

**By-laws of the Association of Translators and Interpreters of Ontario***Adopted by the Special General Meeting on November 30, 2024**Revised January 20, 2025***Table of Contents**

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## PART I: NAME, OFFICIAL LANGUAGES AND DEFINITIONS

- 1.01 The name of the Association in English is the Association of Translators and Interpreters of Ontario (ATIO), and the name in French is *l'Association des traducteurs et interprètes de l'Ontario (ATIO)*.
- 1.02 The official languages of the Association are the official languages of Canada: English and French.
- 1.03 For the purposes of these by-laws, words in one gender shall include all genders, and words in the singular include the plural and vice versa.
- 1.04 In this by-law and all other by-laws of the Association, unless the context otherwise requires:
- (a) "ATIO Act" means the Association of Translators and Interpreters of Ontario Act, 1989, and where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;
  - (b) "ONCA" means the Not-for-Profit Corporations Act, 2010 (Ontario) and where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;
  - (c) "Board" means the board of directors of the Association;
  - (d) "By-laws" means this by-law (including the appendices to this by-law) and all other by-laws of the Association as amended and which are, from time to time, in force and effect;
  - (e) "Chair" means the chair of the Board;
  - (f) "Association" means the association that has passed these by-laws under the ATIO Act or that is deemed to have passed these by-laws under the ATIO Act;
  - (g) "Director" means an individual occupying the position of director of the Association by whatever name he or she is called;
  - (h) "Member" means a certified member of the Association who is entitled to vote;
  - (i) "Officer" means an officer of the Association.
  - (j) "ATIO Professional" means members and candidates for certification of the Association who are in good standing.

## PART II: HEAD OFFICE

- 2.01 The Association's head office is in Ottawa.
- 2.02 The corporate seal of the Association is that which is affixed to the last page of the *By-laws*.

## PART III: OBJECTIVES

- 3.01 The objects of the Association, as set out in section 3 of the *Association of Translators and Interpreters of Ontario Act, 1989*, are:
- (a) to provide a collective voice for its members;
  - (b) to promote the professional development of its members;
  - (c) to ensure that members exercise high standards of ethical conduct;

- (d) to publicize the role performed by its members in society;
- (e) to establish standards of competency and certification examinations and to monitor the quality of the professional services rendered by its members;
- (f) to examine any complaints received that pertain to the competence or professional conduct of a member;
- (g) to support and protect the collective status, dignity and integrity of professional translators and interpreters;
- (h) to provide its members with services designed to meet their professional needs; and
- (i) to maintain amicable and professional relations with similar organizations inside and outside Canada.

#### **PART IV: COMPOSITION OF THE ASSOCIATION**

4.01 The Association consists of professionals, who are individuals, not corporations, from the following six constituent professions:

- translation
- conference interpreting
- court interpreting
- community interpreting
- medical interpreting and
- terminology

These professionals are divided into five classes:

Certified members, (certified translators, certified conference interpreters, certified court interpreters, certified community interpreters, certified medical interpreters and certified terminologists);

Certified members (retired) (certified translators (retired), certified conference interpreters (retired), certified court interpreters (retired) certified community interpreters (retired), certified medical interpreters (retired) and certified terminologists (retired));

Candidates for certification (candidates for certification in translation, candidates for certification in conference interpreting, candidates for certification in court interpreting, candidates for certification in community interpreting, candidates for certification in medical interpreting and candidates for certification in terminology);

Students (student [translation], student [conference interpreting], student [court interpreting], student [community interpreting], student [medical interpreting] and student [terminology]);

Honorary members, who have been granted the honorary title “Honorary Member of ATIO.” The honorary title is linked to the Association and not to one of the professions forming part of the Association.

4.02 Those who wish to become certified members of the Association in one of the professional categories must first meet the conditions for obtaining the status of candidate for certification in this category (Part V).

4.03 **Certified members** are those members recorded in the register as prescribed in Part VII (article 7.02) of the *By-Laws* and who have not been struck from the register or resigned.

- 4.04 **Certified members (retired)** are those certified members who are no longer practising the profession in return for compensation. They retain the right to use their reserved title(s) (article 6.21) provided they maintain their title of certified member (retired) in good standing.
- (a) Definition: "Certified Member (Retired)" means a person who has applied for inclusion in the Certified Member (Retired) class, has substantially ceased to practise for compensation and was a Certified Member immediately prior to retirement, has paid the applicable annual membership dues, and has surrendered their stamp and/or seal and membership card to the Association.
- 4.05 **Candidates for certification** are those aspiring to the title of certified member and who are recorded in the register as prescribed in Part VII (article 7.03) of the *By-laws* as having the status of candidate for certification and who have not been struck from the register or resigned.
- 4.06 **Students** are those who have complied with the requirements for admission set out in article 5.39.
- 4.07 **Honorary members**, regardless of whether or not they are certified members of the Association, are those so designated by the certified members at an annual general meeting, pursuant to a recommendation by the Board of Directors, in recognition of their contribution to the Association or to one of the six professions forming part of the Association. Certified members granted the title of honorary member retain their rights as certified members.

#### **PART V: ADMISSION AS A CANDIDATE FOR CERTIFICATION**

- 5.01 (a) **Either French or English shall be included in every language combination.**  
(b) **All applicants must be Canadian citizens or have permanent resident status. Applicants must be living in Canada at the time of application.**  
(c) **All applicants must satisfy any prerequisite criteria, which may include exams, established by the board.**  
(d) **All applicants must be over the age of 18.**

#### **THE STATUS OF "CANDIDATE FOR CERTIFICATION IN TRANSLATION"**

- 5.02 To become a candidate for certification in translation *by direct admission*, an applicant must:
- (a) hold a university degree in translation that is recognized by the Association
- or
- (b) [i] hold a university degree plus the equivalent of two years of full-time experience in translation in each language combination for which the applicant is applying.
- [ii] This full-time translation experience must be attested to by a recent letter of reference from an employer or from two or more clients (each providing a letter) if the applicant works as an independent/freelance translator.
- or
- (c) [i] have the equivalent of four years of full-time experience in translation in each language combination for which the applicant is applying.
- [ii] This full-time translation experience must be attested to by a recent letter of reference from an employer or from two or more clients (each providing a letter) if the applicant works as an independent/freelance translator

and

- (d) in addition to either (a), (b) or (c), satisfy any criteria established by the board. Exceptions are subject to decision by the board.
- 5.03 Candidates for certification in translation may describe themselves as a “**candidate for certification in translation, ATIO.**” They shall not attest to the exactness of a translation.
- 5.04 (a) Candidates for certification in translation have five years in which to become certified in translation, whether by examination or on-dossier. Candidates who do not become certified by the end of the specified period will be struck from the register.
- (b) Candidates for certification in translation for whom no certification examination has been or can be offered in their language combination, or for whom the on-dossier certification cannot find experts to assess their dossier, will be allowed to remain a candidate for certification indefinitely, or for as long as a certification examination is not developed in their language combination and as long as they remain in good standing.
- 5.05 Candidates for certification in translation who are refused the title of certified translator through the on-dossier certification process may write the Canadian Translators, Terminologists and Interpreters Council (CTTIC) certification examination as soon as it is possible to do so, or they may resubmit their file for on-dossier certification after two years have elapsed from the date the dossier was submitted. Candidates for certification may not resubmit a file for on-dossier certification more than twice during the period of five years from their entry on the register as a candidate for certification in translation. Candidates who do not become certified by the end of the specified period will be struck from the register.
- 5.06 Candidates for certification in translation who have been struck from the register pursuant to article 5.04 (a) may reapply after a minimum of one year has elapsed. Candidates will then have a final two years in which to become certified.
- 5.07 Candidates for certification in translation must apply separately for each particular language combination. An applicant may choose the translation certification examination in one language combination and on-dossier certification for certification in another language combination. Candidates for certification must meet the requirements in every language combination that they are applying for and pay the required fee for each application.

