

BY-LAWS

BY-LAWS	2
SECTION 1 MEMBER SOCIETIES	2
SECTION 2 MEMBERS BY AFFILIATION.....	2
SECTION 3 AUTHORITY OF THE COUNCIL	3
SECTION 4 MONEY MANAGEMENT.....	3
SECTION 5 ADMINISTRATION AND OPERATION.....	3
<i>THE COUNCIL</i>	3
<i>THE EXECUTIVE COMMITTEE</i>	4
SECTION 6 THE BOARD OF EXAMINERS FOR STANDARDIZED CERTIFICATION EXAMS	5
SECTION 7 GENERAL PROVISIONS.....	5
CONSTITUTION	6
SECTION 3 MEMBER SOCIETIES	6
SECTION 1 DESIGNATION	7
SECTION 2 PURPOSES	7
SECTION 3 MEMBERS	7
SECTION 4 AUTONOMY OF MEMBER SOCIETIES	7
SECTION 5 CORPORATE SEAT	8
SECTION 6 SEAL	8
SECTION 7 BY-LAWS	8
SECTION 8 POWERS OF THE COUNCIL	8
SECTION 9 FINANCING	8
SECTION 10 ADMINISTRATION.....	8
SECTION 11 WORKING LANGUAGES	8
SECTION 12 RATIFICATION	8
SECTION 13 COMING INTO FORCE.....	8

CANADIAN TRANSLATORS, TERMINOLOGISTS AND INTERPRETERS COUNCIL

BY-LAWS

Drafted up in Accordance with the Constitution of the Council

SECTION 1 MEMBER SOCIETIES

- 1.01 In these By-laws, "society" refers both to an association and to a corporation of translators, terminologists and interpreters.
- 1.02 The admission of a provincial or territorial society of translators, terminologists and interpreters shall be subject to the decision of the Council.
- 1.03 Member societies shall have the right to be represented, to speak and to vote, and to withdraw.
- 1.04 The Council may invite representatives of groups of translators, terminologists and interpreters to its meetings as observers. They may speak but not vote.
- 1.05 The Council shall be empowered to order the striking from the roll or the suspension of a member society against which a complaint has been lodged by another member society. It shall first establish a commission of inquiry, and then study the report of that commission and render a decision, which shall be final. The society against which the complaint has been lodged shall not participate in the vote.
- 1.06 The Council may reinstate a society which requests such action, and which has been struck from the roll or suspended, after reviewing the report of a commission established to study the request.

SECTION 2 MEMBERS BY AFFILIATION

- 2.01 Members by Affiliation are certified members in good standing of a member society whose names are provided at each reporting date by the member society concerned. Such members cease to be Members of CTTIC by Affiliation when they are no longer members in good standing of their respective provincial or territorial society.
- 2.02 Members by Affiliation are officially represented on CTTIC by the representatives of their respective provincial or territorial society, as per Section 1 above. They may attend meetings of CTTIC and may be allowed to speak on matters before Council, but their voting power is delegated to their society's representatives.
- 2.03 Members by Affiliation may be invited by the Council and the Executive, through their provincial or territorial society, to serve on committees and task forces of CTTIC.
- 2.04 Members by Affiliation shall receive a CTTIC membership card recognizing their status as "Member of the Canadian Translators, Terminologists and Interpreters Council (by Affiliation)".
- 2.05 Members by Affiliation are entitled to use the following on their business cards and in their promotional material: "Member of the Canadian Translators, Terminologists and Interpreters Council (by Affiliation)", and its abbreviated form: "Member of CTTIC (by Affiliation). In addition, they may also use the title: "Certified (Translator, Interpreter or Conference Interpreter where appropriate, Court Interpreter, Terminologist) (Canada)", and its abbreviated form: C. (Tran., Int., Conf. Int., Crt. Int., Term.) (Canada). In a jurisdiction where the use of such titles is protected by law, certified professionals in that jurisdiction who wish to use the

national title must include, before the word “Canada” and inside the parenthesis, the acronym of that province’s body from which they hold their certified status. They may not use the expression “Certified by CTTIC”, or “Certified Member of CTTIC” or any similar wording suggesting that CTTIC is the certifying body.

