

Statute of the Lithuanian Chamber of Notaries

ADOPTED

By Resolution No. 8 of the Meeting
of the Lithuanian Chamber of Notaries
of 19 September 2020

APPROVED

By Order No. 1R-331 of the Minister of Justice
of the Republic of Lithuania of 14 October 2020

STATUTE OF THE LITHUANIAN CHAMBER OF NOTARIES

I. GENERAL PROVISIONS

Article 1. Concept of the Lithuanian Chamber of Notaries

The Lithuanian Chamber of Notaries (hereinafter – the Chamber of Notaries) shall be a self-government institution of notaries, established in accordance with the Law on the Notariat of the Republic of Lithuania and uniting all notaries of Lithuania. Every notary shall be a member of the Chamber of Notaries.

Article 2. Legal Status and Office of the Chamber of Notaries

1. The Chamber of Notaries shall be a public legal person with a seal bearing its name, an emblem, flag, and other symbols.
2. The legal form of the Chamber of Notaries shall be an association.
3. The name shall be the Lithuanian Chamber of Notaries.
4. The address of the office of the Chamber of Notaries: Olimpiečių g. 4, Vilnius, Republic of Lithuania.

Article 3. Basis of Activities of the Chamber of Notaries

1. The activities of the Chamber of Notaries shall be based on the principles of self-government, publicity, and legality.
2. The Chamber of Notaries shall follow in its activities the Constitution of the Republic of Lithuania, Civil Code of the Republic of Lithuania, Law on the Notariat of the Republic of Lithuania, Law on Associations of the Republic of Lithuania to the extent it does not conflict the Law on the Notariat of the Republic of Lithuania, other laws of the Republic of Lithuania, resolutions of the Government of the Republic of Lithuania, other regulatory acts, and the Statute of the Lithuanian Chamber of Notaries (hereinafter – the Statute).

Article 4. Territory of Activities of the Chamber of Notaries

1. The territory of activities of the Chamber of Notaries shall be the counties of Vilnius, Kaunas, Klaipėda, Šiauliai and Panevėžys.
2. In order to ensure effective activities of the Chamber of Notaries in the entire territory of the Republic of Lithuania, provide information to notaries about the activities of the Chamber of Notaries and to put into effect the right of notaries to take part in the self-government of notaries county meetings of notaries can be convened.
3. The territory of the county of Vilnius shall cover the city of Vilnius, the towns (municipalities) of Druskininkai and Visaginas and the districts of Ignalina, Molėtai, Šalčininkai, Širvintos, Švenčionys, Trakai, Ukmergė, Varėna, Vilnius, and Zarasai and the municipality of Elektrėnai.

4. The territory of the county of Kaunas shall cover the towns (municipalities) of Alytus, Birštonas, Kaunas and Marijampolė, the districts of Alytus, Jonava, Jurbarkas, Kaišiadorys, Kaunas, Lazdijai, Marijampolė, Prienai, Šakiai, and Vilkaviškis, and the municipalities of Kalvarija and Kazlų Rūda.
5. The territory of the county of Klaipėda shall cover the towns of Klaipėda, Neringa, and Palanga, the districts of Klaipėda, Kretinga, Plungė, Skuodas, Šilalė, Šilutė, and Tauragė, and the municipalities of Pagėgiai and Rietavas.
6. The territory of the county of Šiauliai shall cover the town of Šiauliai as well as the districts of Akmenė, Joniškis, Kelmė, Mažeikiai, Pakruojis, Radviliškis, Raseiniai, Šiauliai, and Telšiai.
7. The territory of the county of Panevėžys shall cover the town of Panevėžys as well as the districts of Anykščiai, Biržai, Kėdainiai, Kupiškis, Panevėžys, Pasvalys, Rokiškis, and Utena.

Article 5. Procedure for the Adoption of the Statute

1. The Statute shall be adopted by the meeting of members of the Chamber of Notaries and approved by the Minister of Justice of the Republic of Lithuania.
2. The Statute shall be adopted, amended or supplemented if the meeting of members of the Chamber of Notaries is attended by more than 1/2 of the members of the Chamber of Notaries and if at least 2/3 of the notaries present at the meeting of the Chamber of Notaries vote in favour by an open vote.

