.

ii. The General Meeting is convened by the Board and to commence proceedings it requires a quorum which is achieved if 50% + 1 of the members of the Association are present. If a quorum is not achieved, the General Meeting is convened again within two days – following a decision of the Board about the exact time and venue and with the same items on the agenda. The repeat General Meeting shall have a quorum regardless of the number of members present.

iii. The General Meeting is announced by the Board at least 30 calendar days before it is held. Members are notified by written personal invitation via e-mail and by posting the invitation on the Association's website, stating the items on the agenda, the venue and the date and time of the meeting. After verification of the quorum, the opening of the General Meeting is declared by the President of the Board. In case the President is absent, the Vice-President or any other member of the Board declares the General Meeting open. The three-member Bureau of the General Meeting consists of the President, the Vice President and the Secretary of the Board, unless otherwise decided by the General Meeting on a proposal from a full member thereof, immediately after the quorum verification and the opening of

the General Meeting's proceedings. The Bureau coordinates proceedings and keeps the minutes of the meeting, in writing or electronically.

iv. The General Meeting is comprised of the members of the Association who are in good standing and who may be present either physically or through video-conferencing. All the decisions of the General Meeting are taken by open ballot, unless otherwise decided before voting upon proposal of a full member. If not otherwise specified by the law or the statutes, an absolute majority of the members present suffices. Upon proposal of a full member, the General Meeting may decide to add an item to the agenda.

v. The Ordinary General Meeting of the members of the Association shall be held once a year, ideally within the first 15 days of January of each year. The Ordinary General Meeting considers the accountability of the outgoing Board, approves the balance sheet and financial report for the previous year, and coincides with the elections for the new Board.

vi. An Extraordinary General Meeting shall be convened whenever deemed necessary by the Board. It may also be convened by 1/5 of the members in good standing on a written request submitted to the Board. The request must specify the items on the agenda. In this case the Board must convene the General Meeting within one month of receiving the request.

Article 9 - Elections

The elections of Board members are conducted as follows:

i. The outgoing Board convenes the Ordinary General Meeting and sets the date and the venue for the elections, while announcing the start of the candidature submission period. After 15 calendar days have elapsed, the Board announces the end of candidature submission period and then examines the validity of candidatures within 4 working days. On the fifth day, the Board posts the single list for the elections on the Association's website, in a downloadable format, for use in the context of postal voting. Then 10 days later, at the Ordinary General Meeting which has already been summoned, the electoral body elects the Elections Committee, which opens and conducts the election procedure and may not include members who have already submitted their candidature as part of the ongoing elections. The Elections Committee elects its Chairman from among its members.

ii. The Elections Committee sorts the ballots and proclaims the five candidates who received the highest number of votes as members of the Board. In a tie situation the result is determined by casting lots. The runners-up are considered to be alternate members of the Board and are invited, by order of success, to occupy a position which may become vacant for any reason whatsoever during the Board's term in office.

iii. Any objections during the voting or sorting procedure are submitted to and ruled on by the Elections Committee. The electoral material is kept at the headquarters of the Association by the Elections Committee (and later by the newly-elected Board) for a period of 1 calendar year. With regard to the postal voting procedure, postal votes must be received no later than the closing of the election polls. Specifically, Members of the Association (voting by post send a letter containing the ballot paper enclosed in a white envelope, and, separately, the deposit slip for their annual subscription fee, as a means of identification.

Article 10 – The Board

The Association is governed by a five-member Board serving for a two-year term with the right to be re-elected.

i. The Board administers and manages all affairs of the Association in line with the Statutes and in accordance with the guidelines laid down by the General Meeting. It takes all measures necessary to address issues of concern to the Association. It administers the Association's assets and coordinates the activity of any working group and committee set up by the General Meeting.

ii. The Board meets whenever deemed necessary by the President or a written request is submitted to the President by two Board members. A quorum exists when at least four members attend the meeting. Decisions are taken by majority of the members present. In a tie situation, the vote of the President prevails.

iii. The newly elected Board is convened by the person who attained the highest number of votes in the elections within eight days from the elections and it shall officially establish itself through internal elections among its members for the positions of President, Vice-President, Secretary, Deputy Secretary and Treasurer.

iv. The President of the Board represents the Association both in and out of court. He/She convenes and conducts the meetings of the Board. He/she co-signs any document issued by Association with the Secretary, and all payment orders with the Treasurer.

v. The Vice President cooperates with the President in executing the Board decisions. He/She stands in for the President in all his/her activities when he/she is absent or indisposed.

vi. The Secretary keeps the minutes of the Board meetings, which must be signed by all the members who attended the meeting, is responsible for the files and records of the Association (other than the Treasury Books), processes any electronic and hard copy correspondence, keeps the Association's seal and signs the Association's documents jointly with the President.

vii. The Treasurer is responsible for the Association's Treasury. He manages the proceeds and payments against receipts or payment orders that are co-signed by the President and is accountable to the Board. He/She keeps the Association's financial books and records. He/She prepares the annual financial report and presents it to the General Meeting. He/She opens and manages the Association's bank account.