- 2.06 CTTIC shall maintain a national list of Members by Affiliation. Those names may be listed (with the Member's consent) on the CTTIC Web site, with appropriate links to provincial or territorial societies, and/or on any other medium CTTIC might judge feasible and practical.

SECTION 3 AUTHORITY OF THE COUNCIL

- 3.01 The Council shall have all the powers delegated to it by the member societies. It may:

- a) organize conferences, symposiums and other activities
- b) set up commissions or committees
- c) be affiliated with national or international professional organizations

- 3.02 The Council shall be fully empowered to interpret and modify these By-laws, except as provided in Section 6.02.

SECTION 4 MONEY MANAGEMENT

- 4.01 The Council shall be financed by the annual dues paid by the member societies based on the number of certified members on the first day of the Council's fiscal year. Dues shall be determined by the Council.

- 4.02 Expenses not specifically provided for in the budget may not be incurred without prior approval of the Council.

- 4.03 The fiscal year of the Council shall end on 31 August.

- 4.04 The Council shall provide member societies with a statement of accounts, and the report of the auditor designated by the Council, within three months end of the fiscal year end.

SECTION 5 ADMINISTRATION AND OPERATION

THE COUNCIL

- 5.01 Delegates shall be appointed by the Board of Directors of each member society. Except as indicated in section 4.02, member societies shall be represented in proportion to the number of certified members at the beginning of the Council's fiscal year. Delegates shall take office within the first three months of the fiscal year.

- 5.02 The president of each member society is ex officio a delegate to the Council. If the president of a member society is elected president of the Council, the member society in question shall appoint a new head for its delegation.

- 5.03 Delegates shall be appointed for a renewable term of one year.

- 5.04 The Board of Directors of the member society concerned shall appoint a replacement for any vacancy in its delegation.

- 5.05 The Council shall meet as often as it deems necessary. Regular meetings shall be called in writing three weeks in advance.
- 5.06 At the request of two member societies specifying the purpose(s) of a meeting, the President shall call a special meeting, which must be held within fifteen days.
- 5.07 The quorum shall be a majority of the member societies. If a society's delegation cannot attend a Council meeting, that society may appoint one of its members or a delegate of another society to represent it.
- 5.08 Decisions of the Council shall be made by a majority vote of the members present, each member society having one vote. In case of tied vote, the president shall have the right to vote. Any society whose financial contribution to the Council exceeds 25% of the annual revenue annual dues shall have a veto over expenses.
- 5.09 The minutes of each meeting shall be sent within 60 days to the Board of Directors of each member society.
- 5.10 The Council shall send a report written by the President to the member societies within three months of the fiscal year end.
- 5.11 Travelling expenses of delegates shall be paid by the member societies and those of the president of the Council by the CTTIC. But the Council shall ensure that the travelling expenses incurred by the member societies are equitable, reasonable and proportionate.

THE EXECUTIVE COMMITTEE

- 5.12 The Executive Committee shall be composed of the President, the Vice-President and the Secretary-Treasurer (or the Secretary and the Treasurer). Executive members shall be elected by the Council within the first three months of the fiscal year. The president shall not be a member of any delegation.
- 5.13 A delegate from each of the founding societies shall be required to sit on the Executive Committee, unless the Council decides otherwise.
- 5.14 The President shall act as chair of the Council and shall represent it nationally and internationally. He or she shall be accountable to the Council for all decisions.
- 5.15 The Vice-President shall assist the President and replace the President in his or her absence.
- 5.16 The Secretary shall call the meetings at the President's request and write the minutes. The Treasurer shall keep the accounts and draw up the financial statements and the budget. With the Council's approval, they may assign certain of their duties to another delegate.
- 5.17 Executive members shall be elected for a term of one year, renewable twice, following which they may be eligible for re-election after an interval of one year.
- 5.18 The Council shall appoint a replacement for any vacancy on the Executive Committee.
- 5.19 Executive meetings shall be called by the President, on his own initiative or at the request of another Executive member. The Notice of Meeting shall be given in writing fifteen days in advance for regular meetings and by telephone five days in advance for special meetings.
- 5.20 Decisions of the Executive Committee shall be made by a majority vote.