II. TASKS AND FUNCTIONS OF THE CHAMBER OF NOTARIES

Article 6. Tasks and Areas of Activity of the Chamber of Notaries

The tasks and areas of activity of the Chamber of Notaries shall be the following:

- 1) to exercise the self-governance of notaries;
- 2) to coordinate the activities of notaries;
- 3) to take care of legal culture and professional development of notaries;
- 4) to supervise how notaries perform their functions and follow the requirements of professional ethics;
- 5) to ensure the notarial apprenticeship;
- 6) to make the notarial practice more uniform;
- 7) to ensure the storing and use of the documents approved in the course of notarial professional practice after expiration of the notary's powers;
- 8) to draft regulatory legal acts related to the notariat and submit them to the Ministry of Justice of the Republic of Lithuania;
- 9) to co-operate with Lithuanian, foreign and international organisations;
- 10) to provide material support to notaries and former notaries;
- 11) to inform the public about the functions carried out by notaries;
- 12) to implement other tasks prescribed by the Law on the Notariat of the Republic of Lithuania, this Statute and other legal acts regulating the activities of the notariat.

Article 7. Functions and Types of Activities of the Chamber of Notaries

1. In performing its tasks, the Chamber of Notaries shall perform the following functions:
 - 1) represent the interests of notaries and defend them before public government authorities, foreign institutions, international and other organisations;
 - 2) exercise control to make sure that notaries adequately perform their duties;
 - 3) control how notaries organise the work of notary offices, follow the requirements of professional ethics;

- 4) put forward proposals to the Ministry of Justice of the Republic of Lithuania and other institutions on matters related to notarial activities;
 - 5) draft regulatory legal acts related to notarial activities, make comments and proposals regarding drafts;
 - 6) take measures to make the notarial practice uniform;
 - 7) summarise the notarial practice and submit its findings to notaries;
 - 8) submit proposals to the Ministry of Justice of the Republic of Lithuania regarding the number of notaries and candidates to notaries (assessors), their recruitments, removal from office and the territory of their activities;
 - 10) organise professional development of notaries and candidates to notaries (assessors);
 - 11) organise and conduct assessment of notaries;
 - 12) organise and exercise control over the management of documents drawn up in the course of notarial practice;
 - 13) get compulsory professional civil liability insurance for notaries under the prescribed procedure;
 - 14) publish and disseminate information and other publications related to the practice of notaries;
 - 15) pay benefits to notaries and former notaries under the procedure prescribed by legal acts;
 - 16) process data on the revocation of powers of attorney certified by notaries before 31 December 2010;
 - 17) ensure the storage and use of documents compiled during professional activities of the Chamber of Notaries and notaries whose powers have expired;
 - 18) by implementing the rights and obligations of the owner of the information system “E-notaras” and other shared information systems of the Chamber of Notaries intended for implementation of the functions of professional activities of notaries, shall establish, develop, manage, maintain, update and liquidate the information system “E-notaras” and other shared information systems of the Chamber of Notaries intended for implementation of functions of professional activities of notaries and shall approve regulations of the information system “E-notaras” and other shared information systems of the Chamber of Notaries intended for implementation of functions of professional activities of notaries.
2. When performing their functions, the Chamber of Notaries shall have the right to request information about performed notarial deeds from notaries.

III. RIGHTS AND OBLIGATIONS OF MEMBERS OF THE CHAMBER OF NOTARIES

Article 8. Rights of Members of the Chamber of Notaries

1. Each member of the Chamber of Notaries shall have the same rights and obligations except for the case specified in paragraph 2(2) of Article 9 hereof.
2. Each member of the Chamber of Notaries shall have the right:
 - 1) to take part in the activities of the Chamber of Notaries;
 - 2) to attend and vote in meetings of members of the Chamber of Notaries and in respective county meetings of the Chamber of Notaries. A member of the Chamber of Notaries shall have no right to vote, if his/her notarial powers have been suspended or if matters related to him/her are considered
 - 3) to suggest candidates to the management bodies of the Chamber of Notaries;
 - 4) to elect the bodies of the Chamber of Notaries and/or to be elected thereto;
 - 5) to take part in the events of the Chamber of Notaries and counties of the Chamber of Notaries;
 - 6) to obtain information on the activities of the Chamber of Notaries;
 - 7) to make use of any services provided by the Chamber of Notaries;
 - 8) to appeal against resolutions of meetings of members of the Chamber of Notaries, the Presidium of the Chamber of Notaries, decisions of the President of the Chamber of Notaries to the Vilnius County Administrative Court within one month as of the day of adoption of the resolution;

