



IRISH TRANSLATORS' and INTERPRETERS' ASSOCIATION
CUMANN AISTRITHEOIRÍ agus ATEANGAIRÍ na hÉIREANN

CONSTITUTION

1. Name and Nature

- 1.1 The name in English of the Association shall be Irish Translators' and Interpreters' Association and in Irish, Cumann Aistritheoirí agus Ateangairí na hÉireann, hereinafter referred to as "The Association";
- 1.2 The Association shall be a professional non-profit making organisation;
- 1.3 The Association shall promote its activities in Ireland and elsewhere as determined by the members in General Meeting.

2. Objectives

- 2.1 To promote translation and interpreting in Ireland;
- 2.2 To protect the interests of translators and interpreters;
- 2.3 To provide general professional advice to members;
- 2.4 The Association shall foster the interests of translators and interpreters equally;
- 2.5 To foster high standards in translation and interpreting;
- 2.6 To promote the practical training of translators and interpreters;
- 2.7 To encourage the academic study of translation and interpreting;
- 2.8 To encourage the publication of translations;
- 2.9 To foster the translation of work by Irish writers abroad;
- 2.10 To foster recognition of the work done by translators and interpreters in Ireland in the past;
- 2.11 To foster contact with other translators' or interpreters' associations or groups;
- 2.12 To publish a Register of members, with details of membership categories and areas of specialisation, updated when and as the Executive Committee deems necessary;
- 2.13 In furthering these objectives, the Association shall take care not to advance a sectional interest of

any group of translators or interpreters, but at the same time shall safeguard minority interests;

- 2.14 In furthering these objectives, the Association may legally acquire and hold any necessary property.

3. Affiliation and non-Alignment

- 3.1 The Association shall be affiliated to the Fédération Internationale des Traducteurs/ International Federation of Translators (FIT);
- 3.2 The Association may, if the Executive Committee so decides, become affiliated with other translation and interpreting associations or groups within Ireland or abroad;
- 3.3 The Association shall be non-party in matters of politics and non-sectarian in matters of religion.

4. Membership

- 4.1 The governing body of the Association is the membership in Annual or Extraordinary General Meeting;
- 4.2 Membership of the Association shall be open to persons aged 18 years and over;
- 4.3 Membership of the Association may be honorary, professional, associate, affiliate, student, or institutional;
- 4.4 Every member of the Association enjoys equal rights of membership;
- 4.5 Each type of membership shall have its benefits and responsibilities determined by the membership in General Meeting and applied by the Executive Committee;
- 4.6 Each member of the Association implicitly accepts and agrees to uphold the 'Code of Practice and Professional Ethics' of the Association and, in the case of community interpreters, the 'Code of Ethics for Community Interpreters';
- 4.7 Any member, with due notice of 14 days, may request the Secretary to place an item on the agenda of either a General Meeting or an Executive Committee meeting;

4.8 Honorary Membership is decided in Annual General Meeting, or, in exceptional circumstances, by the Executive Committee, and may be conferred on a person who has made a significant contribution to translation or interpreting nationally or internationally;

4.8.1 Honorary members have annual fees waived by the Association;

4.9 Professional Membership of the Association shall be conferred only on those who meet the criteria of the standing Professional Membership Sub-Committee;

4.9.1 A professional member shall use membership of the ITIA as a professional qualification only in those languages and language combinations approved by the Professional Membership Sub-Committee;

4.9.2 Only a professional member is allowed use the initials MITIA after their name;

4.9.3 Only professional members may take the examination for ITIA Certified Translator;

4.9.4 Apart from Professional Membership and ITIA Certified Translator, membership of the Association may not be used as a professional qualification;

4.10 Associate membership may be granted to holders of at least a level 7 qualification on the Irish National Framework of Qualifications or equivalent in translation and/or interpreting and/or languages or to holders of at least a level 7 qualification on the Irish National Framework of Qualifications or equivalent in any other discipline, together with relevant translation and/or interpreting experience;

4.11 Affiliate membership may be granted to persons who do not meet the requirements for other categories of membership but who have an interest in translation and/or interpreting;

4.12 Student membership may be granted to persons undertaking undergraduate studies in any discipline and to persons undertaking postgraduate studies in translation or interpreting;

