

Registration no.: 57381/2006

Society registered under Societies Registration act XXI of 1860. Govt. of India



FOR OFFICE USE

Receipt No.
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All payments to be made in favour of:
INDIAN TRANSLATORS ASSOCIATION

INDIAN TRANSLATORS ASSOCIATION

Registered office: K-5/B, LOWER GROUND FLOOR, KALKAJI, NEW DELHI – 110019
Tel: 011-26291676, Fax: 011-41675530, E-mail: info@itaindia.org, Web: www.itaindia.org

MEMBERSHIP FORM

(Please always refer to general information and instructions booklet before filling this form)
Members applying in their individual capacity may leave * marked area blank)

Please mark (√) in front of your chosen category of membership:

Associate Member Translator / Interpreter Agency Training Institute

Name of the Organization*: _____

Name of the Contact Person: _____

Designation: _____

Correspondence Address: _____

Please paste
passport size
photograph
of the
Contact Person

Contact numbers (with ISD / STD code):

Mobile No.: _____

Fixed Landline No.: _____

Skype / MSN / YAHOO / GOOGLE or any other similar E-mail ID: _____

Website / URL (if any): _____

You are paying a total sum of:

(All payments to be made via cash or Demand Draft in favor of Indian Translators Association payable at Delhi)

- INR NIL /- (for associate members only)
 INR 2000/- (For Translators / Interpreters)
 INR 3000/- (For agencies / service providers)
 INR 6000/- (For Institutes / training centers / research centres / organizations)

Above fees are inclusive of one time entry fees of INR 1000/- which is applicable to all categories of membership except for associate members who do not have to pay any fees.

Mention your Language Pairs and your field of specialization: _____

Year of Establishment: _____

Legal Status of your organization*: _____

(Please specify if your organization Pvt. Ltd., Ltd., NGO or a government body etc.)

Number of Employees*: _____

Annual Turnover in Indian Rupees: _____

(Please provide latest annual turnover)

Quality Certification / Accreditation (if any): _____

Any other details: _____

Please specify in order of your preference if you would be interested in being part of any of the following committees as a volunteer:

Order of preference

- a) Research & Publication
b) Media & Publicity
c) Quality Control
d) Accreditation
e) CAT Tools and Training
f) Any others

Will you / your organization be interested in sponsoring website of ITA-India or any of the publications, events, workshops, Translators meet etc. organized by Indian Translators Association in near future? Please specify

(Proposals and funding details may kindly be sent in a separate sheet)

Give details of the supporting documents being annexed with this form:

Declaration: I declare that above details are correct to the best of my knowledge and capabilities. I also understand that falsification of any of the above mentioned details would result in immediate termination of my membership from the Indian Translators Association and that no refund of subscription fees shall be made to me. I also agree that I have clearly read and understood the rules and regulations and that the decision of the governing body with regard to my membership request shall be final and binding. I also agree that if my membership request is refused by the governing body on the recommendation of the expert committee, ITA shall have right to deduct Rs.400/- as processing and administrative charges from the fees that I shall be submitting along with the membership request form.

Date: _____

Signature: _____



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A. GENERAL INFORMATION

Indian Translators Association (ITAINdia) is a non-profit making body registered under the Societies Registration Act XXI, 1860 of India and recognized by the world apex body of translators, the [International Federation of Translators \(Fédération Internationale Des Traducteurs \(FIT\)\)](#) with its headquarters in Montreal.

The **Indian Translators Association (ITAINdia)** seeks to unite the translator and interpreter community in India on a common platform to address issues for the betterment of the industry and take steps to ensure that its members provide services meeting the professional standards of the industry.

Within a short span since its inception, **ITAINdia** has gained the confidence of quite a large number of translators and interpreters from all over India and continues to focus on the up-gradation of the knowledge and capabilities of its members by organizing workshops, creating quality awareness and following the code of professional conduct. Simultaneously, it constantly acts as an interface between government bodies and affiliates of the Translation Industry of India.

ITAINdia has developed relations with leading translator associations at regional, national and international levels with a view to exchange information as well as to develop relations that help in the up-gradation of the translation as well as the technological skills of its members and to converge on areas of mutual interests.