9) to have access to the annual report, income and expenditure statement of the Chamber of Notaries, resolutions of meetings of the Chamber of Notaries and of the Presidium of the Chamber of Notaries

Article 9. Obligations of Members of the Chamber of Notaries

Each member of the Chamber of Notaries shall:

- 1) abide by the requirements of the Republic of Lithuania Law on the Notariat, the Code of Ethics (Honour) of Notaries of the Republic of Lithuania and this Statute;
- 2) strengthen the public authority of the Chamber of Notaries by his/her behaviour, enhance a positive image of notaries as highest qualification lawyers and earn an increasing trust from the public by their responsible daily work;
- 3) pay membership fees, insurance premiums and other special purpose payments under the procedure prescribed by the meeting of the Chamber of Notaries;
- 4) implement resolutions of the Chamber of Notaries, the Presidium of the Chamber of Notaries, decisions and assignments of the President of the Chamber of Notaries regarding performance of the tasks and functions of self-government;
- 5) take part in meetings of members of the Chamber of Notaries and respective county meetings of the Chamber of Notaries. Failure to attend a meeting of the Chamber of Notaries without any valid reason shall be a basis to institute disciplinary proceedings against a notary;
- 6) upon request of the Chamber of Notaries, provide information about the notarial deeds performed while carrying out the functions of the Chamber of Notaries.

Article 10. Membership in the Chamber of Notaries

A person who is appointed a notary and takes the oath of the notary shall become a member of the Chamber of Notaries. Membership of a notary in the Chamber of Notaries shall cease upon expiry of the notary's powers.

IV. STRUCTURE AND MANAGEMENT OF THE CHAMBER OF NOTARIES

Article 11. Bodies of the Chamber of Notaries

1. Bodies of the Chamber of Notaries shall be the following:
 - 1) Meeting of members of the Chamber of Notaries (hereinafter – the meeting of the Chamber of Notaries);
 - 2) Presidium of the Chamber of Notaries (hereinafter – the Presidium);
 - 3) President of the Chamber of Notaries (hereinafter – the President);
 - 4) Vice-president of the Chamber of Notaries (hereinafter – the Vice-President);
 - 5) Court of Honour of Notaries;
 - 6) Audit Commission of the Chamber of Notaries.
2. Management bodies of the Chamber of Notaries shall be the Presidium and the President.

Article 12. Meeting of the Chamber of Notaries and Powers Thereof

The meeting of the Chamber of Notaries:

- 1) shall adopt and amend the Statute of the Chamber of Notaries;
- 2) shall set the main activity perspectives and directions of the Chamber of Notaries;
- 3) shall appoint (elect) members of the Presidium of the Chamber of Notaries;
- 4) shall appoint (elect) the President;
- 5) shall appoint (elect) the Vice-President;

- 6) shall appoint (elect) and remove from office members of the Audit Commission of the Chamber of Notaries;
- 7) shall appoint (elect) and remove from office two members of the Court of Honour of Notaries;
- 8) shall approve, amend, and supplement the Code of Ethics (Honour) of Notaries of the Republic of Lithuania;
- 9) shall approve the annual performance report of the Chamber of Notaries and the annual income and expenditure statement of the Chamber of Notaries;
- 10) shall establish the amount and payment procedure of membership fees and other special purpose payments collected from notaries for carrying out the tasks and functions of the Chamber of Notaries;
- 11) shall approve the procedure of reimbursement of expenses incurred due to activities in the Chamber of Notaries by members of the Presidium, President, Vice-President, members of the Commissions of the Chamber of Notaries, and notaries assigned the functions of the Chamber of Notaries, the Regulations of Benefits for Notaries, the Rules of Procedure of the Audit Commission of the Chamber of Notaries and other documents;
- 12) shall make decisions on the membership in international or other organisations, establishment of other legal persons or participation in other legal persons;
- 13) shall consider other issues, if they are not assigned to the powers of other bodies of the Chamber of Notaries and if they do not make up the functions of other bodies by their substance.

