



**Irish Translators' and Interpreters' Association
Cumann Aistritheoirí agus Teangairí na hÉireann**

Constitution

1 Name and Nature

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- 1.1 The name in English of the Association shall be Irish Translators' and Interpreters' Association and in Irish, Cumann Aistritheoirí agus Teangairí 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;
- 1.4 All references to translation shall be taken to mean both written and spoken translation.

2 Objectives

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- 2.1 To promote translation and interpreting in Ireland;
- 2.2 To promote the translation of Irish writers abroad;
- 2.3 To protect the interests of translators and interpreters;
- 2.4 To provide general professional advice to members;
- 2.5 To encourage the publication of translations;
- 2.6 To catalogue the works of translators in areas of Irish interest;
- 2.7 To promote the academic study of translation and interpreting;
- 2.8 To promote the practical training of translators and interpreters;
- 2.9 To foster high standards in translation and interpreting;
- 2.10 To secure the awarding of prizes and bursaries for translators and interpreters;
- 2.11 To co-operate in the administration of schemes for subsidising translations;
- 2.12 To foster contact with other translators' or interpreters' associations or groups;

- 2.13 To secure recognition of the work done by translators and interpreters in Ireland in the past;
- 2.14 To publish a Register of Members, with details of the areas in which they work and their individual interests, updated when and as the Committee deems necessary;
- 2.15 The Association shall foster the interests of translators and interpreters equally;
- 2.16 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;
- 2.17 In furthering these objectives, the Association may legally acquire and hold any necessary property.

3 Affiliation and non-Alignment

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- 3.1 The Association shall be affiliated to the Fédération Internationale des Traducteurs;
- 3.2 The Association shall be non-party in matters of politics and non-sectarian in matters of religion.

4 Membership

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- 4.1 The governing body of the Association is the membership in 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, student, corporate and institutional;
- 4.4 Every member of the Association enjoys equal rights of membership;
- 4.5 Each type of membership shall have its privileges determined by the membership in General Meeting and applied by the Executive Committee;

- 4.6 The functional area of the Association shall be the island of Ireland;
- 4.7 Each member of the ITIA implicitly accepts and agrees to uphold the Code of Practice and Professional Ethics of the Association;
- 4.8 Any member, with due notice, may request the Secretary to place a subject matter on the agenda of either a General Meeting or an Executive Committee Meeting;
- 4.8.1 Due notice for a General Meeting is twenty one days;
- 4.8.2 Due notice for an Executive Committee Meeting is fourteen days;
- 4.9 Honorary Membership of the Association in Annual General Meeting may be conferred on a person who has made significant contribution to translation or interpreting nationally or internationally;
- 4.9.1 Honorary members have annual fees waived by the Association.
- 4.10 Professional Membership of the Association shall be conferred only on those who meet the criteria of the standing Professional Sub-Committee as approved by General Meeting and duly published;
- 4.10.1A professional member shall use membership of the ITIA as a professional qualification only in those languages and language combinations approved by the Professional Sub-Committee.
- 4.10.2 Only a professional member is allowed use the initials MITIA after a name.
- 4.10.3 Apart from the above two provisions, membership of the Association may not be used as a professional qualification.
- 4.11 Student membership may be granted to persons undertaking undergraduate studies in any discipline and to persons undertaking postgraduate studies in translation or interpreting, after which the student may apply for associate membership;
- 4.11.1A student member shall not appear in the Register of Members;
- 4.11.2A student member shall not avail of ITIA membership for remuneration in translation or interpreting.
- 4.12 Corporate membership may be conferred on translation or interpreting agencies;
- 4.13 Institutional membership may be granted to corporate, cultural and educational entities, associations or groups, with the

exception of those entities referred to in 4.12;

- 4.14 Associate membership is conferred on all other qualifying persons;
- 4.15 Each member shall be entitled to receive or have made available a copy of the Association's Constitution in either hardcopy or electronic format as applicable.