#### **THE STATUS OF “CANDIDATE FOR CERTIFICATION IN CONFERENCE INTERPRETING”**

- 5.08 To become a candidate for certification in conference interpreting *by direct admission*, applicants must:
- (a) hold a university degree in conference interpreting that is recognized by the Association or have successfully completed a university or post-graduate program in conference interpreting recognized by the Association,
- or
- (b) must be able to substantiate 100 days of experience as a conference interpreter, at least 50 days in each active language [A, B] they are requesting and at least 30 days from each passive language [C] they are requesting.
- and
- (c) in addition to either (a) or (b), satisfy any criteria established by the board. Exceptions are subject to decision by the board.
- 5.09 Candidates for certification in conference interpreting may describe themselves as a “**candidate for certification in conference interpreting, ATIO.**”

- 5.10 (a) Candidates for certification in conference interpreting have five years in which to become certified in conference interpretation, whether by examination or on-dossier. Candidates who do not become certified by the end of the specified period will be struck from the register.
- (b) Candidates for certification in conference interpreting for whom no certification examination has been or can be offered in their language combination, or for whom the on-dossier certification cannot find experts to assess their dossier, will be allowed to remain a candidate for certification indefinitely, or for as long as a certification examination is not developed in their language combination and as long as they remain in good standing.
- 5.11 Candidates for certification in conference interpreting who are refused the title of certified conference interpreter through the on-dossier certification process may write the Canadian Translators, Terminologists and Interpreters Council (CTTIC) certification examination as soon as it is possible to do so, or they may resubmit their file for on-dossier certification after two years have elapsed from the date the dossier was submitted. Candidates for certification may not resubmit a file for on-dossier certification more than twice during the period of five years from their entry on the register as a candidate for certification in conference interpreting. Candidates who do not become certified by the end of the specified period will be struck from the register.
- 5.12 Candidates for certification in conference interpreting who have been struck from the register pursuant to article 5.10 (a) may reapply after a minimum of one year has elapsed. Candidates will then have a final two years in which to become certified.
- 5.13 Candidates for certification in conference interpreting must indicate their language combination [ABC] when applying. An applicant may choose the conference interpreting certification examination in one language combination and on-dossier certification for certification in another language combination. Candidates for certification must meet the requirements in every language combination that they are applying for and pay the required fee for each application.

#### **THE STATUS OF “CANDIDATE FOR THE CERTIFICATION IN COURT INTERPRETING”**

- 5.14 To become a candidate for certification in court interpreting *by direct admission*, an applicant must:
- (a) demonstrate the achievement on the International English Language Testing System (IELTS) of a level of fluency of at least 7, Canadian English Language Proficiency Index Program (CELPIP) of a level of fluency of at least 9, or the equivalent, or level C1 on the *Test de connaissance du français* (TCF), or the equivalent,
- and either
- (b) hold a university degree in court interpreting that is recognized by the Association or have successfully completed a course in court interpreting recognized by the Association,
- or
- (c) be accredited as a court interpreter by the Ontario Ministry of the Attorney General and submit proof of 300 hours of experience as a court interpreter,
- or
- (d) be able to substantiate 600 hours of experience as a court interpreter in Canada.
- and
- (e) in addition to either (b), (c) or (d), satisfy any criteria established by the board. Exceptions are subject to decision by the board.

- 5.15 Candidates for certification in court interpreting may describe themselves as a “**candidate for certification in court interpreting, ATIO.**”
- 5.16 (a) Candidates for certification in court interpreting have five years in which to become certified in court interpretation, whether by examination or on-dossier. Candidates who do not become certified by the end of the specified period will be struck from the register.
- (b) Candidates for certification in court interpreting for whom no certification examination has been or can be offered in their language combination, or for whom the on-dossier certification cannot find experts to assess their dossier, will be allowed to remain a candidate for certification indefinitely, or for as long as a certification examination is not developed in their language combination and as long as they remain in good standing.
- 5.17 Candidates for certification in court interpreting who are refused the title of certified court interpreter through the on-dossier certification process may write the Canadian Translators, Terminologists and Interpreters Council (CTTIC) certification examination as soon as it is possible to do so, or they may resubmit their file for on-dossier certification after two years have elapsed from the date the dossier was submitted. Candidates for certification may not resubmit a file for on-dossier certification more than twice during the period of five years from their entry on the register as a candidate for certification in court interpretation. Candidates who do not become certified by the end of the specified period will be struck from the register.
- 5.18 Candidates for certification in court interpreting who have been struck from the register pursuant to article 5.16 (a) may reapply after a minimum of one year has elapsed. Candidates will then have a final two years in which to become certified.
- 5.19 Candidates for certification in court interpreting must apply separately for each particular language combination. An applicant may choose the court interpreting certification examination in one language combination and on-dossier certification for certification in another language combination. Candidates for certification must meet the requirements in every language combination that they are applying for and pay the required fee for each application.

#### **THE STATUS OF “CANDIDATE FOR CERTIFICATION IN COMMUNITY INTERPRETING”**

- 5.20 To become a candidate for certification in community interpreting by direct admission, an applicant must
- (a) demonstrate the achievement on the International English Language Testing System (IELTS) of a level of fluency of at least 7, Canadian English Language Proficiency Index Program (CELPIP) of a level of fluency of at least 9, or the equivalent, or level C1 on the *Test de connaissance du français* (TCF), or the equivalent,
- and either
- (b) hold a university degree in community interpreting that is recognized by the Association or have successfully completed a post-secondary program in interpreting recognized by the Association.
- or
- (c) hold a university degree or have successfully completed a post-secondary program recognized by the association plus the equivalent of 300 hours of community interpreting experience.
- or
- (d) be accredited as a community interpreter by a certifying body recognized by the Association, and submit proof of 300 hours of experience as a community interpreter,

or

(e) be able to substantiate 600 hours of experience as a community interpreter in Canada.

and

(f) in addition to (b), (c), (d) or (e), satisfy any criteria established by the board. Exceptions are subject to decision by the board.

5.21 Candidates for certification in community interpreting may describe themselves as a “**candidate for certification in community interpreting, ATIO.**”

5.22 (a) Candidates for certification in community interpreting have five years in which to become certified in community interpretation, whether by examination or on-dossier. Candidates who do not become certified by the end of the specified period will be struck from the register.

(b) Candidates for certification in community interpreting for whom no certification examination has been or can be offered in their language combination, or for whom the on-dossier certification cannot find experts to assess their dossier, will be allowed to remain a candidate for certification indefinitely, or for as long as a certification examination is not developed in their language combination and as long as they remain in good standing.

5.23 Candidates for certification in community interpreting who are refused the title of certified community interpreter through the on-dossier certification process may write the Canadian Translators, Terminologists and Interpreters Council (CTTIC) certification examination as soon as it is possible to do so, or they may resubmit their file for on-dossier certification after two years have elapsed from the date the dossier was submitted. Candidates for certification may not resubmit a file for on-dossier certification more than twice during the period of five years from their entry on the register as a candidate for certification in community interpreting. Candidates who do not become certified by the end of the specified period will be struck from the register.

5.24 Candidates for certification in community interpreting who have been struck from the register pursuant to article 5.22 (a) may reapply after a minimum of one year has elapsed. Candidates will then have a final two years in which to become certified.

5.25 Candidates for certification in community interpreting must apply separately for each particular language pair. An applicant may choose the certification examination in community interpreting in one language pair and on-dossier certification for certification in another language pair. Candidates for certification in community interpreting must meet the requirements in every language pair that they are applying for and pay the required fee for each application.