Article 11 - Resources

The Association's resources include the annual subscription fees and any extraordinary contributions by members, as determined by the Ordinary General Meeting; they also include grants from public or private bodies, proceeds from the exploitation of the Association's assets, revenue from organizing events, publishing activities or any other activities in accordance with the Statutes, and any other legal resource.

Article 12 – Amendment to the Statutes

The Statutes may only be amended by the General Meeting, if it is attended by at least $\frac{3}{4}$ of the members in good standing and the decisions are taken by a majority of $\frac{2}{3}$ of those present. The amendment of the Statutes must be included in the items on the agenda sent to the Association members and cannot be added during the General Meeting (which, in this case, is called the Statutory General Meeting).

Article 13 - Annexes to the Statutes

These Statutes shall be accompanied by the following single annex: the Code of Ethics. It is an integral part of the Statutes and any amendment thereto is subject to the procedure in Article 11 on the Amendment of the Statutes.

Article 14 - Dissolution of the Association

The association is dissolved when the remaining number of members is less than 15. It may be also dissolved by decision of the General Meeting, with the quorum and the majority referred to in Article 11 above (Statutory General Meeting).

Article 15

All issues not explicitly regulated by these Statutes are governed by the provisions of the Hellenic Civil Code pertaining to associations.

This document was drawn up on 7 January 2014 by the founding members of the Association, who jointly sign the document.

Code of Ethics

1. This Code of Ethics shall be observed by **all** members of the “Hellenic Association of Conference Interpreters” (SYDISE).
2. Members shall demonstrate collegiality. They shall protect their own reputation and that of their colleagues. For example, compliance with the Code of Ethics is a clear sign of collegiality. Interpreters should not assess and judge other interpreters, nor should this be expected of them. If, however, it comes to their attention that another interpreter acted in an unprofessional manner, it should be pointed out to the interpreter in question and, if needed, they should inform the Association about it. If an interpreter is told something about a colleague, he/she must refer the person giving the information to the said interpreter.
3. Interpreters prepare for work in a timely and diligent manner. Preparation means familiarisation with the subject matter and relevant terminology in both languages and translation of the terms required for the assignment. It is very important to prepare beforehand if interpreters are called upon to interpret on a specialised subject matter. This is done to accomplish the purpose of interpreting, i.e. to ensure that both sides are on a par from a linguistic point of view. Before interpreting commences, interpreters must know the subject matter and the exact place and time, as well as the client and the way of contacting the latter if additional information is required. The interpreters’ proper and timely preparation is beneficial to all parties involved. The maximum amount of information and material should be provided prior to the task. The time at which such information is delivered to interpreters should be agreed with the client. Correct preparation ensures good quality interpreting.

Interpreters shall not accept an assignment if they cannot prepare for it adequately.

Such a refusal shows that interpreters know their limits. They shall accept an assignment only if they can handle it, i.e. convey the message correctly.

If interpreters cannot prepare themselves correctly due to a lack of material, then they are allowed to study the subject and the requisite terminology during the assignment, which will, of course, prolong the interpretation time. Also, interpreters can search for more information in leaflets of offices and agencies, on the internet, in dictionaries and court documents.

4. Interpreters must continuously improve their professional skills. In addition to thorough knowledge of the language and interpretation skills, interpreters need to have mastered interpreting techniques and have a broad general knowledge. All these must be actively practiced and developed. Languages change and evolve alongside societal changes. Interpreters must develop their skills keeping up with the cultural aspects of their working language, as well as through training opportunities. They constantly work on terminology. Moreover, interpreting skills can be improved individually or jointly with other colleagues, by studying their own output or receiving feedback from others.

Interpreters know their personal limitations. They take care of their own mental and physical condition in order to be able to perform at work and ensure good results.