Article 13. Procedure for Convening the Meeting of the Chamber of Notaries

1. The meeting of the Chamber of Notaries shall be convened at least two times per year following a resolution of the Presidium. A general meeting of the Chamber of Notaries shall be held not later than within three months as of the end of the financial year. An extraordinary meeting of the Chamber of Notaries can be convened at any time based on the resolution of the Presidium or when requested by not less than one fifth of all the members of the Chamber of Notaries.
2. The meeting of the Chamber of Notaries may be convened by means of electronic communication (remotely) in accordance with the procedure established by the Presidium, provided that it is technically feasible to ensure the identification of the identity of notaries and determination of voting results.
3. Upon proposal of not less than 1/10 of members of the Chamber of Notaries, submitted to the Presidium in writing not later than 10 calendar days before the day of the announced meeting of the Chamber of Notaries, suggested additional agenda items and draft resolutions shall be included into the meeting agenda and members of the Chamber of Notaries shall be notified of the changes not later than seven calendar days before the meeting date of the Chamber of Notaries.
4. The meeting of the Chamber of Notaries shall be valid, if attended by more than half of all members of the Chamber of Notaries. If there is no quorum at the meeting of the Chamber of Notaries, a repeat meeting of the Chamber of Notaries shall be called and have the right to pass resolutions on the agenda items of the failed meeting regardless of how many members of the Chamber of Notaries are present, except in the case referred to in paragraph 2 of Article 5 hereof. Decisions on issues not included into the agenda of the meeting which failed to take place can be made in a repeat meeting when there is the quorum of members of the Chamber of Notaries as specified by this Statute.

Article 14. Procedure of Holding Meetings of the Chamber of Notaries

1. Meetings of the Chamber of Notaries shall be chaired by the President. If the President is unable to participate, the meeting of the Chamber of Notaries shall be chaired by the Vice-President. In the absence of the Vice-President, the meeting of the Chamber of Notaries shall be chaired by the oldest member of the Presidium.

2. The Secretariat of the Chamber of Notaries shall consist of the Chairperson and two secretaries of the meeting of the Chamber of Notaries. The two secretaries shall be elected by the meeting of the Chamber of Notaries from among its members and/or administration employees of the Chamber of Notaries at the beginning of the meeting of the Chamber of Notaries.
3. The meeting of the Chamber of Notaries shall elect from its members the Votes Counting Commission, which shall consist of five persons—one from each county. The Votes Counting Commission shall elect the Chairperson of the Commission from among its members.

Article 15. Minutes of Meetings of the Chamber of Notaries

1. Minutes shall be taken of the meetings of the Chamber of Notaries.
2. Minutes shall specify the place and time of the meeting, number of participants, presence of the quorum, issues considered, voting results, and decisions. The minutes shall be accompanied by a list of participants with signatures and information about the convening of the meeting. When asked by the persons attending the meeting, the minutes shall include the requested information. All amendments and supplements shall be discussed in the minutes.
3. The minutes shall be signed by the chairperson and all members of the secretariat of the Chamber of Notaries.

Article 16. Procedure for Adopting Decisions of Meetings of the Chamber of Notaries

1. Each member of the Chamber of Notaries shall have one vote in the meeting of the Chamber of Notaries. Decisions of meetings of the Chamber of Notaries shall be adopted by a simple majority vote, except for the case referred to in Article 5 hereof. Decisions shall be adopted by open voting. A secret vote can be taken, if it is requested by not less than twenty members taking part at the meeting of the Chamber of Notaries.
2. Decisions passed by the meeting of the Chamber of Notaries shall be formalised by resolutions.
3. Upon resolution of the Presidium, other persons without a voting right can also attend meetings of the Chamber of Notaries.

Article 17. The Presidium

1. The Presidium shall be a collegiate management body of the Chamber of Notaries. The Presidium shall consist of eight members appointed (elected) by the meeting of the Chamber of Notaries for the term of three years
2. Members of the Presidium cannot at the same time be members of the Court of Honour, the Audit Commission or other commissions formed by the Presidium.