5 General Meetings

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- 5.1 Meetings of the membership are either Annual, Ordinary or Special;
- 5.2 Fourteen days' clear notice must be given to members of each Meeting, together with its written Agenda;
- 5.3 Any alteration to the Constitution must be made at a Special or Annual General Meeting and shall require a majority of two thirds plus one of the members present;
- 5.4 Where an alteration to the Constitution is approved, a dated copy of the new version of the Constitution shall be made available to every member within twenty one 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 Notices of a Meeting may be given in hard copy, or electronic format as applicable;
- 5.7 The quorum for a General Meeting shall be fifteen members.

6 Motions

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- 6.1 Motions from members to the Association shall be in writing to the Secretary twenty one 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 who are entitled to vote;
- 6.2.1 A member shall have one vote on every question;
- 6.2.2 Where there is an equality of votes, the Chair shall have a second or casting vote with the purpose of retaining the *status quo*;
- 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

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- 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 book;
 - 7.3.3 Minutes of the last Annual General Meeting and matters arising;
 - 7.3.4 Minutes of any Special General Meeting during the year in question and matters arising;
 - 7.3.5 Annual Reports from the Chairperson, and Secretary;
 - 7.3.6 Presentation of the annual accounts by the Treasurer;
 - 7.3.7 Approval of the appointment of the auditors for the following year;
 - 7.3.8 Election of the membership of the incoming Executive Committee;
 - 7.3.9 Motions;
 - 7.3.10 Any other business.
- 7.4 The quorum for a General Meeting shall be fifteen members;
- 7.5 In electing members to the Executive Committee, the membership shall endeavour to represent the different strands, interests and language combinations of the profession.

8 Special General Meeting

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- 8.1 A Special General Meeting may be called
- 8.1.1 At the discretion of the Chairperson
 - 8.1.2 At the verbal request of four members of the Executive Committee;
 - 8.1.3 Upon the written request of ten members of the Association;
- 8.2 Such a meeting shall be convened by the Executive Committee within thirty days of its calling;
- 8.3 The time, date, place and manner of notification of a Special General Meeting

shall be determined by the Executive Committee;

- 8.4 The membership shall be notified of the Agenda of the Special General Meeting with the named proposers of the specific motions;
- 8.5 A Special General Meeting shall discuss only the business for which it is convened and no other business shall be transacted;
- 8.6 All motions shall be passed by a two thirds majority plus one of those present and entitled to vote.

9 Ordinary General Meetings

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- 9.1 The membership of the Association shall meet at least once per calendar year in General Meeting;
- 9.2 Between General Meetings, the Association is managed by an executive Committee of officers and Committee members.

10 Executive Committee

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- 10.1 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;
- 10.2 The Executive Committee of the Association shall consist of twelve members;
- 10.3 Ex-officio members of the Committee shall be the editor of any Association publication;
- 10.4 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 a specific project in hand;
- 10.5 The Executive Committee shall meet regularly during the year for the timely, efficient, effective and proper handling of ITIA business;
- 10.6 A minimum of four members shall constitute a quorum for an Executive Committee meeting;
- 10.7 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;
- 10.8 Any Committee member absent from three consecutive Executive Meetings without reasonable explanation or apology, shall be deemed to have resigned from the Committee;

- 10.9 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;
- 10.10 The Executive Committee shall keep the membership informed by timely notifications either in electronic or hardcopy format as applicable;
- 10.11 A Committee member is elected for an annual term and shall be eligible for re-election;
- 10.12 A Committee member may not occupy the same office for more than four successive years, but is free to be elected to any other office during a following term;
- 10.13 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;
- 10.14 The Association shall determine its own Standing Orders which shall apply to all its Meetings.
 - 10.14.1 Nothing in Standing Orders may be contrary to this Constitution.

11 Functions of Executive Committee Members

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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 Vice-Chairperson

- 11.2.1 The Executive Committee may appoint a Vice-Chairperson.
- 11.2.2 The Vice-Chairperson shall assist the Chairperson and in the absence of the Chairperson take the Chair at a Meeting.

11.3 Secretary

- 11.3.1 The Secretary shall be responsible for the agenda, records and correspondence of the Association;
- 11.3.2 The Secretary shall be responsible for presenting an Annual Report;
- 11.3.3 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;
- 11.3.4 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.

