

SITA CONSTITUTION
- SCOTTISH INTERPRETERS AND TRANSLATORS ASSOCIATION -
Constituted as an Unincorporated Association

I. TITLE

1) The name of the Association shall be "Scottish Interpreters and Translators Association", hereinafter referred to as "SITA".

II. OBJECTIVES

1) SITA is a non-profit-making and non-political/government organisation whose main goals include:

a) to represent the collective voice and interests of interpreters and translators mainly based in Scotland.

b) to seek to raise the quality and efficiency of services provided by interpreters and translators.

c) to campaign on behalf of the linguists for just and fair working conditions.

2) In accordance with these goals, SITA will take all such licit steps as are necessary to attain them.

III. SITA MEMBERSHIP

1) Applications for Membership should be made to the Secretary and approved by the Executive Committee.

2) Membership is open to any linguist residing in Scotland or whose work predominantly relates to Scotland and who is working as an interpreter or translator.

3) Membership levels:

a) **Full Member:** this category of membership is for the fully qualified interpreter/translator who holds DPSI/DipTrans/IoL CCI Diploma or an equivalent qualification in translation and/or interpreting at the appropriate level gained in another country, the latter being subject to verification with the relevant issuing authority; has at least 3 years of proven experience or who may be a member of another equivalent professional internationally-recognised association.

This category carries full voting rights.

b) **Associate Member:** this membership category is for linguists who have experience of less than 3 years, or linguists who do not hold any professional qualification(s) in this profession, but have some experience and are seeking to advance their qualifications through obtaining, for example, a DPSI/DipTrans or equivalent.

c) **Student Member:** this membership category is for linguists who are not qualified in the profession and/or do not have any experience but who want to become professional interpreters/translators.

4. The secretary shall receive all applications, check the required documentation has been received and that it satisfies the admission criteria, and notify the Executive Committee of all new applicants at their next meeting.

5. SITA may nominate certain linguists as Honorary or Fellowship Members at its AGM.

IV. EXECUTIVE COMMITTEE

1. The Association shall have an Executive Committee of 11 members to be elected at the AGM. The AGM will elect a President and a Secretary. At the first meeting of the Executive committee a Vice President, Vice-Secretary and Treasurer will be appointed by a secret ballot of EC members. Their term of office will be one year from the date of their appointment at the AGM. (See note 1)

Should there be fewer than 11 members elected at the AGM the EC will have the power to co-opt persons to the vacant EC places if they think a particular person can add strength to the committee. Any EC member is eligible to stand for re-election at the next AGM.

2. The Executive Committee has decision making powers and will act for and in the interest of SITA at all times. It will be deemed to be quorate if 4 members are present as long as the

President or Vice President; and one other office bearers from Secretary, Vice Secretary or Treasurer, and two other members or executive committee are present. The President will have a casting vote in case of any tie of opinion.

3. The Executive Committee may delegate certain duties and tasks to Sub-Committees chaired by an EC member. It may consist of SITA members and non-member specialists, as and when required.

4. Sub-Committees report to the Executive Committee, who shall state their rules and scope of responsibilities for working on certain projects.

5. The Executive Committee shall meet at least 4 times per year and at such other times as may be deemed essential by any of the Executive Committee members which should be seconded by at least 4 Executive Committee members.

6. Attendance – if any EC member misses three consecutive meetings, regardless of the reason and apologies having been sent, they must stand down from the committee until such time as they are available for duty. A return to the committee can be by co-option or re-election at an AGM.

V. ANNUAL AND SPECIAL GENERAL MEETINGS

1. There shall be an Annual General Meeting (AGM) which usually will take place in September of each year, for which at least a 28 days notice in writing shall be provided to all members. An agenda should be distributed no later than 14 days before the AGM. Elections will be held 12 to 18 months after the last AGM.

2. The AGM will be chaired by the President or the Vice-President, unless agreed otherwise.

3. Quorum for Annual and Special General Meeting shall consist of the President or Vice-President and Secretary or Vice-Secretary and Treasurer plus at least 3 other Executive Committee members and 25% of the membership.

