

AIIC Portugal Region Financial regulation

Approved by Council in July 1996

AIIC.

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1. The Regional Treasurer shall, on behalf of the Regional Bureau and after consultation with the Coordinators of the several Working Parties, prepare a detailed Draft Budget each year.
2. The said Draft Budget shall present all foreseeable income and expenditure for the forthcoming year, consider a reasonable margin of safety and savings, and propose the application of profits or the means for financing a deficit.
3. The Draft Budget, together with the Accounts for the year ending, shall be circulated with the Notice convening the first meeting of each year, at the very latest.
4. The Regional Treasurer shall, on behalf of the Regional Bureau, propose the amount of the regional annual dues to be paid by Members, Candidates and Pre-Candidates.
5. Regional annual dues are due on the first day of each financial year.
6. Any member of the region who has not paid his/her regional annual dues within eight months of the beginning of the financial year, i.e., by September 30, shall forfeit all his/her non-statutory rights until he/her has settled his/her debt to the region.
7. The Regional Bureau shall deliberate on any transfer of sums from the item entitled Unforeseen and the Regional Assembly, from Reserves.
8. All cheques and other financial documents for the region shall require the signature of two members of the Regional Bureau, one of whom shall be the Regional Treasurer and the other either the Member of Council or the Regional Secretary.
9. All expenditure must be justified by a receipt; the Regional Assembly may, however, approve the payment of specific sums without a receipt.
10. The Regional Treasurer shall be acquitted of all liability upon the approval of the Accounts.

11. Deliberation on all matters not covered by these regulations shall be in accordance with the terms of the AIIC texts.

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