

GHANA ASSOCIATION OF TRANSLATORS AND INTERPRETERS

ARTICLES OF ASSOCIATION

Preamble

We, Translators and Interpreters of Ghana

Having regard to the need to safeguard the integrity and professionalism of our trade,

Convinced that the role of Translators and Interpreters is of vital importance to the progress and development of every country in a multilingual environment,

Aware of the need for translators and interpreters, who would fulfil the aspirations of our profession and play a meaningful and active role in national and international affairs,

Bearing in mind the need to maintain high standards of discipline, competence and professional ethics among the members of our profession,

Desirous of establishing an instrument that could be used to promote our association and defend the interests of its members;

Realizing the need to create an effective organization to carry out these noble ideals,

Hereby establish, through these Articles of Association, as the highest body of our profession, the Ghana Association of Translators and Interpreters (GATI), hereinafter referred to as “The Association”.

CHAPTER ONE
STATUS, MEMBERSHIP AND OBJECTIVES

Article 1: Status of the Association

The Association shall possess full legal personality and the capacity to:

- (a) Contract,
- (b) Acquire and dispose of movable and immovable property
- (c) Institute legal proceedings;

Working language

The working language of the Association shall be English.

Headquarters

The Headquarters of the Association shall be in Accra.

Symbol

(The General Assembly has set up a five-member committee to discuss the replacement of the Association's current logo).

Article 2: Membership

Membership of the Association shall be open to qualified Ghanaian and non-Ghanaian Translators and Interpreters.

Categories of membership

Membership of the Association shall be open to the following categories of Ghanaian and non-Ghanaian Translators and Interpreters:

1. *Honorary members*: shall have contributed, or have the capacity to make a meaningful contribution to the advancement of the profession;
2. *Full members*: shall have at least one of the minimum qualifications listed below, plus at least three years' working experience and be approved by the vetting committee:
 - (a) Bachelor's degree or Diploma in Translation and/or Conference Interpreting from a recognised training institution
 - (b) Bachelor's degree in any Modern Language with three years' proven experience, and vetted by the Vetting Committee
3. *Associate members*: shall have a minimum qualification of a first degree in any academic discipline with any two international languages and be recommended by three full members and vetted by the vetting committee. Members in this category shall not hold office.
4. The following conditions shall apply to non-Ghanaians wishing to join the Association:
 - (a) Proof of qualification
 - (b) In addition to the qualifications of membership under Article 2, the applicant shall provide:
 - A valid resident permit

- A valid work permit

The applicant shall then be subjected to final approval by the vetting committee.

Article 3: Objectives

The Association shall:

Provide a common forum for discussing issues affecting its members, coordinate activities, and give advisory opinions on matters affecting Translators and Interpreters in Ghana;

- (a) Promote cooperation between the Association, the Government of Ghana, international organizations and conference organizers, with a view to ensuring that their objectives do not conflict with those of the Association;
- (b) Maintain a high standard of discipline and professional efficiency among its members;
- (c) Encourage members to undertake training, assist in placement and promote standard working conditions for Translators and Interpreters;
- (d) Regulate the interpretation and translation market by setting acceptable minimum professional rates, which shall be subject to periodic review;
- (e) Conduct activities and take measures that will serve the best interests of the Association.

Article 4: Code of professional conduct

The applicant, upon admission to membership, shall sign the Code of Professional Conduct and submit it to the General Secretary. (See annex 1).

CHAPTER TWO
ORGANIZATION AND ADMINISTRATION

Article 5: General Assembly

1. The General Assembly of the Association, hereinafter referred to as the General Assembly, shall comprise full, associate and honorary members of the Association;
2. The General Assembly shall lay down the general policy of the Association, approve the annual report and budget presented by the General Secretary and the Financial Secretary respectively and perform such other functions as may be entrusted to it under these Articles of Association;
3. The General Assembly shall hold one ordinary session per year on the first Saturday in February. The Executive Bureau may convene an extraordinary General Assembly as the need arises;
4. Only full members of the Association shall have the right to vote on all matters brought before the General Assembly. However, on matters related to elections, all members shall have the right to vote.
5. Two-thirds of full members shall constitute a quorum at the General Assembly. In the event that a quorum is not reached, the General Assembly shall hold, but any decisions taken shall not be binding until they have been approved by the subsequent Assembly, duly constituted.
6. The General Assembly shall, subject to other provisions of these Articles of Association, lay down its own Rules of Procedure.
7. The General Assembly shall be the highest decision-making body of the Association.