5. Interpreters shall only interpret between languages that they have registered with the Association or for which they have been accredited with the European Union. Members must

continuously notify the association about any newly acquired qualifications or addition of languages.

6. If a client requests an interpreter to interpret between languages that the interpreter knows sufficiently well, but which were not those agreed upon, the interpreter may do so if the terms of par. 3 are met and the Client is informed of the possible disadvantages of such a decision.
7. Interpreters shall faithfully interpret the meaning of what is said, without adding, detracting or changing anything; in exceptional cases, interpreters may provide a summary if requested.
8. Interpreters should be informed beforehand of the professional context in which they will work, including any terminology. Moreover, they have to keep in mind the following practical issues and guarantee that the conditions below are met:

8.1 An interpreter may work alone for a maximum of **one and a half (1.30') hours** in the case of simultaneous or whispered interpreting, or **three (3) hours** in the case of consecutive interpreting. Two interpreters shall work a maximum of **seven and a half (7.30') hours**. After **seven and a half (7.30') hours**, three (3) interpreters are required per language combination. During that work time, sufficient breaks of around 15-20 minutes are required every 2-2.5 hours of interpreting.

8.2 Interpreters shall only work with other professional interpreters, otherwise they shall refuse to undertake the assignment.

8.3 The time at which work begins shall be considered as the time written in the agenda, even if there is a delay for which interpreters are not responsible. The working hours shall also include coffee breaks, as well as a lunch break provided it does not exceed **one and a half hours (1.30')**. Once the scheduled working hours are over, the interpreters' team leader (chef d'équipe) shall give the session's chairperson fifteen minutes (15') notice after which the interpreters will stop.

8.4 Overtime shall be charged to the organiser. Interpreters are entitled to refuse overtime if they judge that they are too tired to perform well.

8.5 If the interpreters are not responsible for the set up and operation of the simultaneous interpretation system pursuant to a special agreement with the organiser, the latter is obliged to provide a system that complies with modern international standards. Interpreters shall not be responsible for machine performance or the technical staff and reserve the right to refuse to work if the system provided is outdated, deficient, or operates poorly, as well as if the space provided is deemed unfit for work (i.e. the space has no visual contact with the speaker's podium; is too small, dark, dirty, etc.) without this freeing the organiser from the latter's agreed financial and other obligations.

8.6 Interpretation is exclusively provided from and into the languages agreed upon. Films or videos shown shall not be translated, unless there is audio feed in the interpreters' booth. Authors' quotes, passages from the Bible, poems or song lyrics shall not be translated unless the original and a valid translation thereof is given to the interpreters beforehand. Also, interpreters do not interpret during guided tours or other tourism related activities, nor private conversations.

8.7 It is strictly forbidden to record interpreters. Interpreting is the oral translation of spoken words in real time and the interpreter's intellectual property. If organisers wish to make a recording, then they must request the interpreters' relevant authorisation or the verbal consent of all interpreters involved in the specific conference.

8.8 Interpreters' subsistence expenses (meals, coffee, etc.) during working hours shall be exclusively borne by the organiser.

8.9 In the event of conferences **taking place away from the interpreters' professional domicile**, the organiser must cover the interpreters' travel expenses to and from their place of residence, to and from the conference venue, as well as any local transfers of the interpreters as part of such assignment. It should be noted that the fastest means of transport is to be chosen for interpreters unless they explicitly request otherwise. Also, in case interpreters choose to travel to the venue with their own vehicle, the organiser must pay their fuel expenses based on the invoice submitted by the interpreters. The organiser is obliged to provide interpreters with full board at the same hotel as the conference participants and / or at the conference venue; 1st class wherever this exists or of a corresponding rating system otherwise, with a single room per interpreter and all the meals of the day (full board). If, due to bus time schedules or the relevant decision of the organiser, interpreters are obliged to reach the work location from 24 to 3 hours prior to the commencement of the event, the organiser is obliged either to cover their accommodation and subsistence or compensate them for the relevant amount.

8.10 Working away from the interpreter's professional domicile shall mean at a distance of 25 km from Syntagma Square for Athens, or from a corresponding square from which distance is measured in other cities, or within the limits of the Prefecture where interpreters reside. In such an event, the interpreters' accommodation expenses at the location of the conference or otherwise travel expenses to and from the conference venue and their place of residence on the same day shall be settled based on an agreement with the organiser. In any other case the foregoing shall apply.

8.11 In the event of force majeure (strike, stoppage, protest marches and manifestations that obstruct traffic or delay itineraries, etc.) interpreters shall not be held liable, but must make every effort to get to the workplace as soon as possible.