Article 18. Procedure for Appointing (Electing) members of the Presidium

1. In accordance with Article 4 of this Statute, each meeting of county notaries shall elect one candidate to members of the Presidium. The Vilnius county meeting of notaries shall elect two candidates to members of the Presidium. Candidates to members of the Presidium cannot be older than 65 years old.
2. Elections of candidates to members of the Presidium in counties shall take place by open or secret voting. The candidate who gets not less than $\frac{1}{2}$ votes of the members present at the county meeting shall be elected.
3. The candidates elected at county meetings of notaries shall be appointed members of the Presidium by the meeting of the Chamber of Notaries. In case the meeting of the Chamber of Notaries does not approve the candidate suggested by the county meeting, a repeat meeting of that county shall be convened to elect another candidate to members of the Presidium.

4. Each member of the Presidium shall be accountable to the meeting of notaries of the county which has nominated him/her.
5. If the powers of a member of the Presidium expire before the term or he/she is recalled from office by the meeting of the Chamber of Notaries, a new member of the Presidium shall be elected for the remaining time of the term under the procedure prescribed in this Article.
6. The President and the Vice-President shall be members of the Presidium. The President shall be the Chairman of the Presidium.

Article 19. Powers of the Presidium

The Presidium:

- 1) shall ensure a proper performance of the functions of the Chamber of Notaries;
- 2) shall ensure the performance of resolutions of the Chamber of Notaries;
- 3) shall manage, use and have in its disposition the assets of the Chamber of Notaries not exceeding the estimate of income and expenditure approved by the meeting of the Chamber of Notaries;
- 4) shall pass resolutions regarding transactions;
- 5) shall make recommendations to the meeting of the Chamber of Notaries on the amounts of membership fees and other special purpose payments to the Chamber of Notaries to ensure an effective functioning of the Chamber of Notaries;
- 6) shall hear reports on completed work of the commissions of the Chamber of Notaries;
- 7) shall approve the Rules of Procedure of the Presidium of the Lithuanian Chamber of Notaries;
- 8) shall hire (dismiss) employees of the Chamber of Notaries;
- 9) shall approve job descriptions of employees of the Chamber of Notaries;
- 10) shall approve the Rules of Procedure of the administration of the Chamber of Notaries, the number of its employees, functions and salaries thereof;
- 11) shall perform other functions set forth in the Republic of Lithuania Law on the Notariat and this Statute, if they are not assigned to the powers of the meeting and the President of the Chamber of Notaries.

Article 20. Procedure of Convening Meetings of the Presidium

1. Meetings of the Presidium shall be convened by the President. The Presidium shall also be convened, if not less than three members of the Presidium put forward a written reasoned request to the President by specifying the issue to be considered and attaching a draft of the resolution. In such a case, the President shall inform the remaining members of the meeting of the Presidium not later than within five calendar days as of the day of receipt of such a letter.
2. A notice of the meeting of the Presidium being convened shall be made on the website of the Chamber of Notaries and/or each member of the Presidium shall be notified by e-mail not later than seven calendar days before the day of the meeting. A notice on the meeting shall specify the date, time and place (address) and agenda of the meeting.
3. Meetings of the Presidium shall be conducted in accordance with the Rules of Procedure of the Presidium of the Lithuanian Chamber of Notaries.

Article 21. Procedure of Conducting Meetings of the Presidium

A meeting of the Presidium shall be chaired by the President and in the event of his/her absence – by the Vice-President. In the event of absence of the President and the Vice-President, the eldest member of the Presidium shall chair the meeting.

Article 22. Procedure for Adopting and Cancelling Resolutions of the Presidium

1. The Presidium shall have the right to adopt a resolution, if attended by more than half of members of the Presidium. Resolutions of the Presidium shall be passed by a simple majority vote by open voting. In the event of a tie, the President shall have a casting vote.
2. Resolutions of the Presidium can be cancelled by the meeting or Presidium, if such resolutions have not changed the rights and obligations of third parties, unless the third party agrees thereto.

Article 23. Minutes of Meetings of the Presidium

1. Minutes of meetings of the Presidium shall be taken. Upon instruction of the Presidium, the minutes shall be signed by the secretary who is a member of the Presidium or an employee of the administration of the Chamber of Notaries.
2. The minutes shall be signed by the Chairperson and Secretary of the meeting.
3. The minutes shall be signed not later than within five working days as of the day of the meeting of the Presidium.