- 5.21 The Executive Committee shall table a copy of its minutes at the Council meeting following the Executive meeting.
- 5.22 Cheques and other documents binding the Council can be signed by the President or the Vice-President, and by the Secretary-Treasurer, the Secretary, the Treasurer or any other individual designated by the Council.
- 5.23 Travelling expenses for Executive members shall be paid by the Council.

SECTION 6 THE BOARD OF EXAMINERS FOR STANDARDIZED CERTIFICATION EXAMS

- 6.01 Pursuant to sections 7 and 8 of the Constitution and paragraph 2.01(b) of the By-laws, the Council hereby sets up the Standardized Certification Examinations Board of Examiners for, hereafter called "the Board".
- 6.02 The Board has a mandate to administer all standard certification examinations organized across Canada by the Council for translators, terminologists, interpreters and, except in New Brunswick, court interpreters.
- 6.03 The validity and portability of the titles conferred by the Council Standard Certification examinations are specified in the By-laws of each provincial or territorial member society.
- 6.04 The operating, financial and management guidelines for the Board are specified in Appendix A.
- 6.05 The chair of the Board and all the officers necessary for the operations of the Board shall be appointed at the winter general meeting, and shall take office at the beginning of the following fiscal year.

SECTION 7 GENERAL PROVISIONS

- 7.01 Questions of procedure not provided for in the present By-laws shall be decided in accordance with "Chairmen's and Debaters' Guide in Deliberative Assemblies", by Victor Morin.
- 7.02 These By-laws and any amendments thereto shall not become effective until they have been adopted by the member societies.
- 7.03 As they come into force these By-laws repeal all previously existing By-laws of the Council.
- 7.04 In these By-laws the masculine includes the feminine and the singular includes the plural, unless the context dictates otherwise.

See also NOTE 1 on the next page and other chronology NOTES.

Note 1

CANADIAN TRANSLATORS, TERMINOLOGISTS AND INTERPRETERS COUNCIL

CONSTITUTION

SECTION 3 MEMBER SOCIETIES

The Canadian Translators, Terminologists and Interpreters Council consists of the Association of Translators and Interpreters of Alberta, the Association of Translators and Interpreters of Manitoba, the Association of Translators and Interpreters of Nova Scotia, the Association of Translators and Interpreters of Ontario, the Association of Translators and Interpreters of Saskatchewan, the Corporation of Translators, Terminologists and Interpreters of New Brunswick, the Interpreters/Translators Society of the Northwest Territories, the Ordre des traducteurs, terminologues et interprètes agréés du Québec, the Society of Translators and Interpreters of British Columbia, the Society of Interpreters and Translators of Yukon, the Nunattini Katujjiqatigitt Tusaajinut (the Nunavut Interpreters/Translators Association) and any other provincial or territorial society of translators, interpreters or terminologists incorporated in Canada and whose standards meet the Council's requirements. The Association of Translators and Interpreters of Ontario and the Ordre des traducteurs, terminologues et interprètes agréés du Québec are the two founding members of the Canadian Translators, Terminologists and Interpreters Council.

NOTES: Revised version of CTTIC By-laws adopted at the Ottawa meeting of CTTIC in November 1992.