9. If the lack of briefing of interpreters on the background of a specific assignment is such that it significantly reduces their ability to deliver, interpreters must notify the persons responsible and withdraw.
10. Interpreters shall notify the persons responsible about the difficulties encountered in terms of dialects and technical terms and, if they are unable to properly address the problem, they will withdraw from the specific mission.
11. Interpreters must adhere to any individual rules and protocols pertaining to the specific interpreting assignment.
12. Interpreters working in bilateral/community interpreting assignments or as conference interpreters or in any other context that requires neutrality of the parties shall refrain from discussing, giving advice or expressing views or reactions to any of the parties involved in a

manner that exceeds their duties as interpreters. Interpreters working in other contexts may provide further information or clarifications if required and with the agreement of all parties.

13. Interpreters shall observe absolute confidentiality with regard to information and knowledge acquired while discharging their duties, and refrain from using any such information or knowledge for personal gain.
14. Interpreters shall strive to ensure, even beforehand if possible, that the necessary conditions enabling them to perform well are in place (i.e. be seated where they can see and hear the speaker and the presentation clearly, have sufficient breaks during the day, etc.). Wherever this is not possible, interpreters shall inform the parties involved and wherever such deficiency may become a serious impediment to their performance, interpreters shall withdraw from the assignment.
15. When interpreters withdraw from an assignment under the aforementioned conditions and are employed by a client, they shall notify the client of such withdrawal and, if requested, submit the reasons for such withdrawal in writing, as soon as possible.
16. Interpreters shall not interrupt, pause or intercede unless:
 - 16.1 clarifications are needed
 - 16.2 they need to make a clarification if they think one of the parties did not understand what the other party meant
 - 16.3 they need to inform the parties involved of a cultural reference that they did not grasp or
 - 16.4 they need to indicate a situation or factor that could harm the interpretation process (such as insufficient space for the booth, inadequate visibility or visual contact or bad quality sound, insufficient breaks, etc.)
17. Interpreters shall not assign tasks to third parties nor accept work assigned to them by third parties without first informing the client and obtaining the client's full consent. Wherever possible such consent should be provided in writing.
18. Interpreters must set their fee for their services in a professional and fair manner.

The members of the Association:

- compete fairly with each other;
- respect the current legal and regulatory provisions in force concerning payments, credits, contracts, sales, as well as tax and social obligations.
- act fairly and correctly from a civil, social, professional and commercial standpoint, towards the other members of the Association and the legal and natural persons, especially clients and employees.

List of founding members

Last name	First name	Address	Signature
1. Petrocheilou	Maria	Str.Papagou 61, Aghios Dimitrios	
2. Kaklamanis	Angelos	Agiou Dimitriou Oplon 96	
3. Chrysanthopoulou	Aikaterini	Papanikoli 11	
4. Nikolaou	Maria	Agathoupoleos 16	
5. Fouseki	Christina	Euxeinou Pontou Glyfada	
6. Romaios	Petros	L. Dimokratias 37 15451	
7. Bouchelos	Thodoris	Ag.Varvaras 52, Chalandri 15231	
8. Anagnostopoulou	Tatiani	Alkiviadou 5, P.O. 473, 19009 Drafi-Rafina	
9. Rosca	Adriana	Doliani 43A, 15124 Marousi	
10. Akratos	Andreas	Kalypsous 23, 17562 P. Faliro	
11. Papastergiou	Eleni	Thali Milisiou 4, 17122 N. Smyrni	
12. Patrounova	Olga		
13. Drosou	Maria		
14. Katsimbiri	Anna		
15. Lambrinidou	Michaela		
16. Diamandopoulos	Konstantinos		
17. Benetou	Despoina		
18. Kouneli	Maria		
19. Lambou	Grigoris		
20. Papadopoulos	Maria		
21. Ferrari	Milena		
22. Papakonstantinou	Agathoniki		
23. Mousafiri	Maria	Nemeas 20, 54249 Thessaloniki	
24. Siamidou	Christina	Apellou 1, 54622	

		Thessaloniki	
25. Vlachou	Eleni	Kyrineias 2 54249 Thessaloniki	
26. Logothetou	Maria	Leoforos Nikis 21, 54623 Thessaloniki	
27. Rousvanidou	Dimitra	Vas. Olgas 38 Thessaloniki	
28. Gotsi	Niki	Deukalionos 63 Athens	