#### **THE STATUS OF “CANDIDATE FOR CERTIFICATION IN MEDICAL INTERPRETING”**

5.26 To become a candidate for certification in medical interpreting by direct admission, an applicant must:

(a) demonstrate the achievement on the International English Language Testing System (IELTS) of a level of fluency of at least 7, Canadian English Language Proficiency Index Program (CELP) of a level of fluency of at least 9, or the equivalent, or level C1 on the *Test de connaissance du français* (TCF), or the equivalent,

and either

(b) hold a university degree in medical interpreting that is recognized by the Association or have successfully completed a post-secondary program in interpreting recognized by the Association.

or



(c) hold a university degree or have successfully completed a post-secondary program recognized by the association plus the equivalent of 300 hours of interpreting experience.

or

(d) be accredited as a medical interpreter by a certifying body recognized by the Association, and submit proof of 300 hours of experience as a medical interpreter,

or

(e) be able to substantiate 600 hours of experience as a medical interpreter in Canada.

and

(f) in addition to either (b), (c), (d) or (e), satisfy any criteria established by the board. Exceptions are subject to decision by the board.

5.27 Candidates for certification in medical interpreting may describe themselves as a “**candidate for certification in medical interpreting, ATIO.**”

5.28 (a) Candidates for certification in medical interpreting have five years in which to become certified in medical interpretation, whether by examination or on-dossier. Candidates who do not become certified by the end of the specified period will be struck from the register.

(b) Candidates for certification in medical interpreting for whom no certification examination has been or can be offered in their language combination, or for whom the on-dossier Certification cannot find experts to assess their dossier, will be allowed to remain a candidate for certification indefinitely, or for as long as a certification examination is not developed in their language combination and as long as they remain in good standing.

5.29 Candidates for certification in medical interpreting who are refused the title of certified medical interpreter through the on-dossier certification process may write the Canadian Translators, Terminologists and Interpreters Council (CTTIC) certification examination as soon as it is possible to do so, or they may resubmit their file for on-dossier certification after two years have elapsed from the date the dossier was submitted. Candidates for certification may not resubmit a file for on-dossier certification more than twice during the period of five years from their entry on the register as a candidate for certification in medical interpreting. Candidates who do not become certified by the end of the specified period will be struck from the register.

5.30 Candidates for certification in medical interpreting who have been struck from the register pursuant to article 5.28 (a) may reapply after a minimum of one year has elapsed. Candidates will then have a final two years in which to become certified.

5.31 Candidates for certification in medical interpreting must apply separately for each particular language pair. An applicant may choose the certification examination in medical interpreting in one language pair and on-dossier certification for certification in another language pair. Candidates for certification in medical interpreting must meet the requirements in every language pair that they are applying for and pay the required fee for each application.

**THE STATUS OF “CANDIDATE FOR CERTIFICATION IN TERMINOLOGY”**

- 5.32 To become a candidate for certification in terminology *by direct admission*, an applicant must:
- (a) hold a university degree recognized by the Association in terminology or in translation, with a specialization in terminology.
- or
- (b) submit proof of two years of experience as a terminologist, attested to by a recent letter of reference from an employer or from each of two clients if the applicant works as an independent/freelance terminologist.
- and
- (c) in addition to either (a) or (b), satisfy any criteria established by the board. Exceptions are subject to decision by the board
- 5.33 Candidates for certification in terminology may describe themselves as a **“candidate for certification in terminology, ATIO.”** They shall not attest to the exactness of a work in terminology.
- 5.34
- (a) Candidates for certification in terminology have five years in which to become certified in terminology, whether by examination or on-dossier. Candidates who do not become certified by the end of the specified period will be struck from the register.
  - (b) Candidates for certification in terminology for whom no certification examination has been or can be offered in their language combination, or for whom the on-dossier certification cannot find experts to assess their dossier, will be allowed to remain a candidate for certification indefinitely, or for as long as a certification examination is not developed in their language combination and as long as they remain in good standing.
- 5.35 Candidates for certification in terminology who are refused the title of certified terminologist through the on-dossier certification process may write the Canadian Translators, Terminologists and Interpreters Council (CTTIC) certification examination as soon as it is possible to do so, or they may resubmit their file for on-dossier certification after two years have elapsed from the date the dossier was submitted. Candidates for certification may not resubmit a file for on-dossier certification more than twice during the period of five years from their entry on the register as a candidate for certification in terminology. Candidates who do not become certified by the end of the specified period will be struck from the register.
- 5.36 Candidates for certification in terminology who have been struck from the register pursuant to article 5.34 (a) may reapply after a minimum of one year has elapsed. Candidates will then have a final two years in which to become certified.
- 5.37 The Association of Translators and Interpreters of Ontario grants certification in terminology mainly in the two official languages of Canada. Nevertheless, it is possible that this may be extended to other languages in combination with French or English, in which case the requirements for certification will be the same.
- 5.38 Candidates for certification in terminology must apply separately for each particular language combination. An applicant may choose the certification examination in terminology in one language combination and on-dossier certification for certification in another language combination. Candidates for certification in terminology must meet the requirements in every language combination that they are applying for and pay the required fee for each application.

**THE STATUS OF “STUDENT”**

- 5.39 To become a student *by direct admission*, applicants must submit proof from a post-secondary institution that they are registered in a degree program in translation, conference interpreting, court interpreting, community interpreting, medical interpreting, or terminology.

Admission to the Association as a student shall be for the duration of the student’s registration in the program.

- 5.40 Depending on the degree program in which they are enrolled, students may describe themselves as a:

“Student [translation], ATIO”  
 “Student [conference interpreting], ATIO”  
 “Student [court interpreting], ATIO”  
 “Student [community interpreting], ATIO”  
 “Student [medical interpreting], ATIO”  
 “Student [terminology], ATIO.”

They shall not attest to the exactness of a work in any of the professions or sign such a work with their status of student.

- 5.41 Students may not write the standardized Canadian Translators, Terminologists and Interpreters Council (CTTIC) certification examination unless they have already been admitted to the Association as a candidate for certification.
- 5.42 Students must meet the requirements according to article 5.39 and pay the required fee for their application.

**PART VI: OBTAINING CERTIFICATION**

- 6.01 Either English or French shall be included in every language combination.

**THE TITLE OF “CERTIFIED TRANSLATOR”**

- 6.02 To become a certified translator *by direct admission*, an applicant must:

(a) be a candidate for certification in translation of the Association

and either

(b) meet the CTTIC criteria for certification and pass the standardized Canadian Translators, Terminologists and Interpreters Council (CTTIC) certification examination in translation

or

(c) be recognized on-dossier in accordance with the terms of Appendix 4 of the *By-laws, On-Dossier Certification Procedure*

and

(d) meet any conditions established by the Board.

- 6.03 The Association does not offer certification through mentoring, but it does recognize certified translators from other member associations of the Canadian Translators, Terminologists and Interpreters Council (CTTIC) who have become certified by this method.

- 6.04 To become a certified translator *by affiliation*, an applicant must:
- (a) be a member in good standing (having the title of certified translator) of another association that is a member of the Canadian Translators, Terminologists and Interpreters Council (CTTIC)
- and either
- (b) have passed the certification examination in translation administered by the Canadian Translators, Terminologists and Interpreter Council (CTTIC)
- or
- (c) have been recognized on-dossier by the association mentioned in paragraph (a) above in accordance with on-dossier certification of that association
- or
- (d) have been recognized through mentoring by the association mentioned in paragraph (a) above in accordance with the requirements for mentoring of that association
- and
- (e) meet any conditions established by the Board.

