



ATINS BY-LAWS

1. Definitions

- A. "Association" means "Association des traducteurs et interprètes de la Nouvelle-Écosse/Association of Translators and Interpreters of Nova Scotia";
- B. "Member" means members described in article 2 of these By-laws;
- C. "Board" means the Board of Directors as described in articles 22 to 41 of these By-laws;
- D. "Board meeting" means a meeting of the Board of Directors in person or by conference call;
- E. "General Meeting" means a meeting of the membership, called by the President. Notice of meeting, agenda and texts of all resolutions to be proposed must be sent to all Members, fifteen (15) days before the date of the Meeting;
- F. "Special Resolution" is a resolution passed by at least three quarters (3/4) of Members entitled to vote and present at a General Meeting of which notice has been duly given, specifying the intention to propose a resolution as a Special Resolution. Members may be present in person or by proxy, where proxies are allowed;
- G. "CTTIC" means Canadian Translators, Terminologists and Interpreters Council;
- H. "Registrar" means the "Registrar of Joint Stock Companies";
- I. "Code of Ethics" means ethical code included in the Directory as set out in Article 22b. Where the Association adopts a code of ethics governing the ethical practice of its members, and subscription thereto and observance thereof is a condition of membership, such a code of ethics shall be approved by way of resolution at a general meeting of the Association.
- J. Any use in these By-laws of the masculine gender shall include the feminine gender.

2. Membership

The Association provides for three categories of members, as follows: Honorary Members, Certified Members, and Associate Members.

- A. Honorary Member is a title conferred to a person who has rendered outstanding service to the profession in the province of Nova Scotia. The Honorary Member shall not pay dues, nor have the right to vote.



- B. Certified Members are those who, provided they have not been struck from the roll as set out in Article 4, or resigned, have complied with the requirements for admission, set forth in article 5 of the of these By-laws.
- C. Associate Members are those who are not ready for certification and who are admitted following the process adopted at the special meeting of November 20, 2004. Associate Members shall pay dues, but shall not have the right to vote.

3. The Board Secretary, as described in article 26, shall keep a database that includes, for each Member, the following information: name, address, language translated and category.

4. Membership in the Association shall cease upon the death of a Member or, in case of resignation of membership, by notice in writing to the Association, or if a Member ceases to qualify for membership in accordance with these By-laws (i.e. is "struck from the roll").

5. Requirements for Admission

A. To become a Certified Member by direct admission, the candidate must:

Translators

- i. have satisfied the ATINS requirements for certification in translation, as set out in article 42 of these By-laws (the source or target language shall be French or English and certification fees shall have been paid by the candidate) and
- ii. read and sign the code of ethics as set forth in the most recent Directory, and
- iii. apply to the Association for membership and pay the membership dues set by the Association.

Interpreters

- iv. have satisfied the ATINS requirements for certification in interpretation, as set out in article 42 of these By-laws (the source or target language shall be French or English and certification fees shall have been paid by the candidate) and
- v. read and sign the code of ethics as set forth in the most recent Directory, and
- vi. apply to the Association for membership and pay the membership dues set by the Association.

B. To become a Certified Member by affiliation, the candidate must:

- i. be a Certified Member, in good standing, of a Provincial Association Member of CTIC or be a Federally Accredited Interpreter and submit proof of at least five hundred days of experience as an interpreter, and



- ii. read and sign the code of ethics as set forth in the most recent Directory, and
- iii. apply to the Association for membership and pay the membership dues set by the Association.

6. Resignation

Any Member may give notice of his resignation by letter to the Board Secretary (described in article 26), effective upon receipt of such letter.

7. Reinstatement

- A. Any Member who has resigned may be reinstated if less than three years have elapsed since his resignation and upon payment of back dues.
- B. For reinstatement after three years have elapsed since his resignation, he must again satisfy the ATINS admission requirements as set out in article 5 of these By-laws;
- C. Any Member who has been struck from the roll may be reinstated only if the Board deems it appropriate and under the conditions set out in articles 7a and 7b of these By-laws.

8. Fees and Dues

Annual dues shall be determined at a General Meeting of the Association and will be payable within 30 days after the Annual General Meeting.

9. The membership in General Meeting may impose any special dues deemed appropriate.

10. The Board shall determine certification and reinstatement fees.

11. Fiscal Year

The fiscal year of the Association shall end on March 31.

12. General Meetings

The Association has the power to repeal or amend any of these By-laws by a Special Resolution, as defined in article 1f.

13. The Annual General Meeting of the Association is a general meeting as defined in article 1e and shall be held within three months of the end of the fiscal year; the date, hour and location shall be determined by the Board.



14. At the Annual General Meeting, the membership shall:

- A. accept the minutes of the last Annual General Meeting;
- B. hear the Board's report of activities during the preceding year;
- C. receive the financial statements and auditor's report for the preceding year;
- D. elect Board Members to replace those whose term of office has expired;
- E. appoint the auditor, as defined in article 1i, for the current year;
- F. decide any other matter that may properly be brought before the Meeting.

15. The Board may call a Special General Meeting for any reason deemed sufficient.

16. A Special General Meeting must be called if ten (10) Members submit a request specifying the purpose of the meeting.

17. The President calls the General Meetings. Notice of meeting, agenda and texts of all resolutions to be proposed must be sent to all Members fifteen (15) days before the date of the Meeting.

18. The quorum of a General Meeting shall be met if the President, the Vice-president, two other Board Members and eight Members are present.

19. Only Certified Members of the Association have the right to vote. A Member cannot remit more than two proxies at any General Meeting.

20. Resolutions presented at a General Meeting are passed by majority vote (more than 50% of the Members present). In case of an equality of votes, the Meeting Chair shall have a casting vote. The Chair may demand a secret ballot.

