

By-laws of The Association of Translators and Interpreters of Ontario

Appendix 8

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

Adopted by the Annual General Meeting on April 5, 2008

1. Committee creation and membership

Standing committees are established by the *By-laws*, articles 15.02 to 15.06. the Association's other committees, created as provided for in article 15.07, are established and dissolved by resolutions of the Board of Directors. The Discipline Committee is governed by its own set of by-laws.

The Board of Directors appoints the members of all new committees. The Board appoints new members by resolution for an open-ended term of office. The President and the Executive Director are ex-officio members of all committees.

Every committee and subcommittee of the Association shall make every effort to ensure:

- (a) that its membership is representative of all four professional categories of the Association (unless the committee represents the interests of a specific category);
- (b) that its membership is representative of the various modes of practice of Association members (such as independent, salaried, public or private sector), as applicable;
- (c) that its membership is representative of the various language groups within the Association;
- (d) that its membership is representative of the various regions of the province where Association members practice;
- (e) that its membership is representative of the interests of all levels of membership.

Committees are encouraged to use every means to ensure their membership is representative, including, if necessary, granting observer status to non-members of the Association.

A committee generally elects a chairperson from among its members unless the Board of Directors appoints a Board member as chairperson. Each committee also elects a secretary from among its members. The terms of office of committee chairpersons and secretaries are open-ended.

2. Committee business

At the request of a committee chairperson, the Secretariat may arrange teleconferencing services to allow committees to function from multiple locations.

Every committee meets at least once a year, by means of teleconferencing if necessary. The chairperson sets the date of each meeting and draws up an agenda. The Executive Director notifies the committee members of meeting dates and agendas.

Committee decisions are made by resolution adopted by a simple majority. The Executive can review committee decisions and may take the matter up with the Board of Directors if appropriate. The committee secretary prepares the minutes of each meeting and sends them to the Association's Secretariat and to all committee members within 10 days.

3. Finances

At the request of the chairperson or secretary, the Executive Director provides each committee with the support needed to do its work. When a committee has been given a budget by the Board of Directors, its chairperson reports on the use of the funds to the Board of Directors upon request.

The chairperson or secretary of a committee must obtain prior approval for all expenditures. The Executive Director approves ordinary expenditures, such as but not limited to teleconferences and photocopying.

Authority for all other expenditures, such as but not limited to travel costs and commitments for professional and other services, rests with the Executive. However, any significant expenditures over budget must first be approved by the Board of Directors.

4. Advisory capacity of members and committees

The Association's committees serve in an advisory capacity and report to the Board of Directors. The Board of Directors will take their recommendations under advisement.

5. Information and representation

Committee members are required to respect the confidential nature of all information. When a member leaves a committee for any reason, all documents pertaining to the performance of the member's duties are to be returned to the committee secretary. The archives of each committee are to be held in the offices of the Association's Secretariat.

All communication in the name of the Association, whether put in writing or given orally, including but not limited to statements, announcements, invitations and orders, must receive the prior approval of the Executive. Committee members who are asked to take a position on behalf of the Association must direct the inquirer to the Executive Director.

6. Consultation

Committees are encouraged to reach out to communities that have interests in common with the Association.

Committees representing professional categories are encouraged to create mechanisms for regular consultation with their members.