



Bylaws

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Contents

1. INTRODUCTION 3

2. MEMBERSHIP 3

 2.1 Individual voting members 3

 2.2 Individual non-voting members 5

 2.3 Corporate non-voting members 5

3. PERMITTED DESIGNATIONS FOR MEMBERS OF THE INSTITUTE 6

4. REVOCATION OF MEMBERSHIP 7

5. EFFECTS OF RESIGNATION OR REVOCATION OF MEMBERSHIP 7

6. CONDITIONS FOR APPOINTMENT TO ELECTED OFFICE 7

7. NOMINATIONS FOR CANDIDATES FOR THE BOARD 8

8. VALIDITY OF NOMINATIONS 8

9. RECEIPT OF NOMINATIONS 9

10. ELECTIONS 9

11. BOARD COMMITTEES 9

12. APPOINTMENTS OF CHAIRS AND MEMBERS OF COMMITTEES 10

13. BALLOTS ON MOTIONS PROPOSED BY MEMBERS 10

1. INTRODUCTION

- 1.1** These bylaws are written according to the Institute’s Articles of Association (the “**Articles**”). On adoption by the Institute of Translation and Interpreting’s (the “**Institute’s**”) Board of Directors (the “**Board**”), they will replace and supersede all other previous bylaws of the Institute.
- 1.2** In accordance with the Institute’s Articles, the Board is responsible for making, changing or repealing these bylaws.
- 1.3** Any bylaw that is not consistent with the Institute’s Articles or good governance practice will be invalid and have no effect.

2. MEMBERSHIP

Membership of the Institute is classified as individual voting member, individual non-voting member and corporate member (non-voting) in accordance with the Articles of Association.

Individual voting members are members in the following categories: Fellow, Honorary Fellow, Qualified member, Retired member, Associate, Junior Associate and Student.

Membership categories and eligibility criteria are periodically reviewed by the Board on the advice of the Membership Committee.

The current membership categories are defined as follows:

2.1 Individual voting members

2.1.1 Fellow

Qualified Members may advance to the category of fellow at the discretion of the Board, as long as fellows are not greater than a tenth of the total number of Qualified Members, and they satisfy the following requirements:

- 2.1.1.1 A Qualified MITI member of the Institute for a period of at least seven years.
- 2.1.1.2 A minimum of 10 years’ professional membership of the Institute (i.e., AITI or MITI).
- 2.1.1.3 References from the required number of fellows that is set out in the guidance for application for fellowship.
- 2.1.1.4 Evidence a candidate has made a major and sustained contribution to the profession and is likely to continue to do so.
- 2.1.1.5 A record of continuing professional development (CPD) over the preceding three years, a brief reflective statement on that CPD, and a brief outline of future CPD plans as set out in the guidance on application for fellowship.

- 2.1.1.6 A fellow may exceptionally be admitted without meeting the 10 years membership requirement, after consideration by the Fellowship Committee and Board.

2.1.2 Honorary Fellow

- 2.1.2.1 ITI can admit individuals distinguished in the field of professional translation or interpreting as honorary fellows of the Institute.
- 2.1.2.2 Honorary fellows do not pay an application fee and do not have to pay initial or annual subscriptions.
- 2.1.2.3 The number of honorary fellows at any one time can be no more than fifteen or 1% of Qualified Members, whichever is the greater.

2.1.3 Qualified Members

Qualified Members must meet the following criteria:

- 2.1.3.1 A first degree or an equivalent higher-level qualification, or significant relevant professional experience in lieu of a degree.
- 2.1.3.2 And three years' relevant experience in translation or interpreting demonstrated through a minimum of two professional references.
- 2.1.3.3 And a pass in one of the Institute's membership assessment processes.
- 2.1.3.4 Full membership of an alternative membership body approved by the Membership Committee may be accepted in lieu of qualifications and references.
- 2.1.3.5 For police and court interpreters, a relevant interpreting qualification.