21. Minutes of all General Meetings shall be kept.

22. Board

Duties and Responsibilities of the Board

- A. The Board is responsible for the application of these By-laws, for the holding of certification examinations as described in Article 43 and for the conduct of the business of the Association.
- B. The Board is responsible for the annual preparation and printing of the Directory, which provides data about each Member, including address, phone and fax numbers, etc., status, language combination(s), areas of specialization, and the code of ethics.
- C. The Board has the right to refuse all or part of an advertisement and/or business card submitted for publication in the Directory.



D. The Board is responsible for the annual sending of the Directory to all Members of the Association as well as to all potential users of Translator and Interpreter services in Nova Scotia.

23. The Board shall meet at least four (4) times between consecutive Annual General Meetings.

24. The Board may create committees as needed and for specific purposes, but shall not be bound by any of their recommendations.

25. If the post of auditor should become vacant between consecutive Annual General Meetings, the Board shall provide for a replacement.

26. Composition of the Board

The Board shall consist of: the President, the Vice-President, the Treasurer, the Secretary and a minimum of two, and a maximum of eight, Board Members. One half of the Board shall be elected in alternate years. Board members are elected by majority vote at an Annual General Meeting for a two-year mandate. No Member shall have more than two successive terms of office, unless it is otherwise decided at an Annual General Meeting. Such persons may be eligible for re-election after an interval of two years.

27. If the number of nominations is less than the number of seats to be filled, the Board may appoint members to fill vacancies on the Board. Such appointed members shall hold office until the next annual general meeting and shall be eligible for election or reappointment at the end of such term.

28. If the number of nominations is equal to the number of seats to be filled, the candidates shall be declared elected at the General Meeting.

29. If a seat on the Board should become vacant, the Board may appoint a Member in replacement until the next Annual General Meeting.

30. The Association may, by Special Resolution, remove any Board Member before the end of the Board Member's mandate and appoint another person in his stead. The person so appointed shall hold office during such time only as the Board Member in whose place he is appointed would have held office if he had not been removed.

31. Board Meetings

The President shall call meetings of the Board. A notice of meeting and agenda must be sent or communicated orally within a reasonable time frame prior to such Board Meeting.

32. The quorum of a Board meeting is four (4) Board Members.



33. Decisions of the Board shall be taken by majority vote of the Members present. In case of an equality of votes, the Meeting Chair shall have a casting vote.

34. The past President of the Association shall receive notice of all Board meetings for one year following his retirement. He may speak but not vote.

35. Duties of the Board Members

The President is the spokesperson for the Association. The President shall call, prepare the agenda for and chair the General Meetings and the Board meetings. The President is an ex officio Member of all committees. He shall supervise the conduct of the business of the Association and the implementation of decisions.

36. The Vice-President shall assist the President. In the absence of the latter, the Vice-President shall act as President.

37. The Secretary has custody of the database, other documents and the Official Seal of the Association. The Secretary or his Board-approved replacement shall prepare the minutes of each meeting.

38. The Treasurer has custody of the funds of the Association. He shall make bank deposits and allocate moneys as directed by the Board. He shall keep accounts of the Association and draw up financial statements.

39. Contracts and other binding documents, including cheques, shall be signed by two of three authorized representatives named by the Board.

40. Any Member of the Board who, without reasonable justification, fails to attend two consecutive meetings is deemed to have resigned.

41. Minutes of all Board meetings shall be kept.

42. The ATINS requirements for certification in translation or interpretation are that the candidate has met the CTTIC criteria for certification in translation or interpretation, either by passing the Certification Examination (article 43) or with a Dossier of relevant past work in compliance with criteria established by CTTIC.

43. Certification Examination

- A. The Certification Examination ascertains capability in translating or interpreting from one language to another, of which one language shall be English or French.



- B. The Association shall hold a Certification Examination for translators at least once a year. The date, hour, place and conditions shall be determined by the Board in collaboration, as appropriate, with CTTIC.
- C. The Examination is administered by a Committee reporting to the Board, which shall collaborate, as appropriate, with CTTIC.
- D. Any candidate having failed the Certification Examination may appeal to CTTIC in accordance with the CTTIC appeal process.

44. The borrowing powers of the Association may be exercised by Special Resolution of the Members, as defined in Article 1f.

45. The auditor is responsible for preparing a written financial statement for presentation at the Annual General Meeting. A balance sheet and a statement of the Association's income and expenditures in the preceding year shall be filed with the "Registrar of Joint Stock Companies", within fourteen (14) days of the Annual General Meeting.

46. Any Member may inspect the books, records and documents of the Association at a reasonable hour agreed upon with the Secretary described in Article 26.

47. The Seal of the Association shall be in the custody of the Secretary described in Article 26 and may be affixed to any document upon resolution of the Board.

48. In the case of dissolution of the Association, any balance left over, after liquidation of its assets and satisfaction of its debts and liabilities, shall be paid to any other non-profit organization in Canada having objectives similar to those of the Association.

49. The Association shall file with the Registrar, with its Annual Statement, a list of its Board Members with their addresses, occupations and dates of election, and, within fourteen days of a change of Board Members, notify the Registrar of the change.

50. The Association shall file with the Registrar a copy in duplicate of every Special Resolution within fourteen (14) days after the Resolution is passed.

51. Where a discipline committee, established by the Board, finds the conduct of a Member is detrimental to the interests of the Association, such a committee may do any or more of the following, subject to providing prior notification to such Member: (1) issue a warning or reprimand; (2) suspend the Member for a certain period of time; or (3) expel the Member. Any suspended or expelled Member automatically loses his privileges as a Member under these Bylaws. Such Member may appeal, within thirty days from the date of the decision such committee, to the Board. Upon hearing the Member, the Board may affirm, vary or rescind the decision of the committee.