**THE TITLE OF “CERTIFIED CONFERENCE INTERPRETER”**

- 6.05 To become a certified conference interpreter *by direct admission*, an applicant must:
- (a) be a candidate for certification in conference interpreting of the Association
- and either
- (b) either meet the CTTIC criteria for certification and pass the standardized Canadian Translators, Terminologists and Interpreters Council (CTTIC) certification examination in conference interpreting
- or
- (c) be recognized on-dossier in accordance with the terms of Appendix 4 of the *By-laws, On-Dossier Certification Procedure*
- and
- (d) meet any conditions established by the Board.
- 6.06 The Association does not offer certification through mentoring, but it does recognize certified conference interpreters from other member associations of the Canadian Translators, Terminologists and Interpreters Council (CTTIC) who have become certified by this method.
- 6.07 To become a certified conference interpreter *by affiliation*, an applicant must:
- (a) be a member in good standing (having the title of certified conference interpreter) of another association that is a member of the Canadian Translators, Terminologists and Interpreters Council (CTTIC)
- and either

(b) have passed the certification examination in conference interpreting administered by the Canadian Translators, Terminologists and Interpreters Council (CTTIC),

or

(c) have been recognized on-dossier by the association mentioned in paragraph (a) above in accordance with on-dossier certification of that association

or

(d) have been recognized through mentoring by the association mentioned in paragraph (a) above in accordance with the requirements for mentoring of that association

and

(e) meet any conditions established by the Board.

#### **THE TITLE OF “CERTIFIED COURT INTERPRETER”**

6.08 To become a certified court interpreter *by direct admission*, an applicant must:

(a) be a candidate for certification in court interpreting of the Association

and either

(b) meet the CTTIC criteria for certification and pass the standardized Canadian Translators, Terminologists and Interpreters Council (CTTIC) certification in court interpreting

or

(c) be recognized on-dossier in accordance with the terms of Appendix 4 of the *By-laws, On-Dossier Certification Procedure*

and

(d) meet any conditions established by the Board.

6.09 The Association does not offer certification through mentoring, but it does recognize certified court interpreters from other member associations of the Canadian Translators, Terminologists and Interpreters Council (CTTIC) who have become certified by this method.

6.10 To become a certified court interpreter *by affiliation*, an applicant must:

(a) be a member in good standing (having the title of certified court interpreter) of another association that is a member of the Canadian Translators, Terminologists and Interpreters Council (CTTIC)

and either

(b) have passed the certification examination in court interpreting administered by the Canadian Translators, Terminologists and Interpreters Council (CTTIC)

or

(c) have been recognized on-dossier by the association mentioned in paragraph (a) above in accordance with on-dossier certification of that association

or

- (d) have been recognized through mentoring by the association mentioned in paragraph (a) above in accordance with the requirements for mentoring of that association

and

- (e) meet any conditions established by the Board.

#### **THE TITLE OF “CERTIFIED COMMUNITY INTERPRETER”**

6.11 To become a certified community interpreter *by direct admission*, an applicant must:

- (a) be a candidate for certification in community interpreting of the Association

and either

- (b) meet the CTTIC criteria for certification and pass the standardized Canadian Translators, Terminologists and Interpreters Council (CTTIC) certification in community interpreting

or

- (c) be recognized on-dossier in accordance with the terms of Appendix 4 of the *By-laws, On-Dossier Certification Procedure*

and

- (d) meet any conditions established by the Board.

6.12 To become a certified community interpreter *by affiliation*, an applicant must:

- (a) be a member in good standing (having the title of certified community interpreter) of another association that is a member of the Canadian Translators, Terminologists and Interpreters Council (CTTIC)

and either

- (b) have passed the certification examination in community interpreting administered by the Canadian Translators, Terminologists and Interpreters Council (CTTIC)

or

- (c) have been recognized on-dossier in accordance with the terms of Appendix 4 of the *By-laws, On-Dossier Certification Procedure*.

and

- (d) meet any conditions established by the Board.

6.13 The Association does not offer certification through mentoring, but it does recognize certified community interpreters from other member associations of the Canadian Translators, Terminologist and Interpreters Council (CTTIC) who have become certified by this method.

**THE TITLE OF “CERTIFIED MEDICAL INTERPRETER”**

6.14 To become a certified medical interpreter *by direct admission*, an applicant must:

(a) be a candidate for certification in medical interpreting of the Association

and either

(b) meet the CTTIC criteria for certification and pass the standardized Canadian Translators, Terminologists and Interpreters Council (CTTIC) certification in medical interpreting

or

(c) be recognized on-dossier in accordance with the terms of Appendix 4 of the *By-laws, On-Dossier Certification Procedure*

and

(d) meet any conditions established by the Board.

6.15 To become a certified medical interpreter *by affiliation*, an applicant must:

(a) be a member in good standing (having the title of certified medical interpreter) of another association that is a member of the Canadian Translators, Terminologists and Interpreters Council (CTTIC)

and either

(b) have passed the certification examination in medical interpreting administered by the Canadian Translators, Terminologists and Interpreters Council (CTTIC) in medical interpreting

or

(c) have been recognized on-dossier in accordance with the terms of Appendix 4 of the *By-laws, On-Dossier Certification Procedure*.

and

(d) meet any conditions established by the Board.

6.16 The Association does not offer certification through mentoring, but it does recognize certified medical interpreters from other member associations of the Canadian Translators, Terminologist and Interpreters Council (CTTIC) who have become certified by this method.

**THE TITLE OF “CERTIFIED TERMINOLOGIST”**

6.17 To become a certified terminologist *by direct admission*, an applicant must:

(a) be a candidate for certification in terminology of the Association

and either

(b) meet the CTTIC criteria for certification and pass the standardized Canadian Translators, Terminologists and Interpreters Council (CTTIC) certification in terminology

or

- (c) be recognized on-dossier in accordance with the terms of Appendix 4 of the *By-laws, On-Dossier Certification Procedure*

and

- (d) meet any conditions established by the Board.

6.18 The Association does not offer certification through mentoring, but it does recognize certified terminologists from other member associations of the Canadian Translators, Terminologist and Interpreters Council (CTTIC) who have become certified by this method.

6.19 To become a certified terminologist *by affiliation*, an applicant must:

- (a) be a member in good standing (having the title of Certified Terminologist) of another association that is a member of the Canadian Translators and Terminologists and Interpreters Council (CTTIC)

and either

- (b) have passed the certification examination in terminology administered by the Canadian Translators, Terminologists and Interpreters Council (CTTIC)

or

- (c) have been recognized on-dossier by the association mentioned in paragraph (a) above in accordance with on-dossier certification of that association

or

- (d) have been recognized through mentoring by the association mentioned in paragraph (a) above in accordance with the requirements for mentoring of that association

and

- (e) meet any conditions established by the Board.

6.20 The Association of Translators and Interpreters of Ontario grants certification in terminology mainly in the two official languages of Canada. The examination or the samples of work of the professional dossier for certification as terminologist are thus usually in English-French and French-English. If another language is in combination with English or French in the samples of work submitted, it is to be attributed the same importance as the official languages.

#### **USE OF RESERVED TITLE**

6.21 Only those who are granted certification as translators, conference interpreters, court interpreters, community interpreters, medical interpreters, and terminologists are entitled to use the reserved title of certified translator, certified conference interpreter, certified court interpreter, certified community interpreter, certified medical interpreter, and certified terminologist. They shall be identified in the registry maintained by the Association and are entitled to use after their names their reserved title(s) in full or in abbreviated form, in accordance with Appendix 3 of the *By-laws, Statement of Reserved Titles* or as prescribed by the Board of Directors or by statute.



- 6.22 Certified members may use the following on business cards, letterhead, professional advertising in general, or on publications of which they are the author or translator, or on any other documents:  
“Member of the Canadian Translators, Terminologists and Interpreters Council (by Affiliation)”, and its abbreviated form: “Member of CTTIC (by Affiliation)”  
“Certified Translator” “C. Tran.”  
“Certified Conference Interpreter” “C. Conf. Int.”  
“Certified Court Interpreter” “C. Crt. Int.”  
“Certified Community Interpreter” “C. Comm. Int.”  
“Certified Medical Interpreter” “C. Med. Int.”  
“Certified Terminologist” “C. Term.”  
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.
- 6.23 Certified members shall not claim to be certified in categories or language combinations other than those for which they have been certified.
- 6.24 A member certified in one of the professional categories of the Association must, before writing the certification examination or submitting an application for on-dossier certification in another professional category, first obtain the status of candidate for certification in such other professional category. (See article 4.02.)

