

The International Treasurer

Terms of Reference

Article 22 Responsibilities of the International Treasurer

The International Treasurer shall:

- (a) prepare and submit an annual budget to the Assembly of Delegates in consultation with the International Secretary and the Board and Trustees;
- (b) be responsible for the funds of International PEN, collect annual dues from the Centres and advise the Assembly of those Centres whose dues are in arrears for more than two years;
- (c) be responsible for ensuring that the accounts of International PEN are properly and accurately prepared and audited on a regular basis;
- (d) report twice a year to the Board and Trustees and annually to the Assembly of Delegates.

[Regulations and Rules relevant to the election of International Treasurer]

Article 21 Election of the International Treasurer

The International Treasurer may be nominated by any Centre, and shall be elected by the Assembly of Delegates in accordance with the provisions laid down in Rule 14 of the Rules of Procedure. The International Treasurer is elected for a term of three years, and shall be eligible for re-election.

Rule 14 Election of the International Treasurer

- (a) The International Secretary shall notify all Centres of an election for the office of Treasurer not less than six months in advance of the proposed date of election.
- (b) Nominations shall be submitted to the International Secretary not less than three months in advance of the proposed date of election, or such shorter period as the Board may decide. Nominations shall include a letter signed by the candidate agreeing to stand for election and a biography.
- (c) The International Secretary shall distribute to all Centres as soon as possible, but not later than 9 weeks before the date of election, the names and biographies of all candidates for Treasurer.
- (d) Unless otherwise decided by the Assembly of Delegates, the election shall be held by secret ballot at a meeting of the Assembly of Delegates. Each Centre entitled to vote shall receive an official ballot at least six weeks before the date of election. Ballots may be brought to the meeting by delegates or submitted by post or by fax to reach the International Secretariat not later than one week before the election.
- (e) The candidate for whom the highest number of votes is cast shall be elected.