THE CANADIAN TRANSLATORS, TERMINOLOGISTS AND INTERPRETERS COUNCIL

CONSTITUTION

SECTION 1 **DESIGNATION**

1.01 The Canadian Translators, Terminologists and Interpreters Council (Conseil des traducteurs, terminologues et interprètes du Canada), hereinafter called the Council is, by authority of Supplementary Letters Patent delivered by the Secretary of State of Canada on April 29, 1971, the legitimate successor of the Society of Translators and Interpreters of Canada incorporated June 29, 1956.

SECTION 2 **PURPOSES**

2.01 The purposes of the Council are:

- a) to co-ordinate the activities of member societies and to encourage their co-operation;
- b) to ensure uniformity of standards for the practice of the represented professions;
- c) to maintain relations with national and international organizations of translators, terminologists and interpreters.

SECTION 3 **MEMBERS**

3.01 **SOCIETIES**

The Canadian Translators, Terminologists and Interpreters Council is made up of the Association of Translators and Interpreters of Alberta, the Association of Translators and Interpreters of Manitoba, the Association of Translators and Interpreters of Nova Scotia, the Association of Translators and Interpreters of Ontario, the Association of Translators and Interpreters of Saskatchewan, the Corporation of Translators, Terminologists and Interpreters of New Brunswick, the Interpreters/Translators Society of the Northwest Territories, the Ordre des traducteurs, terminologues et interprètes agréés du Québec, the Society of Translators and Interpreters of British Columbia, the Society of Interpreters and Translators of Yukon, the Nunattini Katujjigatigitt Tusaajinut (the Nunavut Interpreters/Translators Association) and any other provincial or territorial society of translators, interpreters or terminologists incorporated in Canada and whose standards meet the Council's requirements. The Association of Translators and Interpreters of Ontario and the Ordre des traducteurs, terminologues et interprètes agréés du Québec are the two founding members of the Canadian Translators, Terminologists and Interpreters Council.

3.02 **Members by Affiliation**

Members of CTTIC by Affiliation are certified members in good standing of a member society whose names are provided at each reporting date by the member society concerned. Such members cease to be Members of CTTIC when they are no longer members in good standing of their respective provincial or territorial society.

SECTION 4 **AUTONOMY OF MEMBER SOCIETIES**

4.01 Since education and the practice of any profession are under provincial jurisdiction, the Council recognizes and pledges to respect the absolute autonomy of member societies in their respective

geographic territories and in all matters within their jurisdiction.

- 4.02 This autonomy being duly recognized, member societies pledge to cooperate closely and to take appropriate steps to ensure the progress of the represented professions as a whole and to protect the interests of the public and those of all translators, terminologists and interpreters in Canada.

SECTION 5 CORPORATE SEAT

- 5.01 The head office of the Council shall be located in Ottawa.

SECTION 6 SEAL

- 6.01 The seal of the Council is that affixed to the end of this Constitution.

SECTION 7 BY-LAWS

- 7.01 The Council may adopt by-laws to set forth its operating procedures and any other matter not provided for in this Constitution.

SECTION 8 POWERS OF THE COUNCIL

- 8.01 The Council is essentially a consultative body. It may, however, make decisions in areas for which powers are delegated to it by member societies.

SECTION 9 FINANCING

- 9.01 The council is financed by member societies in accordance with the budget prepared by the Council for each fiscal year and ratified by member societies.

SECTION 10 ADMINISTRATION

- 10.01 The council is administered by representatives appointed by member societies in accordance with the by-laws.
- 10.02 At the beginning of each fiscal year, the members of the Board elect among themselves a president, a vice-president and a secretary-treasurer (or a secretary and a treasurer), who make up the Executive. The procedures for their election as well as their duties are established by the by-laws.

SECTION 11 WORKING LANGUAGES

- 11.01 English and French are the working languages of the Council, which shall decide which documents are to be translated.

SECTION 12 RATIFICATION

- 12.01 This Constitution and any subsequent amendments thereto shall come into force only upon ratification by member societies.

SECTION 13 COMING INTO FORCE

- 13.01 This Constitution shall come into force the day it is ratified.