#### **PART VII: REGISTER OF THE ASSOCIATION**

- 7.01 A register of certified members and candidates for certification shall be kept at the Association’s head office.
- 7.02 The register shall contain the certificate numbers of certified members (one for each category in which members are certified) followed by their title and the language combination(s), or classification(s) for conference interpreting, in which they have been certified. The register shall also contain for each title and language combination held, the date the application to become a candidate for certification was submitted, the date the status of candidate for certification was granted, the date(s) the candidate for certification attempted the certification examination of the Canadians Translators, Terminologists and Interpreters Council (CTTIC), applied for on-dossier certification or applied for certification by affiliation, and the date the certified title was granted.
- 7.03 The register shall record “candidate for certification” status followed by the professional category (or categories) to which applicants aspire and the language combination(s), or classification(s) for conference interpreting, for which they registered when submitting their application to become candidates for certification. The register shall also contain for each title and language combination, or classification for conference interpreting, to which the applicant aspires, the date on which an application to become a candidate for certification was submitted, the date the status was granted and the method by which the applicant intends to obtain certification (by examination or on-dossier).

## **PART VIII: CERTIFICATES, SEALS, STAMPS, AND MEMBERSHIP CARDS**

### **CERTIFICATES**

- 8.01 Since January 1993, certified members have received a certificate for each title and language combination in which they are certified.

Certified members shall receive an official certificate attesting to their qualification as certified members and their title (i.e., certified translator, certified conference interpreter, certified court interpreter, certified terminologist, certified community interpreter or certified medical interpreter), followed by the language combination. Certified members shall receive a certificate each time they qualify for a new title or for a new language combination under a title previously granted.

Each certificate shall bear the signatures of the President and the Secretary and the corporate seal of the Association. Each certificate shall be numbered in the order of issue and shall bear the issue date.

- 8.02 Certificates are the property of the Association and must be returned if the holder changes their membership class, resigns or is struck from the register, suspended, or expelled.

### **SEALS AND STAMPS**

- 8.03 Only certified translators and certified terminologists are entitled to use the seal or stamp of the category in which they are certified. The seal or stamp, which can be issued only by the Secretariat of the Association, bears the holder's name, title, and language combination, followed by their certification number. Certified members can choose to have the wording in English or French.

- 8.04 Certified translators and certified terminologists in good standing shall use their seal or stamp only on work done in the category and language combination in which they are certified.

- 8.05 Seals and stamps are the property of the Association and must be returned if the holder changes their membership class, resigns or is struck from the register, suspended, or expelled.

### **MEMBERSHIP CARDS**

- 8.06 Certified members shall receive a membership card attesting to their qualification as certified members and their title(s). (i.e., certified translator, certified conference interpreter, certified court interpreter, certified community interpreter, certified medical interpreter, or certified terminologist), followed by the language combination(s). Certified members shall receive a new card each time they qualify for a new title or for a new language combination under a title previously granted or if their class of membership is changed.

- 8.07 Membership cards are the property of the Association and must be returned if the holder changes their membership class, qualifies for a new title or for a new language combination, or resigns or is struck from the register, suspended, or expelled.

## **PART IX: FEES AND DUES**

### **ANNUAL DUES**

- 9.01 Annual dues shall be set by the Board of Directors and submitted to certified members for approval at the annual general meeting of the Association.

- 9.02 To be in good standing for a given year, students, certified members and candidates for certification must have paid their dues by the date set by the Board of Directors.

- 9.03 No additional annual dues are required from members certified in more than one of the Association's categories or in more than one language combination, or classification for conference interpreting, or who are also a candidate for certification in another category. The same holds true for candidates for certification intending to become certified in more than one profession or more than one language combination, or classification for conference interpreting.
- 9.04 Annual dues are not refundable.
- 9.05 Honorary members who are not certified members, candidates for certification or certified members (retired) of the Association are not required to pay membership dues.

#### **SPECIAL CIRCUMSTANCES**

- 9.06 Certified members who are ill or must undergo treatment for an extended period of time, during which they are unable to perform the substantial duties of their profession, are entitled to a reduction in their annual dues. They must submit a written request describing the situation and the length of time they will be unable to work. The request must be accompanied by supporting medical evidence.

The Board of Directors may approve such requests and determine the percentage reduction to be applied or set the annual dues.

During this period, the certified member has the same rights and privileges as a certified member (retired).

Medical evidence must be provided at each renewal.

- 9.07 Certified members required to live at a considerable distance from their professional domicile for an extended period of time, during which they are unable to practise their profession in return for compensation, are entitled to a reduction in their annual dues. They must submit a written request describing the situation and the length of time they expect to be away. The request must be accompanied by supporting evidence initially and at each renewal.

The Board of Directors may approve such requests and determine the percentage reduction to be applied or set the annual dues.

During this period, certified members have the same rights and privileges as a certified member (retired).

#### **CERTIFICATION FEES**

- 9.08 The Board of Directors shall set fees for any method of certification offered by the Association and administered by it.

#### **FAILURE TO PAY ANNUAL DUES**

- 9.09 Members or candidates for certification who fail to pay their annual dues by the due date are no longer in good standing, and the Secretariat shall strike their name from the directory until their dues are paid (subject to articles 9.11 and 9.12). They shall be sent, no later than six weeks after the deadline, a follow-up notice indicating they are late in payment and any late-payment fees that may apply.
- 9.10 Members in arrears may not exercise any rights or privileges of membership in the Association, including the right to use the title of certified member, use the seal and certify work.

**READMISSION****Certified Members**

- 9.11 Certified members who are not in good standing for non-payment of dues may reapply subject to the following conditions:
- (a) If the application is made within three years of the date they ceased to be in good standing, they may be reinstated upon payment of the amount of dues in arrears.
  - (b) If the application is made three or more years after the date they ceased to be in good standing, they may be readmitted as candidates for certification in their previous professional categories and language combinations, or classifications for conference interpreting. However, to reacquire the status of certified member, they must requalify in accordance with the method provided for each title and language combination sought.

**Candidates for Certification**

- 9.12 Candidates for certification who are not in good standing for non-payment of dues may reapply subject to the following conditions:
- (a) If the application is made within three years of the date they ceased to be in good standing, they may be reinstated upon payment of the current annual dues plus an administrative fee equivalent to twenty percent of the dues for each year of non-payment. The five-year period to obtain certification shall continue to run from the date of initial admission to the Association.
  - (b) If the application for readmission is made three years or more after the date they ceased to be in good standing, they must resubmit an application for admission as a candidate for certification in one of the categories. Part V, Admission as a Candidate for Certification shall apply. They will then have three years to obtain certification.

**PART X: FISCAL YEAR AND ANNUAL DUES**

- 10.01 The fiscal year end of the Association is December 31.
- 10.02 The annual period of the Association for the purpose of establishing annual dues or for any other matters determined by the Board of Directors shall correspond to the fiscal year of the Association.
- 10.03 The Board shall by resolution from time to time designate the bank in which the money, bonds or other securities of the Association shall be placed for safekeeping.
- 10.04 The mandate of a Board of Directors shall run from the time of its election, not more than 120 days beyond the fiscal year end, until the election of a new Board in the same period the following year.

If successors are not elected for any reason, the current Board must remain in office.