11.4 Treasurer

- 11.4.1 The Treasurers shall keep proper books of account for the Association;
- 11.4.2 The Treasurer shall propose that range of fees to the Annual General Meeting as shall see to the covering of the following year's estimated budget;
- 11.4.3 The Treasurer shall account to the Association for the assets of the Association;
- 11.4.4 The Treasurer shall invest such sums as the Executive Committee or the Association may decide and in the manner so decided upon by resolution;
- 11.4.5 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 so appointed by the Annual General Meeting;
- 11.4.6 The Association's financial year shall be to the 30th September.

11.5 Minutes Secretary

- 11.5.1 The Minutes Secretary shall keep a written record of the proceedings of the Association in a Minutes Book;
- 11.5.2 The Minutes Book may be inspected by any member at any Meeting of the Association;
- 11.5.3 The Minutes Secretary shall ensure that the Minutes of a previous Meeting having been read, amended and adopted are then signed and dated by the Chairperson.

11.5.4 Public Relations Officer

- 11.5.5 The Public Relations Officer (PRO) shall issue appropriate media releases as often as requested by the

- Association or the Executive Committee;
- 11.5.6 The PRO shall endeavour to cultivate a good relationship with the media and keep media contacts informed of impending Meetings so as to highlight the profile of the Association;
- 11.5.7 The PRO shall advertise and promote the Association in Ireland as directed by the Executive Committee.

11.6 Membership Officer

- 11.6.1 The membership officer shall keep a record of all members of the Association liaising with the Secretary and Treasurer;
- 11.6.2 The membership officer shall see to the publication of a Register of Members in electronic or hardcopy as applicable;
- 11.6.3 The membership officer shall assist the Treasurer in ensuring the annual subscriptions are paid in a timely manner.

12 Sub-Committees

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- 12.1 The Association may create from time to time 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 Secretary who shall handle the correspondence for that Committee;
- 12.3 The chairperson of any Sub-Committee shall be a member of the Association 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 Association;
- 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

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- 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 activities, and when such activities have been covered only then for the general benefit of the Association.

14 Elections

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- 14.1 Elections shall be held during the Annual General Meeting of the Association;
- 14.2 Candidates for the Executive Committee shall be nominated by two members;
- 14.3 Candidates shall require the approval of two thirds plus one of the members present and voting for election;
- 14.4 Membership of an outgoing Executive Committee ceases upon the declaration of the election results.

15 Sanctions

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- 15.1 The Association in General Meeting has the power to impose a sanction on a member up to and including the member's expulsion from the Association;
- 15.2 A member of the Association may only be expelled for a clearly stated reason of disregard for the Constitution of the Association and/or for an action which brings the good name of the Association into disrepute;
- 15.3 Where it is the Association's intention to proceed to sanction a member, the member shall be notified of the reason for the intended sanction in writing at least fourteen clear days in advance of the convening of such a Meeting;

- 15.4 The member shall be entitled to attend, speak and be heard at such a Meeting as the Chairperson so determines;
- 15.5 Where a member chooses to attend such a Meeting, the member may appoint or have appointed by the Chairperson another ITIA member to speak on his or her behalf;
- 15.6 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;
- 15.7 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;
- 15.8 A motion of sanction up to or including expulsion must be approved by at least two thirds plus one of the members present.

16 Interpretation

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- 16.1 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;
- 16.2 Such action shall be deemed valid until ratified at a General Meeting.

17 Indemnity

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- 17.1 Every officer, member or servant of the Association shall be indemnified by the Association against claim;
- 17.2 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 thing done in discharge of duties in good faith duly authorised by the Executive Committee or by Association;
- 17.3 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.

18. Notices

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- 18.1 All notices or communications to members required or permitted by this constitution shall be sent to the most

- recent address as provided to the Association by the respective member;
- 18.2 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;
- 18.3 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;
- 18.4 The Association shall be authorized to include the details of individual members in its publications and electronic media except as otherwise instructed by the respective member;
- 18.5 The Association shall not be responsible for unsolicited material or telephonic communications made to members included in its published lists.

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