Article 6: Board of Trustees

The Association shall have a permanent Board of Trustees comprising five members. It shall be the organ to decide on issues beyond the capacity of the Executive Bureau, pending the decision of the General Assembly. The President of the Executive Bureau shall be a de facto member of the Board of Trustees. Members of the Board of Trustees shall elect one of their own as Chairperson not later than two weeks after their nomination and communicate the name to the Executive Bureau.

The Board of Trustees shall be made up of the following categories of membership:

- Senior colleagues who are not members of the Executive Bureau
- Retired colleagues
- Honorary members
- Any other person the General Assembly may deem competent.

Article 7: Executive Bureau

The Association shall have the following Executive members:

- President
- o Vice-President, Interpretation Affairs
- o Vice President, Translation Affairs
- General-Secretary
- Assistant General-Secretary

- Public Relations /Communication Officer
- Financial Secretary
- Organizing Secretary
- Welfare Officer

Article 8: Duties and functions of the Executive Bureau

The Executive Bureau shall be elected by the General Assembly. Members of the Executive Bureau shall hold office for a period of two years, renewable once and shall report to the General Assembly. In the event of incapacity, removal from office or inability of the President to perform his/her duties, the Executive Bureau shall meet and elect one of the two Vice Presidents to perform the duty of the President until the General Assembly takes a decision on the matter. The Bureau shall meet at least once every quarter.

1. President

The President shall:

- (a) Officially represent the Association
- (b) Chair meetings of the General Assembly and the Executive Bureau
- (c) Perform such other duties and functions as may be entrusted to him/her by the General Assembly or the Board of Trustees.

2. Vice-President interpretation affairs

The Vice-President, interpretation affairs shall:

- (a) Co-chair meetings of the General Assembly and the Executive Bureau in the absence of the President;
- (b) Chair the Committee meetings on interpretation affairs
- (c) Perform such other duties and functions as may be delegated to him/her by the President or entrusted to him/her by the General Assembly or the Board of Trustees.

3. Vice-President translation affairs

The Vice-President, translation affairs shall:

- (a) Co-chair meetings of the General Assembly and the Executive Bureau in the absence of the President;
- (b) Chair the committee meetings on translation affairs;
- (c) Perform such other duties and functions as may be delegated to him/her by the President or entrusted to him/her by the General Assembly or the Board of Trustees.

4. General Secretary

The General Secretary shall:

- (a) Be responsible for the day-to-day administration of the Association;
- (b) Keep all records and documents of the Association;

- (c) Perform such other duties and functions as may be delegated to him/her by virtue of these Articles of Association or by the General Assembly or the Board of Trustees.

5. Assistant General Secretary

The Assistant General Secretary shall:

- (a) Assist the General Secretary in his/her duties;
- (b) Act as General Secretary or Public Relations and Communication Officer in the event of their removal from office or inability to perform their functions;
- (c) Act as Financial Secretary in the absence or incapacity of the Financial Secretary
- (d) Perform such other duties and functions as may be entrusted him/her by the General Assembly, the General Secretary or the Board of Trustees.

6. Financial Secretary

The Financial Secretary shall:

- (a) Keep the accounts of the Association;
- (b) Provide periodic statements of the Association's accounts;
- (c) Draw up, in collaboration with the Executive Bureau, the Association's budget for onward submission to the General Assembly for approval;
- (d) Provide up-to-date statements of the Association's financial position anytime it is so required;
- (e) Perform such other duties and functions as may be assigned to him/her by these Articles of Association.

7. Public Relations and Communication Officer

The Public Relations and Communication Officer shall:

- (a) Liaise between the Association and the general public;
- (b) See to the implementation of the Association's communication strategy;
- (c) Perform such other duties and functions as may be entrusted to him/her by the General Assembly.

8. Organizing Secretary

The Organizing Secretary shall:

- (a) Be in charge of all logistics for meetings and events of the Executive Bureau and the Association;
- (b) Assist the Public Relations and Communication Officer in the implementation of the Association's communication strategy;
- (c) Perform all other duties assigned by the General Secretary.

9. Welfare Officer

The Welfare Officer shall:

- (a) Chair the Welfare Committee;
- (b) Reach out and see to the social welfare of members of the Association;
- (c) Perform such other duties and functions as may be entrusted to him/her by the General Assembly.

Article 9: Committees

The Association shall have the following committees:

- (a) Vetting Committee
- (b) Ethics Committee
- (c) Professional Development Committee
- (d) Welfare Committee

The terms of reference of these committees are annexed to these Articles of Association.

