



BYLAWS OF

THE ASSOCIATION OF TRANSLATORS AND INTERPRETERS OF
SASKATCHEWAN (ATIS) INC.

L'ASSOCIATION DES TRADUCTEURS ET INTERPRÈTES DE LA
SASKATCHEWAN (ATIS) INC.

FEBRUARY 1980

Amended 1981, 1985, 1986, 1987, 1988,
1992, 1997, 2000, 2003, 2007, 2008

I - NAME

1.1 Association of Translators and Interpreters of Saskatchewan (ATIS) Inc.
Association des traducteurs et interprètes de la Saskatchewan (ATIS) Inc.

1.2 The logo of ATIS is the property of the Association, reserved for and restricted to its corporate use.

II - PREAMBLE

2.1 General

In recognition of the fact that the Saskatchewan Act respecting Non-Profit Corporations of May 4, 1979, and the Regulations to this Act of September 11, 1979, contain extensive provisions relating to the administration of the Association, these bylaws are intended to be of a supplemental nature, providing additional rules for the operation of the Association.

2.2 Definitions

2.2.1 Translation is an accurate written, oral or visual rendition in one language of what is expressed in another language.

2.2.2. Interpretation is oral or visual translation. It can be simultaneous or consecutive. It includes conference interpretation and Court interpretation.

2.2.3 Translator

The term "translator" in these bylaws refers to any category of translator including literary, technical and general translators.

2.2.4 Interpreter

The term "interpreter" in these bylaws includes anyone who performs simultaneous, consecutive interpretation, conference or Court interpretation.

III - OBJECTIVES

The objectives of the Association are:

3.1 To defend the ethical and professional interests of its members.

- 3.2 To promote and encourage the training of qualified translators and interpreters.
- 3.3 To improve the quality of translation and interpretation services.
- 3.4 To establish and promote a Code of Ethics for translators and interpreters.
- 3.5 To maintain a steady interchange of ideas with similar organizations throughout Canada and abroad.
- 3.6 To negotiate with the proper authorities in matters pertaining to the preparation and adoption of legislation respecting the professions of translator and interpreter.

IV - MEMBERSHIP

Categories

The Association consists of Founding Members, Certified Members, Associate Members, Affiliate Members and **Retired Members**, who agree to abide by the Code of Ethics and by all rules and regulations of the Association. Written indication of membership in ATIS must always be qualified by category of membership. For example: %Certified member of ATIS,+%Associate member of ATIS,+and not simply %Member of ATIS.+

4.1 Founding Members

Founding Members are:

- 4.1.1 those who participated in the founding of the Association in 1979-1980; and
- 4.1.2 who are members in good standing in one of the other categories of membership.

4.2 Certified Members

4.2.1 Certified members are those who have met the criteria for certification established by ATIS, and

4.2.2 who practice on a full or part time basis the profession of translator or interpreter; and

4.2.3 who have paid the annual membership fees.

4.2.4 Only a Certified Member may call herself or himself:

~~M~~ember of the Canadian Translators and Interpreters Council (by Affiliation)+and its abbreviated form: ~~M~~ember of CTIC (by Affiliation)†;
~~C~~ertified (Translator, Interpreter or Conference Interpreter, Court interpreter, where appropriate) (Canada), and its abbreviated form: ~~C~~. (Tran., Int., Conf. Int., Crt. Int.,) (Canada).+

4.3 Associate Members

4.3.1. Associate Members are those who practise the profession of translator or interpreter and have satisfied the admission requirements; and

4.3.2 who have paid the annual membership fee.

4.3.3 An Associate Member may retain this status for a period of five years during which he or she must meet the criteria for certification established by ATIS.

An associate member may apply for a one-year extension, which may be renewed twice, by sending a request to the president or delegate explaining his or her progress toward meeting the requirement, and the reason for requesting the extension.

4.4 Affiliate Members

Affiliate Members are:

4.4.1 those who exercise or practise the profession of visual language interpreter and who are members in good standing of the Association of Visual Language Interpreters of Canada (AVLIC); and

4.4.2 who have paid the annual affiliate membership fee.