4. The business of the AGM shall include:

a) Duties and written business reports from: the President/Vice-President, Secretary/Vice-Secretary, Treasurer, which collectively will cover the work of the sub-committees of the Executive Committee.

b) Election of the Executive Committee : President, Secretary, and of 9 other members. Nominations should be submitted in writing to the Secretary, no later than 7 days before the AGM. There can be self nominations and if by another member, permission must first be had from the nominee.

c) The Executive Committee members cannot be paid/unpaid employees, advisors, shareholders of any outsourcing agency and they cannot be involved closely in any business with such organisations in any way besides undertaking interpreting/translation/proofreading jobs as self-employed linguists.

d) Acknowledgements of new members and confirmation or removal of Honorary or Fellowship Membership.

e) Discussion of any other business intimated to the Secretary in writing by any member of the Association, no later than 7 days before the AGM.

f) The Executive Committee members unable to attend the AGM/Special GM meetings shall provide written statements with respect to their absence as deemed required.

g) All members have the right to speak at the AGM/SGM. Only Full Members of the Association shall have one vote in each voting motion put before the AGM. A resolution will require a simple majority of those present and voting, with the President having a final casting vote in the event of a tie. Voting shall be by secret ballot system unless the AGM decides otherwise.

h) The Association may affiliate with other organisations upon agreement by the AGM/Special GM.

i) Special General Meeting (SGM) will be held if any of the member(s) see(s) the necessity and urgency which should be seconded by 50 % of SITA members in writing to the Secretary providing a notice of the motion(s) they wish to present. No other issues shall be considered during the SGM. Members will be notified by the Secretary about the date and purpose of the SGM as in V (1) above and the Quorum Rules described in V (3) shall apply.

VI. FINANCE

1. The AGM shall set the annual subscriptions fee that shall be paid by members, and which shall then be explained in form of the membership and benefits statement proposed at the AGM. The initial annual subscription is £10 rising to £20 from 13.09.2010 for all members until it is reviewed by an AGM.
2. Annual subscriptions shall be paid at the time of application and renewed by October 1st of each calendar year. Membership shall be deemed suspended/expired should any member's subscription not be paid within 3 months of that date, unless good reason be provided to the satisfaction of the Executive Committee. No one who has an unpaid subscription will be eligible to vote at the AGM.
3. The Association's accounts shall run from September 1st to August 31st.
4. All finances should be administered by the Treasurer who will pay incoming monies into a bank or building society account in the name of the Association. Any surplus can be used, in consultation with the Executive Committee, for appropriate investment/expenditure. The Treasurer reports to the Executive Committee for all finances.
5. Any withdrawals from or cheques drawn upon the Association's bank or building society accounts shall require two signatures; one signature will normally be the Treasurer and the other that of the President, Vice-President or Secretary. (Note 2)
6. All expenses and reimbursements shall be agreed with the Treasurer in advance, except in special circumstances, which shall be explained to the Executive Committee. None of the special circumstances expenses shall be higher in amount than £50. Advance notification of other expenses likely to be incurred by members, in connection with the work of the Executive Committee or Project Committees, shall be made to the Treasurer for approval, who will recompense the approved amounts to the members upon their submission of receipts.
7. The Treasurer shall prepare, and present to the AGM, a financial report with cash flow and profit and loss account reports.

VII. AMENDMENTS TO THE CONSTITUTION

1. Any motion to alter the Constitution must be approved by a simple majority of the members.
2. Such motions shall be accompanied by a copy of the relevant fragment(s) of the existing Constitution and the proposed amendment(s).
3. All the members should be notified of planned or proposed amendments in writing, which could include emails.
 - a) Upon the notification of the changes, members shall have 14 days to express their approval or disapproval regarding the amendments.
 - b) After such period of time, unless rejected by majority of members in writing, the amendments are legally incorporated and are a part of the constitution.
- 4) Amendments to the constitution are accepted/rejected in writing by the majority.
 - a) Lack of acceptance or rejection statement from any particular member shall be deemed as acceptance of such a motion.

VIII. TERMINATION OF MEMBERSHIP

1. The Executive Committee has power to suspend any member whose actions are contrary to the SITA Code of Conduct or seen as inappropriate and harmful to SITA business by the Executive Committee in the name of the interests of the Association. The member will have the right of response.
2. Termination of membership shall be on the recommendation of the EC and by voting resolution of the motion at the AGM by a two-third majority of those present and voting.

IX. DISSOLUTION OF THE ASSOCIATION

- 1.** The Association may be dissolved only at the AGM or SGM convened for the purpose of dissolution. The motion to dissolve must be carried by three quarters of members present and voting.
- 2.** Before a vote for or against dissolution takes place, the meeting shall determine how the assets of the Association shall be distributed in the event of the motion to dissolve being carried.