2.1.4 Retired members

On reaching their 70th birthday, Qualified Members may opt for retired membership subject to the following conditions:

- 2.1.4.1 They have continuous membership for a period of at least 10 years and must have completed the previous three years' membership in the categories of Qualified Member and/or fellow as described in 2.1.1 and 2.1.3 above.
- 2.1.4.2 They do not continue to receive any income from translation and/or interpreting; members may still undertake pro bono professional assignments as long as they comply with the Institute's Code of Professional Conduct, in particular in relation to maintaining and updating the skills required to undertake these assignments.
- 2.1.4.3 They cease to advertise themselves as a working professional translator and/or interpreter and they take all reasonable steps to ensure that any existing such advertising is taken down. Their personal profiles must clearly indicate their retired status.

2.1.4.4 They pay an annual subscription set by the Board equivalent to 50% of the subscription for Qualified Members.

2.1.5 Associate

ITI can admit as an Associate any individual who shows evidence of a minimum of one year of relevant professional experience as a translator or interpreter through at least one professional reference.

2.1.6 Junior Associate

ITI can admit as a Junior Associate member any individual who is working as, or working towards being, a translator or interpreter.

2.1.7 Student member

2.1.7.1 ITI can admit as a Student member anyone who is currently studying for a first or post graduate degree qualification in any subject.

2.1.7.2 Student membership can continue ~~endure~~ until the renewal date after their degree finishes.

2.2 Individual non-voting members

2.2.1 Affiliate

ITI can admit as an Affiliate any individual who has a professional interest in the translation and interpreting profession.

2.3 Corporate non-voting members

2.3.1 ITI can admit organisations, companies, partnerships, unincorporated associations or sole proprietors as corporate members, if they are concerned with translation or interpreting.

2.3.2 Corporate members enjoy all the benefits of membership other than those appropriate to individuals only.

2.3.3 Any organisation applying for corporate membership can be admitted into any of the categories listed below, if the organisation satisfies the relevant requirements for admission.

2.3.3.1 Language Services Provider (LSP)

A business supplying language services for payment that employs staff under a contract for services or a contract of service, is eligible for admission as a language services provider, as long as they have:

- a) at least two years' current trading as a relevant business – if the business is incorporated or otherwise required to be registered, it must be registered by the appropriate authority;
- b) two references from clients;
- c) three references from freelance translators or interpreters, of whom at least one must be a Qualified Member of the Institute;
- d) adequate professional indemnity insurance;

e) Terms of business for suppliers.

2.3.3.2 Accredited Language Services Provider (ALSP)

An existing LSP for a minimum of three full years membership who can meet all the LSP criteria and additional Accredited criteria agreed by the Membership committee. ALSPs are reaccredited every five years.

2.3.3.3 Education

Universities or other higher education establishments that offer translation, interpreting or language degree courses and have been in existence for a minimum of five years.

2.3.3.4 Affiliate

Any business or organisation with an interest in the translation and interpreting industry and is not an LSP.

2.3.3.5 Associate

New and growing LSP's providing translation, interpreting or associated language services that have been trading for less than three years. Evidence required:

- a) A Partner or Director of the business needs to be a Qualified Member, or have a recommendation from a Qualified Member;
- b) Terms of business for suppliers;
- c) Professional Indemnity insurance;
- d) Two client references;
- e) Company registration.

2.3.3.6 Technology

Businesses supplying technology and equipment to the translation and interpreting industry.

3. PERMITTED DESIGNATIONS FOR MEMBERS OF THE INSTITUTE

Members of the Institute in the categories given above can indicate their membership as shown below.

3.1 Individual voting members

3.1.1 'Fellow of the Institute of Translation and Interpreting' or '**FITI**'

3.1.2 'Honorary Fellow of the Institute of Translation and Interpreting' or '**Hon. FITI**'

3.1.3 'Qualified Member of the Institute of Translation and Interpreting' or '**MITI**'

3.1.4 'Retired Member of the Institute of Translation and Interpreting' or '**MITI (retd.)**'

3.1.5 'Retired Fellow of the Institute of Translation and Interpreting' or '**FITI (retd.)**'

3.1.6 'Associate of the Institute of Translation and Interpreting' or '**AITI**'

3.1.7 'Junior Associate of the Institute of Translation and Interpreting'

3.2.1 'Student member of the Institute of Translation & Interpreting'