4.5 Retired Members

4.5.1 Retired members are those who are no longer active in the profession and wish to keep in touch with the profession.

4.5.2 Retired membership is to be renewed annually at the request of the retired member.

4.5.3 In recognition of the years of service of retired members no fee will be charged.

4.5.4 Retired members do not have voting rights at any general meetings.

4.6 Membership dues

All membership dues shall be paid in full to the Treasurer by May 31st for the current year. After 90 days, failure to do so will result in the removal from the membership list.

4.7 Withdrawal

4.7.1 Any member who wishes to withdraw from the Association shall give written notice of his intention to do so to the Secretary of the Association.

4.7.2 Any member who has not paid the annual membership fee for a period of one year shall be deemed to have withdrawn from the Association.

4.7.3 Any former member who wishes to re-apply for membership within three years of withdrawal may do so by a notice in writing to the Secretary of the Association. Any former member who wishes to re-apply after three years shall be required to pass the appropriate examination. In either case, a re-admission fee determined by the Board of Directors shall be imposed in addition to the annual membership fee for the first year.

4.8 Disciplinary measures

4.8.1 Any complaints about a member of ATIS will be investigated by the Executive.

4.8.2 Depending on the seriousness of the breach of the Code of Ethics, the Executive will decide one of the following:

- Written notice and keeping the record
- Suspension
- Expulsion

V - OFFICERS

5.1 There shall be eight officers of the Association, as follows: a President, a Vice-President, a Secretary, a Treasurer, and four directors. One of these eight shall act as public relations officer and two as examinations officer. These eight officers shall

constitute the Board of Directors. The outgoing President shall sit on the Council as Past President for a period of only one year.

5.2 The offices of President, Vice-President, either Secretary or Treasurer and examinations officers shall be filled by certified members in good standing; all other positions may be filled by members in any category.

5.3 Officers shall be elected at the Annual General Meeting and shall hold office until the next AGM.

5.4 In the event of a vacancy on the Board of Directors, the remaining Directors may coopt a member eligible to serve, who will hold office until the next AGM.

5.5 A majority of the officers shall constitute a quorum for transaction of business at any meeting of the Board of Directors.

5.6 The Board of Directors shall meet as often as the interests of the Association require.

5.7 Duties of Officers

5.7.1 The president shall preside at all meetings of the Association. The president shall have a vote only in the case of a tie. The president shall be an *ex officio* member of every committee appointed by the Board of Directors.

5.7.2 In the absence of the president, the vice-president shall perform the duties of the president.

5.7.3 The secretary shall keep the minutes at all meetings of the Board and at General Meetings, conduct all the correspondence of the Association and have custody of all records and documents of ATIS, except those required to be kept by the Treasurer.

5.7.4 The treasurer shall perform such duties as are ordinarily incident to this office and shall keep regular accounts of the funds of the Association and submit the same to the Board of Directors, General Meetings, and whenever otherwise required.

5.7.5 Signing officers shall be the president or the vice-president and the treasurer.

5.7.6. At each AGM the Association shall appoint an Auditor to hold the office for one year. The books shall be audited once a year at the end of the fiscal year.

5.7.7 The exam coordinators will be responsible for administering and coordinating the ATIS admission exam, the CTIC certification exam and the ~~an~~ dossier+certification process.

VI - GENERAL MEETINGS

6.1 There shall be two General Meetings per year, one in the fall in Saskatoon and one in the spring in Regina, which shall be the Annual General Meeting.

6.2 Members in good standing and invited guests are entitled to attend general meetings.

6.3 All members in good standing, **except for retired members**, have voting rights at all general meetings.

6.4 Any member in good standing may bring a motion to vote at a general meeting and that motion must be seconded by another member in good standing.

6.5 Voting at general meetings may be conducted by a show of hands or by ballot, if a majority of members in good standing who are present so wish.

6.6 Ten members in good standing, personally present at the opening of a general meeting, shall constitute a quorum.

6.7 Members in good standing may be represented by proxies.