4.12.1 Neither affiliate nor student members shall be listed in the Register of Members;

4.13 Institutional membership may be granted to cultural and educational entities and associations;

4.14 The Constitution shall be available at all times on the ITIA website.

5. General Meetings

5.1 Meetings of the membership are either Annual or Extraordinary;

5.2 Twenty-eight days' clear notice must be given to members of each Meeting.

5.3 Any alteration to the Constitution must be made at an Annual or Extraordinary General Meeting and shall require a majority of two-thirds plus one of the members present and voting;

5.4 Where an alteration to the Constitution is approved, a dated copy of the new version of the Constitution shall be made accessible to members within twenty-eight days by the Secretary;

5.5 Motions placed before a General Meeting shall be couched in terms of instruction to the Executive Committee;

5.6 Notice of a Meeting shall be given in electronic format;

5.7 The quorum for a General Meeting shall be fifteen members.

6. Motions

6.1 Motions from members to the Association shall be in writing to the Secretary fourteen days before the holding of a meeting to allow for due notice to the members;

6.2 Motions shall be voted upon by members present in good standing;

6.2.1 A member shall have one vote on every motion;

6.2.2 Where there is a tied vote, the Chair shall have a second or casting vote in line with the objectives of the association;

6.2.3 Apart from motions on the Constitution or sanctions, all motions shall be passed by a simple majority;

6.2.4 Votes on motions or amendments shall be taken by a show of hands, but any member may request a secret ballot, in which case tellers shall be appointed;

6.2.5 All motions passed in accordance with these rules shall take immediate effect unless otherwise stated;

6.3 The right of proxy does not exist at Association Meetings.

7. Annual General Meeting

7.1 The Association's Annual General Meeting shall be held each year during the month of October;

7.2 At this Meeting, an individual Annual Report shall be presented by the Chairperson and by the Secretary, and audited annual accounts by the Treasurer;

7.3 The order of business to be transacted at the Annual General Meeting shall be:

7.3.1 Open, welcome and apologies;

7.3.2 Signing of attendance sheet;

7.3.3 Minutes of the last Annual General Meeting and matters arising;

7.3.4 Minutes of any Extraordinary General Meeting during the year in question and matters arising;

7.3.5 Annual Reports from the Chairperson, and Secretary;

7.3.6 Annual Reports from Sub-Committee Chairs.

- 7.3.7 Presentation of the annual accounts by the Treasurer;
- 7.3.8 Approval of the appointment of the auditors for the following year;
- 7.3.9 Election of the membership of the incoming Executive Committee;
- 7.3.10 Motions;
- 7.3.11 Any other business.

8. Elections

- 8.1 In electing members to the Executive Committee, the membership shall endeavour to represent the different strands, interests and language combinations of the profession;
- 8.2 Elections shall be held during the Annual General Meeting of the Association;
- 8.3 Candidates for the Executive Committee shall be nominated by two members;
- 8.4 Candidates shall require the approval of two-thirds plus one of the members present and entitled to vote;
- 8.5 Membership of an outgoing Executive Committee ceases upon the declaration of the election results;
- 8.6 Incoming officers must have been members of the Association for at least one year.

9. Extraordinary General Meeting

- 9.1 An Extraordinary General Meeting may be called:
 - 9.1.1 At the discretion of the Chairperson;
 - 9.1.2 At the verbal request of four members of the Executive Committee;
 - 9.1.3 Upon the written request of ten members of the Association;
- 9.2 Such a meeting shall be convened by the Executive Committee within twenty-eight days of its calling;
- 9.3 The time, date, place and manner of notification of an Extraordinary General Meeting shall be determined by the Executive Committee;
- 9.4 The membership shall be notified of the Agenda of the Extraordinary General Meeting with the named proposer(s) of the specific motions;
- 9.5 An Extraordinary General Meeting shall discuss only the business for which it is convened and no other business shall be transacted;
- 9.6 All motions shall be passed by a two-thirds majority plus one of those present and entitled to vote.