3.2 Individual non-voting members

'Affiliate of the Institute of Translation and Interpreting'

3.3 Corporate non-voting members

3.3.1 'Corporate member of the Institute of Translation and Interpreting (Language Services Provider)' or 'LSP'

3.3.2 'Corporate member of the Institute of Translation and Interpreting (Accredited Language Services Provider)' or 'ALSP'

3.3.3 'Corporate member of the Institute of Translation and Interpreting (Education)'

3.3.4 'Corporate member of the Institute of Translation and Interpreting (Affiliate)'

3.3.5 'Corporate member of the Institute of Translation and Interpreting (Associate)'

3.3.6 'Corporate member of the Institute of Translation and Interpreting (Technology)'

4. REVOCATION OF MEMBERSHIP

- 4.1 Adherence to the standards of conduct, competence and practice set out in the Institute's Code of Professional Conduct are fundamental requirements of membership of the Institute. Should the Board accept the Professional Conduct Committee's conclusion that a member of the Institute (individual or corporate), or a corporate representative of a corporate member, has breached the Code of Professional Conduct, that member, be they an individual member or a corporate member (whether the breach was due to the corporate member or their corporate representative), may be subject to disciplinary action up to and including revocation of their membership of the Institute.
- 4.2 A decision to revoke membership requires a resolution of the Board passed by a majority of 75% of those Board members present and entitled to vote at the Board meeting at which the matter is discussed, or, if the resolution is resolved upon by a written resolution, this must be passed by a majority of 75% of all Board members entitled to vote on the matter.

5. EFFECTS OF RESIGNATION OR REVOCATION OF MEMBERSHIP

- 5.1 Upon resignation or revocation of membership from the Institute and, to avoid misleading the public, ex members must cease to use any permitted designations and remove all references to the Institute and its membership categories from their name, their communication channels and any advertising material. This includes use of all logos belonging to the Institute which, as registered trademarks, may not be legally used by non-members.

6. CONDITIONS FOR APPOINTMENT TO ELECTED OFFICE

- 6.1 Only candidates who have been members of the Institute for a full membership year are eligible for election to the Board.

6.2 Clause 6.1 above does not apply to candidates whose election to the Board is not dependent on being members of the Institute.

6.3 **ADDITIONAL CONDITION FOR APPOINTMENT TO ELECTED OFFICE FOR THE VOTING INTERPRETER BOARD POSITION**

6.3.1 The candidate must be a Qualified (MITI/FITI) interpreting member who has passed the ITI Interpreting assessment.

6.3.2 If more than one candidate is nominated and meets the requirements prescribed in 14.2 – 14.6, an election will take place in accordance with the Articles.

6.3.3 If no candidate comes forward, the Board can seek to co-opt a member to the Board member interpreter position.

7. **NOMINATIONS FOR CANDIDATES FOR THE BOARD**

7.1 Nominations Committee will determine the number of vacant seats on the Board that will need to be filled with effect from 1 May of the following year and advise the Board in November. The Chief Executive will then make sure that arrangements are made to commence the nominations and election process. Candidate eligibility criteria will be reviewed and agreed by the Board annually on the recommendation of the Nominations Committee.

7.2 Any candidates for election to the Board must be supported by members from their category as defined in the Articles. Candidates for the voting category can only be supported by voting members. Candidates for the non-voting category can only be supported by non-voting members. Candidates for the corporate category can only be supported by the representatives of corporate members as nominated in accordance with the Articles.

7.2.1 The support required per category is:

- Voting – Three voting members
- Non-voting – Three non-voting members
- Corporate – One corporate member

7.3 A signed brief statement by the candidate for election or re-election, indicating their suitability and willingness to accept the office they are nominated for, must accompany the nomination papers.

7.4 The nominations process, including elections, if required must be completed no later than 28 February.

8. **VALIDITY OF NOMINATIONS**

8.1 After receiving the nomination forms, the Elections Officer will check each nomination and reject it if:

8.1.1 the requirements prescribed in 14.2 – 14.6 have not been satisfied;

8.1.2 the candidate is temporarily ineligible for further office;

- 8.1.3 either the candidate or any of their nominators is no longer a member of the Institute or will have stopped being a member at the end of their annual subscription year.