Article 24. Procedure of Communicating Resolutions of the Presidium

Resolutions of the Presidium on the practice of application of laws and other relevant issues shall, upon a resolution of the Presidium, be sent to the Ministry of Justice and announced on the intranet of the Chamber of Notaries within five working days.

Article 25. The President and Procedure for Appointing (Electing) the President

1. The President shall be a single-person management body of the Chamber of Notaries.
2. A member of the Chamber of Notaries, willing to be appointed (elected) President, shall suggest himself/herself as a candidate to the meeting of the Chamber of Notaries and present his/her programme for the perspectives and activity directions of the notariat for the next three years. Any member of the Chamber of Notaries may suggest a candidate to the Presidents. The number of candidates to the President shall not be limited.
3. The President shall be elected by a general meeting of the Chamber of Notaries out of all candidates by a secret vote for a term of three years. The President shall be considered elected when not less than $\frac{1}{2}$ of the members present at the meeting voted in favour.
4. If none of the candidates received the required majority vote, the meeting of the Chamber of Notaries shall pass a resolution to hold a repeat voting to take place during the same or another meeting of the Chamber of Notaries. Two candidates who have received most of the votes shall take part in the repeat elections of the President. The candidate who received most of the voices shall be considered elected during the repeat voting. In case of a tie, new elections of the President shall be held.
5. The President's powers shall expire at the expiry of his/her term. The President's powers shall expire at the expiry of the powers of the Presidium.

Article 26. Functions of the President

1. The President shall follow in his/her activities this Statute and resolutions of the meetings of the Chamber of Notaries and the Presidium.
2. The President:
 - 1) shall represent the Chamber of Notaries;
 - 2) shall ensure the execution of resolutions of meetings of the Chamber of Notaries and of the Presidium;
 - 3) shall enter into transactions on behalf of the Chamber of Notaries upon resolution of the Presidium;
 - 4) shall chair meetings of the Chamber of Notaries and sittings of the Presidium;
 - 5) upon resolution of the Presidium, shall enter into and terminate employment contracts with employees of the Chamber of Notaries, apply incentives and impose sanctions upon employees;

- 6) shall submit an annual performance report, annual estimate of income and expenditure and income and expenditure statement of the Chamber of Notaries to the general meeting of the Chamber of Notaries;
 - 7) shall manage the administration personnel of the Chamber of Notaries;
 - 8) shall perform other functions assigned by the Rules of Procedure of the Chamber of Notaries.
3. The President shall make decisions in the performance of his/her functions.
 4. In case the President is unavailable or unable to perform his/her functions temporarily, he/she shall be substituted by other person authorised by the President, i.e. the Vice-President, and in case the Vice-President is unavailable or unable to perform his/her functions temporarily, by the oldest member of the Presidium.

Article 27. Vice-President and Procedure for Appointing (Electing) the Vice-President

1. The Vice-President shall perform the functions assigned to the President by this Statute when the President is unable to perform his/her functions (due to an illness, business trip, etc.) and when the President resigns until a new President is elected (appointed), as well as shall carry out other functions assigned to his/her by the President. The Vice-President shall be in charge of the activity areas assigned to him/her by the Presidium of the Chamber of Notaries.
2. A member of the Chamber of Notaries, willing to be appointed (elected) Vice-President, shall suggest himself/herself as a candidate to the meeting of the Chamber of Notaries. Any member of the Chamber of Notaries may suggest a candidate to the Vice-Presidents. The number of candidates to the Vice-President shall not be limited.
3. The Vice-President shall be appointed (elected) by a general meeting of the Chamber of Notaries out of all candidates by a secret vote for a term of three years. The Vice-President shall be considered elected when not less than $\frac{1}{2}$ of the members present at the meeting voted in favour.
4. If none of the candidates received the required majority vote, the meeting of the Chamber of Notaries shall pass a resolution to hold a repeat voting to take place during the same or another meeting of the Chamber of Notaries. Two candidates who have received most of the votes shall take part in the repeat elections of the Vice-President. The candidate who received most of the voices shall be considered elected during the repeat voting. In case of a tie, new elections of the Vice-President shall be held.
5. The Vice-President's powers shall expire at the expiry of his/her term. The Vice-President's powers shall expire at the expiry of the powers of the Presidium.