Although **ITAINdia** has plans to focus more on regional and national level activities, it also plans to take the Indian Translation Industry to the world forums by associating with global translation organizations, including the International Federation of Translators (FIT) of which ITAINdia is a member. Many positive steps have already been initiated in this direction.

In addition, it is seeking recognition from UNESCO and various international bodies to develop a strong network of mutual cooperation. Many positive steps have already been initiated in this direction and one can look forwards to the fruit of these endeavours in the near future.

ITAINdia has vibrant plans to organize events, conferences, round table discussions, seminars, and symposia wherein leading translators, interpreters, terminologists, theoreticians, educators and language experts can participate and share knowledge and voice their concerns and initiate possible improvements in the promotion of languages and culture.

ITAINdia is an appeal to members of the Indian translator community to join hands and be part of a next generation revolution that is silently taking place in the translation industry of India.

Benefits of Membership

Two-way communication is one of the foremost benefits of ITAINdia membership. Member organizations are encouraged to contribute their calendars of events, news, notices, relevant articles, research results, etc. to ITAINdia publications, which all members receive.

Member organizations are encouraged to read and further disseminate the information they receive from ITAINdia to help their fellow translators and interpreters keep abreast of the developments and opportunities in India and around the globe.

ITAINdia offers members:

- Daily news related to translation and similar activities through the [world's leading translation news services Intranews](#)
- The opportunity to publish articles in its publications
- The opportunity to disseminate news and notices at [Intranews](#)
- Targeted advertising in ITAINdia Publications
- International ID card issued by FIT at a very nominal cost
- Contact with like-minded translators, interpreters, agencies, institutes and the opportunity to exchange:
- Mailing lists
- Commercial information about the language market
- Information about technology, standards, good practices, professional profiles and status.
- Opportunity to win recognition by nominating candidates for ITAINdia Prizes.
- Contact with ITAINdia committees, and
- The opportunity to serve on ITAINdia committees.

Code of Professional Conduct

INDIAN TRANSLATORS ASSOCIATION encourages service providers as well as service takers to follow a Code of Professional Conduct and Business Practices.

For Service Providers

As a Translator/Interpreter or representative of my company, as bridge for ideas from one language to another and one culture to another, I commit myself to the highest standards of performance, ethical behaviour and business practices.

- A. I will endeavour to translate or interpret the original message faithfully, to satisfy the needs of the end user(s). I acknowledge that this level of excellence requires:
 - 1. Mastery of the target language equivalent to that of an educated native speaker;
 - 2. Up-to-date knowledge of the subject material and its terminology in both languages;
 - 3. Access to information resources and reference materials and knowledge of the tools of my profession;
 - 4. Continuing efforts to improve, broaden and deepen my skills and knowledge.
- B. I will be truthful about my qualifications and will not accept any assignment/s which I am not fully equipped to handle.
- C. I will safeguard the interests of my clients as my own and divulge no confidential information.
- D. I will notify my clients of any unresolved difficulties. If we cannot resolve a dispute, we will seek arbitration.
- E. I will use a client as a reference only if I am prepared to name a person to attest to the quality of my work.
- F. I will respect and refrain from interfering with or supplanting any business relationship between my client and my client's client.

For Employer or Contractor

As an employer or contractor of translators and/or interpreters, I will adhere to the following practices with translators and interpreters:

- A. I will put my contractual relationship with translators and interpreters in writing and state my expectations prior to work.
- B. I will adhere to the agreed terms, payment schedules, and agreed charges and will not capriciously change job descriptions after work has begun.
- C. I will deal directly with the translator or interpreter about any dispute. If we cannot resolve a dispute, we will seek arbitration.
- D. I will not require translators or interpreters to do unpaid work for the prospect of a paid assignment.
- E. I will not use translators' or interpreters' credentials in bidding or promoting my business without their consent or without the bona fide intention to use their services.
- F. For translations for publication or performance over which I have direct control, I will give the translators the recognition traditionally given to the authors.

Use of ITAINDIA logo

Members will soon receive a logo of the Indian Translators Association, which may be used by them in their letterheads or their websites or CVs to promote their business interest, bearing in mind the reputation as well as the interests of the Association.

The ITAINDIA website

ITAINDIA plans to launch an interactive website at <http://www.itaindia.org>, in the near future with a wealth of information provided by its members. In addition, ITAINDIA shall host specific pages for each member of the association that shall include their brief profile, contact details and relevant information. This would further facilitate contact between Internet users and ITAINDIA members, regional centres, committees, officers, other key volunteers, etc. The website shall also offer a wide variety of relevant links to the websites of other national and international organizations.