9. RECEIPT OF NOMINATIONS

- 9.1 After receiving the nomination forms and statements, the Elections Officer will compare the number of valid nominations with the number of offices to be filled, and:

- 9.1.1 Where the total number of valid nominations is not more than the number of offices to be filled, the Elections Officer will give the names of the candidates to the Board, certifying that they have been validly nominated and are unopposed;

- 9.1.2 Where the total number of valid nominations is more than the number of offices to be filled, the Elections Officer will tell the Board that an election must take place, and let the candidates know.

10. ELECTIONS

- 10.1 When the Board has been told that an election must take place, it will do the following:

- 10.1.1 In accordance with the Articles, the Board will decide if the election is to be carried out by ballot at a general meeting, by electronic or postal ballot.

- 10.2 If it has decided that the election will be carried out by electronic voting or postal ballot, the Board will:

- 10.2.1 Appoint a competent independent organisation to manage and oversee the elections; and

- 10.2.2 authorise payment of a suitable fee to the appointed scrutineers or independent organisation, no matter whether these are members of the Institute or not.

- 10.3 At elections for Board members, members voting within their category are entitled to one vote per vacancy.

- 10.4 At the start of each election cycle the Board may, at its discretion, review and approve the election processes and procedures, including the methodology of counting the votes.

- 10.5 The scrutineers will make sure that only valid votes given by members of the Institute are counted.

- 10.6 When the elections are complete, the scrutineer will give the results to the Board and a summary will be shared with members.

11. BOARD COMMITTEES

- 11.1 The Board can form ad hoc committees or working groups for any reason it chooses.

- 11.2 All standing and ad hoc committees must have clear Terms of Reference approved by the Board.
- 11.3 The Terms of Reference must clearly state whether the committee is purely advisory or can make decisions on behalf of the Board.

12. APPOINTMENTS OF CHAIRS AND MEMBERS OF COMMITTEES

- 12.1 The chairs and members of the Membership Committee, Professional Conduct Committee, and other standing committees are appointed in accordance with the Bylaws and the relevant terms of reference.
- 12.2 The chair of any standing committee is appointed by the Board in the first instance for a three-year term. The Board may re-appoint the chair for a second three-year term.
- 12.3 The chair of any ad hoc committee is appointed by the Board.
- 12.4 An appointment as chair of any committee can be ended by the Board at any time.
- 12.5 The Nominations Committee will work with committee chairs to seek committee members to be proposed to the Board. The following conditions must be met:
 - 12.5.1 Every committee with three or more members must comprise a majority of voting members.
 - 12.5.2 No member of the Board can be a member of the professional conduct committee.
 - 12.5.3 The Board can veto the appointment of any person it considers unsuitable.
 - 12.5.4 If the Board does exercise its right of veto it must inform the committee chair of the reasons.
 - 12.5.5 Appointments as members of the membership committee, the professional conduct committee, or any other standing committee are for an initial three-year term. Members can be appointed for a second three-year term, taking into account any representations from the committee chair. A balanced committee composition should be ensured.
 - 12.5.6 An appointment as a member of any committee can be terminated early (before the end of the financial year) by the Board.

13. BALLOTS ON MOTIONS PROPOSED BY MEMBERS

- 13.1 A minimum of 5% of the Institute's voting members can ask for a ballot to decide a question that concerns the Institute.
- 13.2 Members must ask for a ballot in writing and give the motion or motions to be proposed. The accompanying statement supporting the motion or motions should not exceed 1,000 words. The request must be signed by all those asking for the ballot, but all the signatures do not need to be on a single copy.
- 13.3 Questions that cannot be decided by ballot include:
 - 13.3.1 the voluntary winding up of the Institute;

13.3.2 the removal from office of any member of the Board in accordance with section 168 of the Companies Act 2006;

13.3.3 the removal from office of an auditor.

- 13.4 When the Board decides to, or is required to, conduct a ballot, it will appoint an independent organisation to conduct it.
- 13.5 If members have asked for a ballot, those members need to give the Institute the sum decided by the Board towards the cost of organising the ballot.
- 13.6 Only voting members will be allowed to take part in the ballot.