Article 28. Termination of Powers of the President, Vice-President, Member of the Presidium, Member of the Court of Honour of Notaries, Member of the Audit Commission of the Chamber of Notaries

1. The powers of the President, Vice-President, member of the Presidium, member of the Court of Honour of Notaries, member of the Audit Commission of the Chamber of Notaries shall be suspended upon a resolution of the Chamber of Notaries upon suspension of their notarial powers or commencement of proceedings against them at the Court of Honour of Notaries.
2. The President, Vice-President, member of the Presidium, members of the Court of Honour of Notaries and of the Audit Commission of the Chamber of Notaries can be removed from office before expiry of their term of office by a $\frac{1}{2}$ majority vote of the members present at the meeting of the Chamber of Notaries, if they improperly perform their functions and/or breach the requirements of the Code of Honour (Ethics) of Notaries of the Republic of Lithuania.

Article 29. Remuneration of Expenses of the President, Vice-President, Members of the Presidium and Members of Commissions of the Chamber of Notaries

1. As a result of their work at the Chamber of Notaries, the President, Vice-President, members of the Presidium, members of commissions of the Chamber of Notaries assigned with certain functions of the Chamber of Notaries can be awarded compensation for the income they, as notaries, failed to receive in accordance with the annual income and cost estimate approved by the meeting of the Chamber of Notaries. The compensation procedure shall be established by a resolution of the meeting of the Chamber of Notaries.
2. Business trip expenses to the President, Vice-President, members of the Presidium, members of commissions of the Chamber of Notaries and notaries assigned with certain functions of the Chamber of Notaries shall be paid under the procedure prescribed by the Government of the Republic of Lithuania, except for the cases when the Presidium decides not to cover business trip expenses.

Article 30. Audit Commission of the Chamber of Notaries

The meeting of the Chamber of Notaries shall elect the Audit Commission of the Chamber of Notaries consisting of five persons for a term of three years; each county shall have one member in the commission. In performing its tasks, the Audit Commission of the Chamber of Notaries shall each year carry out an audit of the financial activities of the Chamber of Notaries as well as review of the implementation of resolutions adopted by meetings of the Chamber of Notaries. The procedures and rights of the Audit Commission of the Chamber of Notaries shall be established by the Rules of Procedure of the Audit Commission of the Chamber of Notaries, which shall be approved by the meeting of the Chamber of Notaries.

Article 31. Court of Honour of Notaries

1. Pursuant to the Rules of Procedure of the Court of Honour of Notaries approved by the Minister of Justice of the Republic of Lithuania, the Court of Honour of Notaries shall hear disciplinary cases of notaries.
2. The Court of Honour of Notaries shall consist of seven members elected at the meeting of the Chamber of Notaries, of which five members shall be elected from notaries, two members shall be elected from six public representatives proposed by the Minister of Justice of the Republic of Lithuania – candidates for members of the Court of Honour of Notaries.
3. The powers of the Court of Honour of Notaries shall last for four years.
4. The personal composition of the Court of Honour of Notaries shall be approved by the Minister of Justice of the Republic of Lithuania.

Article 32. Commission of Assessment of Notaries

1. The Commission of Assessment of Notaries shall organise and conduct the assessment of notaries.
2. The Commission of Assessment of Notaries shall be formed by the decision of the Presidium for four years, out of five notaries.
3. The formation and organisation of work of the Commission of Assessment of Notaries shall be laid down by the Law of the Notarial Profession of the Republic of Lithuania and the Regulations for Assessment of Notaries approved by the Minister of Justice of the Republic of Lithuania as proposed by the Presidium.

Article 33. Commissions of the Chamber of Notaries

1. The Presidium can set up the following commissions:

- 1) notarial practice reviews and regulatory legislation drafting;
 - 2) professional ethics of notaries;
 - 3) public relations;
 - 4) social affairs and welfare of notaries;
 - 5) attestation of notaries;
 - 6) document experts;
 - 7) other standing or ad hoc commissions.
2. The commissions shall work in compliance with the regulations approved by the Presidium.
3. Each Commission shall have not less than one member from each county. The commissions shall elect chairpersons out of their members, who shall supervise the work of the commissions and report to the Presidium.