Regional centres

In due course of time, ITAINDIA plans to develop regional centres in major cities of India to address regional challenges and issues.

Last date for submission of membership request form

For the financial year starting April 1, 2008 till March 30, 2009, annual membership is open to all individuals, translators, agencies, and institutes. Interested members may kindly send their subscription fees together with duly filled application form and relevant documents by March 20, 2008 at the above mentioned address of the secretariat.

The future of ITAINDIA

ITAINDIA is exactly what its members make it. Members have the opportunity, at events and over the Internet, to establish strong and lasting links with other fellow members and organizations.

ITAINDIA shall deal with issues that affect the lives of translators, interpreters and theoreticians and the Association shall constantly strive to create an environment conducive to encouraging the next generation to enter the profession by equipping them with a network of supportive colleagues and friends.

ITAINDIA also aims to facilitate the inclusion of translator/interpreter members, even those living in remote corners of India, and who might be digitally deprived but play a significant role in bridging the language barrier.

B. INSTRUCTIONS AND GUIDELINES FOR MEMBERS

CRITERIA FOR MEMBERSHIP

Translator / Interpreter members

All translators, Interpreters and / or language professionals are allowed to be included as Translator member under the condition that they have at least 3 years of formal training or possess graduation degree in first or second language. The requesting candidate must also provide at least 2 Letters of Recommendation from the Head of the Department and Professor of the government recognized language institution where he or she has undergone necessary training. In the absence of the above, the candidate may provide at least 2 letters of recommendation from member agencies or employers who have availed the language services of the candidate and are satisfied with the work. The relaxation in the above criteria may be allowed on a case-to-case basis for candidates who do not have 3 years of formal training or graduation degree in the concerned language on the condition that they furnish documents that prove their language and professional credentials. All applications for membership as well as cases of relaxation in criteria shall be handled by the expert committee who shall appraise the governing body about the suitability or otherwise of the applicant. The decision of the governing body in this regard shall be final and binding. In case the applicant who was unable to fulfil the above mentioned membership criteria wants to enrol as a Translator member again in future, he/she can submit his/her application for membership to ITA as per the existing bylaws. All the eligible individuals will have to pay admission as well annual subscription fees as decided by the governing body. All members belonging to the category of translators shall have right to vote and right to be elected (single vote) to the governing body for the vacancy available.

Associate Members

Individuals who have interest in languages or who are learning languages or who desire to pursue language as their profession may join the association by submitting the required documentation together with the filled form. Associate members shall be treated as guest members and will have no right to vote nor will they have the right to be elected. However, they shall have the right to attend GBM and be part of working committees.

Agency members

Agencies / Service providers who have been in operation for at least three years in the field of translation, interpretation, language training, multi-lingual DTP & publication, multi-lingual content writing, multi-lingual web development, CAT Tool development & training, voice-over, dubbing or any other language related activities shall be allowed to become a member of the association on condition they provide suitable documentary proof substantiating their claim. All eligible agencies/service providers will have to pay admission as well subscription fees as decided by the governing body from time to time. If any agency/ service provider fails to meet the criteria, the decision taken by the governing body shall be final and binding on the parties concerned. All members belonging to the category of agency shall have right to vote and right to be elected (single vote) to the governing body for the vacancy available. Each agency / service provider shall be represented by a single representative.

Training Institute Members

All such language training centres, institutes, societies, research centres, organizations that are involved in Language training, research and promotion of languages may be admitted under this category upon producing proper documentation subject to approval by the Governing Body of the Indian Translators Association. Members belonging to this category may, by resolution of its Board of Directors/ Governing Body or any such body having such power, in accordance with its rules and regulations, authorize such person as it may deem fit to act as its representative at any meeting of the association. The person so authorized shall be entitled to exercise the same rights and powers on behalf of the Language training centre, institute, society, and organization as the case may be.