## **PART XI: GENERAL MEETINGS**

### **ANNUAL GENERAL MEETING**

- 11.01 The Association shall hold at least one general meeting each year. This annual general meeting shall be held not more than 120 days after the fiscal year end, the date, time and location to be determined by the Board of Directors. The meeting shall be held in Ontario unless the Board decides otherwise in a given year for a special reason.
- 11.02 At the annual general meeting, the certified members shall:
- (a) hear the reports of the President, the Secretary and the Treasurer on the Association's activities during the previous fiscal year;
  - (b) receive financial statements and the auditor's report for the previous fiscal year.
  - (c) approve the operating and capital budgets for the current fiscal year;
  - (d) approve the annual dues for the next fiscal year;
  - (e) select the members of the Board of Directors;
  - (f) appoint the auditor for the current fiscal year;
  - (g) attend to other items on the agenda that have been duly brought before the meeting.
- 11.03 The Board of Directors shall establish the agenda for the annual general meeting.
- 11.04 The Secretary shall send notice of the annual general meeting and the proposed agenda at least 60 days before the meeting date to all persons whose name appears on the Association's Register; a proxy form for use by certified members in good standing shall be included with the documentation.

### **SPECIAL GENERAL MEETING**

- 11.05 Upon written request from at least one tenth of the certified members in good standing of the Association, the Board of Directors shall call a special general meeting.
- The Board of Directors may call a special general meeting at any time.
- 11.06 Only those matters for which a special general meeting is called shall be included on the agenda.
- 11.07 The Secretary shall send notice of a special general meeting and the proposed agenda to all persons entitled to receive notice at least 10 days before the meeting; a proxy form for use by certified members in good standing shall be included with the documentation. The notice shall give the reasons for the meeting and shall include the text of any resolution to be voted upon at the meeting.

### **GENERAL PROVISIONS**

#### **Quorum and Proxies**

- 11.08 Twenty-five certified members in attendance shall constitute a quorum at all general meetings. If quorum is lost, official business may continue.
- 11.09 Proxies may be general and allow proxyholders to vote as they see fit on any issue put to a vote or be specific and indicate how to vote each issue on the agenda or on which certified members may have to vote subject to article 11.14.

- 11.10 (a) Proxies shall be submitted to the Secretary of the Association before the meeting is held as prescribed by the Board of Directors. The titles of those having signed proxies and of the certified members representing them will be verified by the Secretariat.
- (b) A member cannot remit more proxies than prescribed by the Board of Directors for any general meeting.

### **Notices**

- 11.11 Notices of general meetings may be sent to the member's electronic mail address as recorded in the register of the association.

### **Vote**

- 11.12 All members and candidates in good standing shall receive notice of annual general meetings of the Association and may attend such meetings and speak at such meetings, but only certified members in good standing have the right to vote at these meetings.
- 11.13 All certified members in good standing, entitled to vote, and present at a general meeting, by any means indicated in the notice, are entitled to one vote each.
- 11.14 Subject to the *ONCA*, decisions at general meetings shall be made by a simple majority, by any method unless stated otherwise in the notice of the meeting, with the exception of amendments to the *By-laws* of the Association, which must be approved by at least two thirds of the certified members in attendance and entitled to vote. (See also Part XVII).
- 11.15 In the case of an equality of votes, the chair shall not have a casting or second vote in addition to the vote to which the chair may be entitled as a member and the proposed resolution shall not pass.
- 11.16 In the event that quorum is not reached, voting electronically or by postal vote will be permitted and will take place within ten (10) business days of the date of the meeting.

### **Conduct of Discussion**

- 11.17 Before being adopted, a proposal shall first be moved by a certified member who is entitled to vote and shall be seconded by another certified member who is also entitled to vote. Discussion, which the chairperson of the meeting may limit in terms of time or number of interventions, is then open. When the discussion is over, a vote shall be called. A motion that has not been seconded shall be dismissed without discussion.
- 11.18 Meetings of the Association shall be conducted pursuant to accepted rules of order, in particular with respect to proposals and voting.

## **PART XII: ELECTION OF THE BOARD OF DIRECTORS**

### **GENERAL PROVISIONS**

- 12.01 At least 75 days before the annual general meeting, the Board of Directors shall appoint a returning officer, who shall be a certified member of the Association who is not a candidate for a position on the Board of Directors.

The returning officer shall decide all matters relating to elections, subject to these *By-laws* and any directives approved by resolution at the annual general meeting.

- 12.02 A call for nominations, issued under the direction of the returning officer, shall be included with the notice of the annual general meeting.
- 12.03 Nominations for positions on the Board of Directors shall be submitted to the returning officer at least 10 days before the annual general meeting. Each nomination must be signed by the nominee, with supporting signatures from two professionals in good standing of the Association, at least one of whom shall be certified.
- 12.04 Candidates may submit their curriculum vitae or a statement of no more than one page in length to the Secretariat of the Association for distribution at the annual general meeting.
- 12.05 Where no candidate or only one candidate has been nominated for a position on the Board of Directors prior to the annual general meeting, the nominations for that position shall be reopened at the meeting by the returning officer. Each nomination shall be presented in writing, signed by the candidate, and shall be moved and seconded by two certified members in good standing of the Association.
- 12.06 Candidates may speak for three minutes to explain their intentions if elected.
- 12.07 All nominations for positions on the Board of Directors shall be put to a vote of the certified members at the annual general meeting, by secret ballot if there are two or more candidates. The candidate for each position obtaining the highest number of votes shall be declared elected. Positions for which there is only one candidate are filled by acclamation.
- 12.08 Members of the Board of Directors may be elected:
- (a) as a slate of candidates
  - or
  - (b) one position at a time,
- as determined by the Board each year after consulting the returning officer.

#### **SLATE ELECTION**

- 12.09 If members of the Board are to be elected as a slate, the returning officer, when sending the call for nominations, shall invite candidates to present themselves for one position only.
- 12.10 The election of a slate of candidates usually takes place at the end of the annual general meeting. At the time of the election, the returning officer shall read the slate of names and call for a vote for the slate.

#### **ELECTION BY POSITION**

- 12.11 In the case of elections by position, the returning officer, when sending the call for nominations, shall invite candidates to present themselves for all positions they would be prepared to fill.
- 12.12 Elections by position shall take place during the annual general meeting and shall proceed according to the list of positions in article 13.03.

Each time a position is filled, the individual chosen may withdraw as a candidate for each of the other positions for which he was running. If withdrawal means that no candidate or only one candidate is available for another (or several other) position(s), the returning officer shall then reopen nominations for those positions before the meeting continues.

Each time the returning officer is required to address the meeting, he or she proceeds from one vacant position to the following position until a vote is necessary. Results are tabulated while the meeting

continues and are announced at the end of the deliberations on the current item on the agenda. The meeting shall alternate between agenda items and elections until all positions on the Board of Directors have been filled.

- 12.13 Notwithstanding the length of time it may take to elect a new Board by this method of voting, the composition of the Board shall remain unchanged until the end of the annual general meeting.

### **PART XIII: THE BOARD OF DIRECTORS**

#### **MANDATE**

- 13.01 The Board of Directors is responsible for applying these *By-laws* and the *Code of Ethics*, administering the certification examinations, and managing the Association's affairs. (See also article 13.21.)

#### **COMPOSITION**

- 13.02 The Board of Directors shall be composed of Certified members in good standing of the Association, entitled to vote and duly elected in accordance with Part XII and the provisions of article 13.03.

- 13.03 The voting members of the Board of Directors shall include:

- **the members of the Executive:**

- (a) the President, who is also the Chair;
- (b) the Vice-president;
- (c) the Secretary and the Treasurer (or the Secretary-Treasurer);

- **the representatives of the professional categories:**

- (d) the Director, Translators;
- (e) the Director, Conference Interpreters;
- (f) the Director, Court Interpreters;
- (g) the Director, Community Interpreters;
- (h) the Director, Medical Interpreters;
- (i) the Director, Terminologists;
- (j) the Director, Foreign Languages;

and

- chairpersons of committees (a maximum of four) that the Board of Directors deems appropriate to sit on the Board.