10. Executive Committee

- 10.1 Between General Meetings, the Association is managed by an Executive Committee of officers and Committee members;
- 10.2 The Executive Committee of the Association shall consist of twelve members;

- 10.3 The Association officers are the Chairperson, Secretary, Treasurer and Public Relations Officer;
- 10.4 All positions on the Committee are honorary in that no salary, fee, stipend or emolument is paid for the performance of the duties of office;
- 10.5 The Executive Committee shall have the power to co-opt members either for the balance of the term so as to maintain its number at twelve or for a specific project in hand;
- 10.6 The Executive Committee shall meet regularly during the year for the timely, efficient, effective and proper handling of Association business;
- 10.7 A minimum of four members shall constitute a quorum for an Executive Committee meeting;
- 10.8 A Committee member shall be reimbursed for any expense wholly, exclusively and necessarily incurred on behalf of the Association and incurred with the prior knowledge and approval of the Treasurer;
- 10.9 Any Committee member absent from three consecutive Executive Meetings without reasonable explanation or apology, shall be deemed to have resigned from the Committee;
- 10.10 The Secretary shall notify any such person in writing of their accepted resignation under Article 10.8 with the thanks of the Committee for prior work done;
- 10.11 The Executive Committee shall keep the membership informed by timely notifications in electronic format;
- 10.12 A Committee member is elected for an annual term and shall be eligible for re-election;
- 10.13 A proposal for extension of term of office may be put to approval at Annual General Meeting;
- 10.14 The Chairperson or the Secretary or Treasurer, signing in the presence of each other, has the power to sign contracts on behalf of the Association subject to ratification at the next General Meeting;
- 10.15 The Association shall determine its own Standing Orders which shall apply to all its Meetings;
- 10.16.1 Nothing in Standing Orders may be contrary to this Constitution.

11. Functions of Executive Committee Members

11.1 Chairperson

- 11.1.1 The Chairperson presides at all Meetings of the Association;
- 11.1.2 The Chairperson shall be responsible for the completion of the Chairperson's Annual Report;
- 11.1.3 The Chairperson shall use the office to promote the interests of the Association at all times, to provide leadership in fostering unity and harmony within the Association;
- 11.1.4 The Chairperson shall be the official spokesperson for the Association to outside bodies.

11.2 Secretary

11.2.1 The Secretary shall be responsible for the agenda, records and correspondence of the Association;

11.2.2 The Secretary shall be responsible for presenting an Annual Report;

11.2.3 All correspondence, save bank statements, to the Association shall be addressed to the Secretary who shall direct it to the appropriate member, where necessary, or attend to same and report to the Association;

11.2.4 The Secretary shall maintain an accurate register of all Association members and shall receive from and send to members correspondence in hard copy or electronic format as applicable;

11.2.5 In the absence of the Chairperson, the Secretary shall take the chair at a meeting;

11.2.6 The Secretary shall keep a written record of the proceedings of the Association.

11.3 Treasurer

11.3.1 The Treasurer shall keep proper books of account for the Association;

11.3.2 The Treasurer may, having estimated a budget for the coming year, propose changes in membership fees to the General Meeting as deemed necessary;

11.3.3 The Treasurer shall account to the Association for the assets of the Association;

11.3.4 The Treasurer shall invest such sums as the Executive Committee or the Association may decide;

11.3.5 The Treasurer shall present to the Annual General Meeting of the Association, a complete statement of the accounts of the Association audited by two members of the Association normally appointed by the previous Annual General Meeting;

11.3.6 The Association's financial year shall be to the 31st May;

11.4 Public Relations Officer

11.4.1 The Public Relations Officer (PRO) shall issue appropriate media releases as often as requested by the Association or the Executive Committee;

11.4.2 The PRO shall endeavour to cultivate a good relationship with the media and keep media contacts informed of impending events so as to highlight the profile of the Association;

11.4.3 The PRO shall advertise and promote the Association as directed by the Executive Committee;

11.5 Administrator

11.5.1 The Executive Committee may appoint a paid administrator to keep a record of new members, subscriptions, organise Professional Membership

and ITIA Certified Translator exams and to carry out any other duties deemed necessary.