Article 34. Incitements for Notaries

1. A notary can get the following incitements for exemplary performance of working duties and active participation in the activities of the Chamber of Notaries:
 - 1) verbal gratitude of the Presidium of the Chamber of Notaries;
 - 2) letter of acknowledgment of the Presidium;
 - 3) valuable gift;
 - 4) bonus;
 - 5) award of the Chamber of Notaries.
2. Incitement for exemplary work and active participation in the activities of the Chamber of Notaries shall be offered by a resolution of the Presidium of the Chamber of Notaries.

Article 35. Administration of the Chamber of Notaries

1. Everyday activities of the Chamber of Notaries shall be ensured and services to the bodies of the Chamber of Notaries shall be provided by the Administration of the Chamber of Notaries, the Rules of Procedure, structure, number of employees, their functions and salaries shall be approved by the Presidium.
2. Employment contracts shall be concluded with employees of the administration of the Chamber of Notaries and signed by the President.

Article 36. Procedure for Providing Information

1. Documents and other information about activities of the Chamber of Notaries shall be provided to members of the Chamber of Notaries by e-mail and/or on the website of the Chamber of Notaries.
2. Announcements and notices shall be made by e-mail and/or the website of the Chamber of Notaries and creditors shall be informed in writing.

V. ASSETS OF THE CHAMBER OF NOTARIES AND ADMINISTRATION THEREOF

Article 37. Assets of the Chamber of Notaries

1. The assets of the Chamber of Notaries shall consist of:
 - 1) membership fees, voluntary contributions of members and other special purpose payments;
 - 2) state (municipal) special purpose funds;
 - 3) inherited property and funds;
 - 4) assets and funds donated by non-state, international organisations, funds and other persons;
 - 5) received aid;
 - 6) interest for funds held at credit institutions;

- 7) income received from publications and other activities of the Chamber of Notaries;
 - 8) other assets obtained and income lawfully derived in the course of activities of the Chamber of Notaries.
2. The assets of the Chamber of Notaries shall be used for the tasks and functions of the Chamber of Notaries.

Article 38. Property Rights of the Chamber of Notaries

In the performance of its tasks, the Chamber of Notaries shall have the right:

- 1) to have accounts in credit institutions of the Republic of Lithuania and other states;
- 2) to buy and otherwise acquire property, sell, lease, pledge or otherwise dispose of it;
- 3) to receive and grant support;
- 4) to provide benefits to notaries and other persons who work (worked) in the notariat under the procedure prescribed by legal acts;
- 5) to enter into agreements, lend and borrow funds and other assets;
- 6) to have other property rights, which do not conflict regulatory acts and this Statute.

Article 39. Financial Year of the Chamber of Notaries

The financial year of the Chamber of Notaries shall last for twelve months—from 1 January until 31 December.

Article 40. Annual Performance Report and Income and Expenditure Estimate of the Chamber of Notaries

By 1 April of every year, the President shall submit for the approval of the meeting of the Chamber of Notaries the annual performance report and the estimate of income and expenditure for the next year.

Article 41. Membership Fee and Other Special Purpose Payments to the Chamber of Notaries

1. For the purposes of performing the tasks and functions of the Chamber of Notaries, each notary shall pay a membership fee, the amount whereof shall be determined by the meeting of the Chamber of Notaries.
2. The meeting of the Chamber of Notaries may also impose other special purpose payments upon its members and their amounts. Insurance premiums paid by members to the Chamber of Notaries shall not be included into the amount of the membership fee and shall not be considered as a special purpose contribution.

Article 42. Audit of Activities of the Chamber of Notaries

1. The Audit Commission of the Chamber of Notaries shall conduct an audit of financial activities of the Chamber of Notaries every year after the closure of the financial year. An audit report shall be submitted for approval of the meeting of the Chamber of Notaries.
2. The meeting of the Chamber of Notaries may decide to perform a performance and/or financial audit of the Chamber of Notaries.

VI. FINAL PROVISIONS

Article 43. Liquidation, Reorganisation and Restructuring of the Chamber of Notaries

1. The Chamber of Notaries maybe liquidated, reorganised or restructured only by the law adopted by the Seimas of the Republic of Lithuania.

2. Upon liquidation of the Chamber of Notaries, its assets and funds shall be used under the procedure prescribed by laws.