A member may occupy no more than two positions on the Board with the exception of the President, who is limited to one.



- 13.04 Subject to article 13.06, all members of the Board of Directors must be elected for a two-year term on staggered terms divided as equally as possible. The first group, elected in odd numbered years, comprises: The President, the Treasurer, the Director, Conference Interpreters, the Director, Community Interpreters; the Director, Terminologists. The second group, elected in even numbered years, comprises: The Vice-President; the Secretary; the Director, Translators; the Director, Court Interpreters; the Director, Medical Interpreters; and the Director, Foreign Languages. At each Annual General Meeting the Board shall elect directors to fill expiring terms, each director to hold office for a term of two (2) years until the director's successor has been elected, and their term of office runs from the date of their election until the next holder of the position is elected. (See articles 10.04 and 12.13).
- 13.05 The Board may appoint such other Officers and agents as it deems necessary, and who shall have such authority and shall perform such duties as the Board may prescribe from time to time.

#### **REPLACEMENT**

- 13.06 Should the position of President become vacant prior to completion of the normal term of office of the President, the Vice-president shall automatically accede to the presidency for the remainder of the term of office.
- Should any other position on the Board of Directors become vacant prior to completion of the normal term of office, the Board of Directors may appoint a certified member in good standing to that position for the remainder of the term of the office.
- 13.07 Should the auditor chosen at the annual general meeting cease activities in the course of the year, the Board of Directors shall appoint a replacement.
- 13.08 Certified members may by special resolution remove a director before the expiration of their term of office and may elect a successor to complete the term of office.

#### **MEETINGS**

- 13.09 The Board of Directors shall meet at least three times, at regular intervals, between consecutive annual general meetings, at dates and location to be determined by the Board. The Board of Directors shall also hold special meetings as required to deal with complaints and other proceedings and appeals arising from decisions of the Discipline Committee.
- 13.10 Three members of the Board of Directors may request a meeting of the Board by submitting a request outlining the reason(s) for the meeting and the proposed date, time and location for the meeting. The Board shall meet no later than 15 days after the request is made.

#### **CONDUCT OF MEETINGS**

- 13.11 The Secretary shall send a notice of the meeting to members of the Board of Directors at least 10 days before each meeting.
- 13.12 Two fifths of the members of the Board of Directors shall constitute a quorum at any meeting of the Board.
- 13.13 The President shall be chair of all meetings of the directors, and if at any meeting the president is not present, the vice-president shall act as chair, but if neither is present, the directors present may choose one of their number to be chair at that meeting.
- 13.14 Any member of the Board of Directors who fails to attend three consecutive meetings of the Board without providing reasonable justification to the Secretary prior to each meeting shall be deemed to have resigned.
- 13.15 Each Director has one vote. Questions arising at any Board meeting shall be decided by a majority of votes. In case of an equality of votes, the Chair shall not have a second or casting vote.

- 13.16 Minutes shall be kept for all meetings of the Board of Directors and shall be adopted by vote at the next meeting.
- 13.17 Subject to verification, Board members may be reimbursed, upon submission of a claim accompanied by receipts, for all reasonable expenses incurred in the performance of their duties on behalf of the Board of Directors or the Association.

#### **INTERVENTION BY NON-BOARD MEMBERS**

- 13.18 A specialist or a member of the Association who is not a director may be invited to a meeting of the Board of Directors for the purpose of providing information or advice.
- 13.19 (a) Certified members or candidates for certification in good standing of the Association who wish to attend a meeting of the Board of Directors to inform the latter of any matter of common interest must ask the Executive to add the item to the agenda of a meeting of the Board and request permission to attend that portion of the meeting. The Secretariat shall inform them of the date and location of the meeting and the time they are to appear.

When the item to be discussed is considered by the Board, the interested party is invited to join the Board members to present their comments and to answer any questions the board may have. He or she shall withdraw before the board discusses the matter and makes a decision.

- (b) All certified members and candidates for certification in good standing may request attendance at a meeting of the Board of Directors as observers by advising the President of their intentions at least 10 days before the meeting. An observer shall not join the Board members and shall not have the right to speak except at the invitation of the chairperson of the meeting. Observers shall withdraw at the request of the President of the Association or of the chairperson of the meeting or in the case of a meeting or part of a meeting held in camera.

#### **SECRETARIAT**

- 13.20 The Board of Directors may appoint any full-time or part-time staff it deems necessary for administration of the affairs of the Association and the effective performance of its duties. Staff so appointed constitute the Secretariat.

#### **DELEGATION OF POWERS**

- 13.21 The Board of Directors may delegate the administration of certification examinations to the Board of Directors of the Canadian Translators, Terminologists and Interpreters Council (CTTIC).
- 13.22 The Board of Directors may delegate any or all of the duties of the Executive Director to one or more persons designated by the board.

### **PART XIV: EXECUTIVE AND OFFICERS**

#### **THE EXECUTIVE**

- 14.01 The Executive of the Association shall include the President, Vice-president, Secretary and Treasurer (or Secretary-Treasurer) of the Association. The Executive Director shall attend the meetings *ex officio*. Three out of four members of the Executive (or two out of the three) shall constitute a quorum.

- 14.02 The Executive has all the powers and duties as the Board of Directors between meetings of the Board, with the exception of such powers and duties as the Board reserves for itself. The Executive shall keep minutes of all its meetings, which it shall send to the Board of Directors in due course; the minutes shall be submitted to the Board for approval at the following meeting. The Executive shall present a report to the Board on its activities regarding the administration of the affairs of the Association.
- 14.03 The Executive shall meet as often as it deems necessary, at a suitable location. At least 24 hours' notice of each meeting shall be given. Decisions are made by a simple majority. In the case of a tie, the President shall cast the deciding vote.

#### **PRESIDENT**

- 14.04 The President is also the Chair of the board. In the absence of the Chair, the Vice-President shall act as the Chair.
- 14.05 The President shall, in normal circumstances, chair the annual general meeting, all special meetings and meetings of the Board of Directors and of the Executive. The President shall also act as representative of the Association; however, another person designated by the President may, if necessary, undertake one or other of these duties.

The president is *ex officio* a member of all committees to which he or she is not specifically appointed and as such is entitled to give advice but not to vote.

Once a year, at the annual general meeting, the President shall submit a report on the performance of his or her duties and the administration of the Association's affairs.

- 14.06 Upon being elected, the President shall recommend the establishment of any committees deemed necessary to achieve the Association's overall objectives and to achieve the specific objectives that the President and the Board have set for themselves.

The President may delegate certain functions to the Vice-president.

#### **VICE-PRESIDENT**

- 14.07 The Vice-president shall assist the President and shall carry out certain specific tasks delegated by the President. The Vice-president shall replace the President when the latter is unable to carry out his or her duties.

#### **SECRETARY**

- 14.08 The Secretary shall keep the registers and other documents as well as the corporate seal of the Association. He or she shall give notice of general meetings, meetings of the Board of Directors, and meetings of the Executive during which he or she shall record all votes. The Secretary shall draw up the agenda and prepare the minutes of each meeting. The administrative duties of the Secretary may be delegated to the secretariat, under supervision of the Secretary.
- 14.09 At the annual general meeting, the Secretary shall submit a report of all decisions made by the Board of Directors during the previous fiscal year.

#### **TREASURER**

- 14.10 The Treasurer is responsible for the funds of the Association. The Treasurer shall make bank deposits and allocate funds as directed by the Board of Directors, keep the accounts of the Association and prepare financial statements. The administrative duties of the Treasurer may be delegated to the Secretariat, under the supervision of the Treasurer.

- 14.11 At the annual general meeting, the Treasurer shall submit a report on the financial affairs of the Association.

