

INSTITUTE OF TRANSLATION AND INTERPRETING (“ITI” OR THE “INSTITUTE”)

PROCEDURE FOR DEALING WITH APPEALS AGAINST ADMISSION TO MEMBERSHIP

1. INTRODUCTION

- 1.1 This Procedure applies to any person who wishes to appeal against a decision of the Board or any of the Board’s committees concerning admission of any person to membership or category of membership (a “**Membership Appeal**”)
- 1.2 This Procedure comes into effect on 10 February 2021, as approved by the ITI Board (the “**Date of Approval**”). The Procedure will remain in force until amended or revoked by the Board.
- 1.3 Membership Appeals are decided by the Membership Appeals Panel (set up in accordance with clause 3).

2. PROCEDURE FOR SUBMITTING AN APPEAL

- 2.1 Notice of any Membership Appeal must be made within 28 days of receipt of the final decision which is being appealed.
- 2.2 Notice of a Membership Appeal may be submitted by a member or a non-member,
- 2.3 A Notice of a Membership Appeal must be made in writing and sent by post or email to the Company Secretary. Notices may be made by email to compsec@iti.org.uk or by post, for the attention of the Company Secretary, to Institute of Translation & Interpreting, Suite 141, Milton Keynes Business Centre, Foxhunter Drive, Linford Wood, Milton Keynes MK14 6GD.
- 2.4 Notices of Membership Appeals must be accompanied by the Institute’s fee for convening the Membership Appeals Panel. The amount of the current fee is £50.00. Any fee paid will be refunded in full if the Membership Appeal is successful.
- 2.5 The individual submitting the Notice of Membership Appeal shall be known as the **Appellant**.

3. MEMBERSHIP APPEALS PANEL

- 3.1 Once notice of a Membership Appeal has been received by ITI, the Board will set up an ad hoc Membership Appeals Panel (the “**Panel**”), in accordance with Article 130 of the Institute’s Articles of Association (the “**Articles**”), to consider the Membership Appeal.
- 3.2 The Panel will consist of three individuals, including a chair, appointed by the Board.
- 3.3 The Panel may include individuals who are not members of the Institute.
- 3.4 The Panel may not include a member of:
 - (i) the Board;
 - (iii) the Membership Committee.

4. PROCEDURE OF A MEMBERSHIP APPEALS PANEL

Approved by the Board on: 10 February 2021

Reviewed on:

Date of next review: January 2024

- 4.1 The Panel will carry out a preliminary review of the notified Membership Appeal to determine how it is to be handled. The options available to the Panel are:
- (i) To dismiss the notified Membership Appeal on the basis that it is vexatious or trivial or contains factually unreliable information;
 - (ii) Place the notified Membership Appeal on hold on the basis that it is subject to pending civil or criminal action in the courts (in which case the notified Membership Appeal will be reconsidered on conclusion of such action);
 - (iii) To refer the Membership Appeal for investigation by the Panel;
- 4.2 The Membership Panel chair will inform the Appellant of the selected option.

5. INVESTIGATION OF THE RELEVANT APPEAL

- 5.1 In the event of a decision by the Panel to refer the Membership Appeal for investigation, the Panel will undertake a full assessment of the Membership Appeal which will include collation and consideration of the facts and any substantiated evidence.
- 5.2 All investigations will be undertaken in the strictest confidence.
- 5.3 The decision reached and the reasons for it will be documented by the Panel (the “**Report**”) and retained by ITI.
- 5.4 The Chair of the Panel will report any decision to the Appellant who may also request a copy of the Report.
- 5.5 Any majority decision made by the Panel will be final.