Lifetime Members

In exceptional and extraordinary cases, lifetime membership may be offered upon recommendation of the governing body to experienced language professionals or individuals who are active in helping and guiding the ITA in achieving its aims and objectives. Lifetime membership fees shall be decided by the governing body on a case-to-case basis. All lifetime members shall be part of the category of Translator Members with the right to vote and right to be elected (single vote) to the governing body for the vacancy available. In addition, the governing body also has provision to directly nominate one lifetime member to the honorary post of advisor for a maximum of 03 years. The advisor shall form part of the governing body.

Patron Members

Any eminent person who is desirous of working towards the fulfilment of the aims and objectives of the society may be nominated by the governing body as Patron of the society for a period of 02 years. The governing body may nominate more than one patron if required. The patron members may not have to pay any subscription fees.

SUBSCRIPTION

Associate Members	Nil
Translators / Interpreters	Rs. 1000/- yearly
Agencies/ Service Providers	Rs. 2,000/- yearly
Institutes	Rs. 5,000/- yearly

At the time of registration, except for Associate members, all members will have to pay extra Rs.1000/- towards one time entry fee. Membership is open throughout the year; however, each member has to renew his/ her subscription on yearly basis. For example, if a member joins association on 1st of February, 2008, his/ her subscription renewal date shall be January 31, 2009. The subscriptions have to be renewed within one month of expiry of membership. The defaulting member shall have to pay the entry fees of Rs. 1,000/- again in addition to their subscription fees. If membership request is refused by the

governing body on the recommendation of the expert committee, ITA shall have right to deduct Rs.400/- as processing and administrative charges from the fees that shall be submitted along with the membership request form.

TERMINATION OR CESSATION OF MEMBERSHIP

The Governing Body of the society shall have the powers to expel / terminate any member(s) from the membership of the association on the following grounds:

- (a) On becoming insolvent or of unsound mind
- (b) On written resignation
- (c) If found to be involved in any anti-social activities
- (d) If adjudged by any court of law to be a criminal offender
- (e) If found guilty of indulging in propaganda against the Aims and Objectives of the society,
- (f) If he/she fails to pay the subscription,
- (g) If he/she has not attended three consecutive meetings of the general body without informing the secretariat, and
- (h) If he/she disregards Rules & Regulations or disobeys the decisions of the Governing Body.

REFUSAL OF MEMBERSHIP

Under no circumstances shall an individual or representative of any agency, training centre or organization be allowed to become member of the Indian Translators Association if he/ she has produced false documents and or he/she has been found to be involved in propaganda activities against the association.

RIGHTS & PRIVILEGES OF MEMBERS

All members of the society:

- I. Shall be entitled to participate in meetings, cultural / educational functions and other gatherings organized by the society.
- II. Have the right to collect the Membership Identity Card after depositing the prescribed fee as fixed by the Governing Body of the society from time to time.
- III. Except for student members, all members will have right to get elected or to elect members to the vacant positions for the governing body.

DUTIES OF THE MEMBERS

The duties of the members are as follows:

- I. Attend the General Body Meetings regularly
- II. Give the required information to the society pertaining to any matter, which is considered necessary to be brought to the attention of the society.
- III. Not indulge in activities, which are prejudicial to the Aims and Objectives and / or the Rules & Regulations of the Society.

RE-ADMISSION

In case, any member of the society is expelled by the Governing Body on the ground of Non-Payment of the subscription, he / she may be re-admitted, provided the member concerned pays all up-to-date dues with the permission of the Governing Body.

APPEALS

All the appeals shall be referred to the Governing Body of the society and the decision of the governing body in this regard shall be final and binding.

ELECTION

Except for student members, all members shall have the right to vote and right to be elected to the governing body for the vacancies available if he/she has been a member of the association for consecutive 2 years. For all three categories of member translators, agencies, Institutes at least 1 (one) vacancy shall be available so that a representative from each category is represented in the governing body as per the bylaws in force. The availability of vacancies shall be informed 03 months prior to the elections.

FINANCIAL YEAR

Financial Year of the society begins on 1st April and ends on 31st March.

DISSOLUTION

If the society needs to be dissolved, it shall be dissolved as per the provisions laid down under Sections 13 & 14 of the Societies Registration Act, 1860, as applicable to the National Capital Territory of Delhi.

APPLICATION OF THE ACT

All the provisions under all the Societies of the Societies Registration Act, 1860", as applicable to the National Capital Territory of Delhi, shall be applicable to this society.

LONG LIVE INDIAN TRANSLATION COMMUNITY