## **DIRECTORS AND OFFICERS**

### **Directors and Executive Director**

- 14.12 A Director or Executive Director of the Association must:
- (a) not be found by any court, in Canada or elsewhere, to be incapable of managing their own affairs;
  - (b) not be an undischarged bankrupt;
  - (c) not be convicted in or outside of Ontario of an offence in connection with the promotion, formation or management of a corporation or incorporated entity or of an offence involving fraud;
  - (d) not be under investigation and subsequently found guilty in the past five years by the Association or any other national, federal, provincial or territorial society/association for professional or any other misconduct, rendering them unsuitable to hold a director's position; and
  - (e) not currently be under investigation by the Association or any other national, federal, provincial or territorial society/association for professional or any other misconduct, rendering them unsuitable to hold a director's position, until the conclusion of such investigation finds them not responsible for such misconduct.

### **Office Held at Board's Discretion**

- 14.13 Any Officer shall cease to hold office upon resolution of the Board. Unless so removed, an Officer shall hold office until the earlier of:
- (a) the Officer's successor being appointed,
  - (b) the Officer's resignation, or
  - (c) such Officer's death.
- 14.14 Officers shall be responsible for the duties assigned to them and they may delegate to others the performance of any or all of such duties with the Board's written approval.

## **PROTECTION OF DIRECTORS AND OTHERS**

### **Protection of Directors, Officers and Committee Members**

- 14.15 No Director, Officer or committee member of the Association is liable for the acts, neglects or defaults of any other Director, Officer, committee member or employee of the Association or for joining in any receipt or for any loss, damage or expense happening to the Association through the insufficiency or deficiency of title to any property acquired by resolution of the Board or for or on behalf of the Association or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the Association shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Association with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his or her respective office or trust provided that they have:
- (a) complied with the ONCA and the Association's articles and By-laws; and
  - (b) exercised their powers and discharged their duties in accordance with the Act.

**CONFLICT OF INTEREST**

- 14.16 A Director who is a party to a material contract or transaction or proposed material contract or transaction with the Association or is a director or officer of, or has a material interest in, any person who is a party to a material contract or transaction or proposed material contract or transaction with the Association shall make the disclosure required by the ONCA. Except as provided by the ONCA, no such Director shall attend any part of a meeting of Directors during which the contract or transaction is discussed or vote on any resolution to approve any such contract or transaction.

**DIRECTORS OF COMMITTEES**

- 14.17 The directors of committees must be certified members of the Association; they shall perform the duties appropriate to their respective offices. They shall also assist the President and Vice-president and represent them if so delegated.
- 14.18 At general meetings and other meetings of the Association, directors may chair a meeting of the group they represent if this group meets as a special committee at the request of the President of the Association or the majority of the members of the group concerned.
- 14.19 When the chairperson of a committee is neither a member of the Executive nor a member of the Board of Directors, he or she shall report on the activities of the committee to the President of the Association, and the President of the Association shall represent that committee at meetings of the Board of Directors.

**PART XV: BOARDS AND COMMITTEES**

- 15.01 The Board of Directors shall maintain or establish any
- standing committees
  - temporary committees, or
  - ad hoc committees

necessary for the proper operation of the Association.

**STANDING COMMITTEES**

- 15.02 The Association shall establish the following standing committees:

- (a) Discipline Committee
- (b) Recognition and Certification Committee

The chairs of these committees, selected by the Board of Directors, must be certified members in good standing of the Association. They do not necessarily sit on the Board of Directors. The committees shall report directly to the President of the Association.

**(a) Discipline Committee**

- 15.03 The Discipline Committee shall consist of five certified members in good standing appointed by the Board of Directors.

The Committee shall examine complaints and allegations of negligence or professional misconduct involving certified members or candidates for certification of the Association. (See Appendix 2: *Schedule of Complaint Proceedings*).

**(b) Recognition and Certification Committee**

15.04 The Recognition and Certification Committee shall be responsible for examining applications to obtain on-dossier certification or recognition of a specialization. The Recognition and Certification Committee shall consist of:

- a chair who is a member of the Board of Directors or a certified member in good standing, designated by the Board;
- a certified member of each professional category and other certified members, if necessary.

The chairperson of the Recognition and Certification Committee need not be a member of the Board and shall report directly to the President of the Association.

**AD HOC COMMITTEES**

15.05 The Board of Directors may create ad hoc committees by resolution as it deems necessary. The chairpersons shall be certified members in good standing of the Association and may or may not be members of the Board of Directors; the members of these committees shall be members in good standing.

These committees shall have advisory powers commensurate with their terms of reference and the power to settle issues referred to them by the Board of Directors. Once it has fulfilled its terms of reference and reported to the Board, an ad hoc committee shall be dissolved.

15.06 When arbitration is requested with respect to the quality of the work produced by a certified member or a candidate for certification, the Secretariat can, with the member of the Board or the chair of the committee concerned, establish an arbitration committee qualified to make a ruling in the case in question. The persons asked to join the Committee (at least two, and a possible third if they do not agree) must be certified in the professional category and language combination of the work to be evaluated, whether it is a written work in translation or terminology, or a recorded interpretation in conference interpreting, court interpreting, community interpreting or medical interpreting.

**PART XVI: MISCELLANEOUS PROVISIONS****FORM OF NOTICE**

16.01 Notices, orders, complaints or other documents, or copies of one or more of these, that must be served or given to an individual under the *By-laws*, other than notices of an administrative nature, shall be served personally or by registered or certified mail addressed to the individual at his or her last known address or, in the case of a certified member or candidate for certification, at the member's address as recorded in the register of the Association.

16.02 The Board of Directors may, by means of a by-law, create additional professional regional chapters as it deems necessary.

**PART XVII: AMENDMENTS TO THE BY-LAWS**

17.01 Subject to article 17.02, the *By-laws* of the Association may be amended at a general meeting of the Association, on presentation of a motion by the Board of Directors or by at least five certified members in good standing. Amendments must be approved by a least a two-thirds majority and come into effect on the date they are approved, subject to any provisions to the contrary in the motion to approve the amendment.

- 17.02 Proposed amendments to the *By-laws* shall be sent to the Secretary of the Association at least 30 days before the general meeting at which they are to be presented. The Secretary shall send a copy of the proposed amendment and notice of the proposal in both official languages to all certified members and candidates for certification of the Association at least 10 days before the general meeting.
- 17.03 Certified members present at a general meeting may vote by a two-thirds majority to put amendments to the *By-laws* to a postal or electronic vote for adoption.

In such a case, certified members in good standing shall receive the text of any amendments accompanied by a summary of the principal changes made and a ballot that they shall return within 60 days following the date of dispatch.

The postal vote shall be counted in the presence of two witnesses including a designated member of the Executive.

- 17.04 Provided that a correction to spelling, addition or movement of a comma, or adjustments to hyphenation, or addition, change or deletion of a word, does not change the inherent meaning and purpose of an article, term, or condition, provided that such corrections have been accepted by two-thirds of the members of the Board of Directors, with the confirmation of a proof-reader who is a certified member of the Association, and with the confirmation of the Association's lawyer, that the Board of Directors has the authority to modify or update the *By-laws* accordingly without the requirement for a General Meeting nor the requirement of acceptance by two-thirds majority of the certified membership through a vote.

#### **PART XVIII: EFFECTIVE DATE AND TRANSITION**

- 18.01 These *By-laws* come into effect on 30 November 2024, unless otherwise indicated, and repeal all previously existing *By-laws* of the Association.
- 18.02 Notwithstanding any other provision of these *By-laws*, all members of the Board of Directors in office at the time these *By-laws* come into effect shall remain in office until the next annual general meeting.
- 18.03 In case of any discrepancy between the text of the *Association of Translators and Interpreters of Ontario Act, 1989*, or the *Not-for-Profit Corporations Act, 2010 (Ontario)* and that of the present *By-laws*, the relevant act shall prevail.

**SEAL OF THE  
ASSOCIATION OF TRANSLATORS AND  
INTERPRETERS OF ONTARIO**