12. Sub-Committees

12.1 The Association may create from time to time ad-hoc Sub-Committees to carry out specific functions;

12.2 A Professional Membership Sub-Committee and a Certification Sub-committee shall be standing committees each with its own Chairperson;

12.3 The chairperson of any Sub-Committee shall be a member of the Executive Committee appointed for that purpose;

12.4 All Sub-Committee chairpersons shall report to the Executive Committee;

12.5 All decisions and recommendations taken by Sub-Committees shall be subject to the approval of the Executive Committee;

12.6 With the exception of the Professional Sub-Committee and the Certification Sub-Committee, no Sub-Committee shall entertain correspondence save through the Secretary of the Association;

12.7 Meetings of Sub-Committees are not general Meetings and are limited to the Sub-Committee members and officers of the Association and /or those specifically invited to attend;

12.8 The Association shall issue from time to time terms of reference for a Sub-Committee;

12.9 Apart from the chairperson of the Sub-Committee, its other members need not be members of the Executive Committee;

12.10 Any appeal of a Sub-Committee decision shall be referred in the first instance to the Executive Committee which may decide on the issue or refer it to a specific ad hoc Arbitration Board of ITIA members.

13. Fundraising

13.1 The Association may from time to time engage in fundraising activities and shall have the full support of all members in such endeavours;

13.2 All monies accruing from such fundraising activities shall be disbursed at the discretion of the Association;

13.3 Monies awarded to the Association or received in fundraising activities shall be used for their stated purposes, and when such purposes have been covered only then for the general benefit of the Association.

14. Sanctions

14.1 The Executive Committee has the power to impose a sanction on a member up to and including the member's expulsion from the Association;

14.2 A sanction may over a period of time, take one or more or all of the forms of a verbal warning, a

written warning, a suspension of membership and / or an expulsion from the Association;

14.3 A member of the Association may only be expelled for a clearly stated reason of disregard for the Constitution of the Association or any Code of Practice and/or Code of Ethics of the Association and/or for an action which brings the good name of the Association into disrepute;

14.4 Where it is the Executive Committee's intention to consider imposing a sanction on a member, the Chairperson shall convene a meeting of three members of the Executive Committee at which the member shall be entitled to attend, speak and be heard;

14.5 The member shall be notified of the reason why the Executive Committee is considering the imposition of a sanction in writing at least fourteen clear days in advance of such a meeting;

14.6 Where a member chooses to attend such a meeting, the member may appoint or have appointed by the Chairperson another Association member to speak on his or her behalf;

14.7 Where a member chooses not to attend such a meeting, the Chairperson shall proceed giving due regard to equity and fairness balancing such actions with the need to preserve the integrity and good name of the Association;

14.8 In the event that, following the meeting, it is decided to suspend the member, the member shall have the right to appeal that sanction, within 21 days of being informed of the decision, to the Executive Committee, whose decision shall be final;

14.9 In the event that, following the meeting, it is decided to expel the member, the member shall have the right to appeal that sanction, within 21 days of being informed of the decision, to the Association in General Meeting;

14.10 Any appeal against the decision to expel a member shall be brought by way of a motion to the General Meeting which must be approved by at least two thirds plus one of the members present and voting at the Meeting;

14.11 Pending the outcome of such an appeal, the member shall stand suspended.

15. Interpretation

15.1 If, at any time, circumstances arise for which there is no provision in this Constitution, the Executive Committee shall take such action as it deems reasonable and necessary;

15.2 Such action shall be deemed valid until ratified at a General Meeting.

16. Indemnity

16.1 Every officer, member or employee of the Association shall be indemnified by the Association against claim;

16.2 It shall be the duty of the Association to pay all costs, losses and expenses which any such person shall properly incur, or become liable to, by reason of any contract properly entered into or acts done in discharge of duties in good faith duly authorised by the Executive Committee or by the Association;

16.3 The amount of which such indemnity is provided, shall, as far as the funds of the Association allow, immediately attach as a lien on the property and assets of the Association, and have priority over all other claims.

17. Notices

17.1 All notices or communications to members required or permitted by this constitution shall be sent to the most recent email address as provided to the Association by the respective member;

17.2 All such notices and communications shall be made in the form and in the times deemed appropriate by the Executive Committee except as otherwise envisaged herein;

17.3 It is the responsibility of individual members to ensure that their personal details on the Association's records and in its publications and electronic media are accurate and up to date;

17.4 The Association shall be authorised to include the details of individual members in its publications and electronic media except as otherwise instructed by the respective member;

17.5 The Association shall not be responsible for unsolicited material or telephonic communications made to members included in its published lists.

Dublin, October 2015