Article 10: Removal from office

Unless otherwise mutually agreed by the General Assembly, the above-mentioned officers of the Executive Bureau may be removed from office, on the grounds of inability to perform their functions or proven misconduct, only by a two-thirds majority vote of the General Assembly.

CHAPTER THREE
GENERAL ELECTIONS

Article 11: Election of members of the Executive Bureau

The General Elections of the Executive Bureau of the Association shall be held every two years, at its Annual General Assembly on the first Saturday in February.

Election to an office shall be by simple majority.

Candidates for election shall be recommended by one member in good standing and endorsed by two other members in good standing.

There shall be an ad hoc electoral commission made up of a commissioner and two returning officers. Their role shall be to receive nominations, organize elections and declare results at the General Assembly, after which their mandate shall be deemed to have been duly fulfilled, thereby warranting dissolution of the electoral commission.

CHAPTER FOUR

FINANCE

Article 12: Sources of revenue

The Association's sources of revenue shall comprise:

- Registration fees and annual dues
- Sales of branded paraphernalia
- Donations
- Fund-raising
- Any other source of revenue the Association shall deem legitimate

Article 13: Registration fees and annual dues

Registration fees and annual dues shall be determined by the General Assembly and subject to periodic review. A member who fails to pay his/her annual dues shall be deemed not to be in good standing.

Article 14: Financial year

- (a) The financial year of the Association shall be from the first Saturday in February to 31 January of the following year.
- (b) The accounts of the Association shall be audited in respect of each financial year by an auditor appointed by the General Assembly.

Article 15: Signatories to the Association's bank accounts

The Financial Secretary of the Association shall be responsible for issuing cheques, which must be signed by any two of the following:

- (a) President
- (b) The General Secretary
- (c) The Financial Secretary

CHAPTER FIVE
DISCIPLINARY MEASURES

Article 16: Suspension and dismissal

1. A member found guilty of gross misconduct, or who fails to fulfil his/her obligations to the Association or contravenes the provisions of these Articles of Association, shall, at the first offence, be served a written warning by the Ethics Committee. Should the member be found guilty again of the same offence or other offences, he/she shall, on the recommendation of the Ethics Committee, be suspended for a period of six (6) to twelve (12) months by a General Assembly vote of a simple majority of the members present, by secret ballot. Should that member again be found guilty for the third time of the same or another offence, he/she shall, upon the recommendation of the Executive Bureau, be expelled by the General Assembly through a simple majority vote and by a secret ballot.

2. Without prejudice to any possible criminal proceedings, any member found guilty of a serious offense shall be liable to summary expulsion, in keeping with the procedure set forth in the present Article.

Article 17: Withdrawal of membership

A member of the Association may withdraw his/her membership by serving the General Secretary with a three-month notice expounding the reasons thereof, and upon total fulfilment of all financial and other obligations arising from his/her membership

A member who thus withdraws from the Association shall surrender his/her membership card, documents and other property of the Association in his/her possession, and shall cease, forthwith, to enjoy, all rights and privileges conferred upon him/her by the present Articles of Association, failing which legal action shall be instituted against him/her.

CHAPTER SIX

Article 18: Administration of the Association's assets

All assets of the Association shall remain the collective property of its members. In the event the Association is dissolved, the assets and liabilities, if any, shall be transferred to another association with similar vision and objectives, in accordance with the provisions of the Ghana Companies Act, 1963 (Act 179).

Article 19: Amendment and revision

- (a) Any member of the Association may propose an amendment to, or a review of, these Articles of Association.
- (b) Any such proposal shall be deposited with the General Secretary, who shall communicate it to members of the Executive Bureau no later than seven (7) days from the date the said proposals were received.
- (c) Any amendment proposal approved by the Executive Bureau shall be considered at the next regular meeting of the General Assembly or, if the Executive Bureau deems it necessary, an emergency General Assembly shall be convened for that purpose.
- (d) Amendments to or revision of these Articles of Association shall be by a vote of the General Assembly, concurred with by two-thirds of the members present. Voting may be by proxy.
- (e) Amendments shall come into effect upon adoption by the General Assembly.

CHAPTER SEVEN

Article 19: Entry into force

The present Articles of Association are duly executed in two originals, each being equally authentic, and shall come into force upon adoption by the General Assembly and ratification by the Executive Bureau.

Article 20: Depository

These Articles of Association shall be deposited at the Registrar General's Department in Accra, Ghana.

IN WITNESS WHEREOF, we, the members of the Ghana Association of Translators and Interpreters, have ratified this instrument.

Done in Accra on this..... day of2017.....