

MEMBERSHIP INFORMATION
INDIAN TRANSLATORS ASSOCIATION, NEW DELHI

A. GENERAL INFORMATION

Registered office:

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Indian Translators Association (ITAINDIA) is a non-profit making body registered under societies registration act XXI, 1860 of India and recognized by world apex body of translators [International Federation of Translators \(Fédération Internationale Des Traducteurs \(FIT\)\)](#) with its headquarters in Basel, Switzerland.

Indian Translators Association (ITAINDIA) seeks to unite the widespread translators and interpreters community of India under a common platform. It works for the betterment of the industry by providing adequate guidance and orientation to its members so that they meet the professional standards of the industry.

Within a short span of its inception, **ITAINDIA** gained confidence of quite a large number of translators and interpreters from all over India and that it continues to focus on the up-gradation of 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 the government of India and the affiliates of the Translation Industry of India.

Since its inception in 2006, **ITAINDIA** has developed relations with leading translator associations at regional, national and international levels by developing strategic partnerships and collaborations. It is actively involved in exchange of information as well as develop relations that help in up-gradation of translation as well as technological skills of its members and 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 getting associated with global translation organizations, including International Federation of Translators (FIT). Many positive steps have already been initiated in this direction.

It also intends to take the Indian Translation Industry to the world forums through International Federation of Translators (FIT) to which ITAINDIA is a member. In addition it seeks to get recognition from UNESCO

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and various international bodies and develop strong network of mutual cooperation. Many positive steps have already been initiated in this direction and one can expect the outcome of these endeavors fructify in the near future.

ITAINDIA has vibrant plans to organize events, conferences, round table discussions, seminars, and symposia wherein the 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.

It is an appeal to members of Indian translators community to join hands and be part of a next generation revolution that is silently taking place in 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.

ITAINDIA to help their fellow translators and interpreters keep abreast of the developments and opportunities in India and the globe.

ITAINDIA offers members:

- Regular updates on language and translation industry.
- Opportunity to publish articles in ITINDIA's publications.
- Opportunity to disseminate information at national as well as international levels through ITAINDIA network. (ITAINDIAN maintains a database of approx.5000 translators and stake holders of translation industry).
- Targeted advertising in ITAINDIA Publications.
- International ID card issued by FIT at a very nominal cost (Only when there is a group booking).
- Networking opportunities with like-minded translators, interpreters, agencies and corporations.
- Opportunity to win recognition by nominating candidates for the ITAINDIA Prizes.
- Volunteer options and opportunities to serve on ITAINDIA committees.

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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 behavior, and business practices.

- A. I will endeavor 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 for 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.

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- 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. 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 an excellent designed 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 keeping into account the reputation as well as the interest of the Association.

The ITAINDIA website

ITAINDIA plans to launch an excellent interactive website at <http://www.itaindia.org>, in the near future which shall contain 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 centers, 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 centers

In due course of time, ITAINDIA plans to develop regional centers in major cities of India that shall address challenges and issues of common interest within their own regions.

Last date for submission of membership request form

There is no fixed date for the membership; the membership of the association is open throughout the year.

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

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Association strives constantly to create an environment conducive to encouraging the next generation to enter the profession, and last but not the least by equipping them with a network of supportive colleagues and friends.

ITAININDIA also encourages members who are digitally deprived but play a significant role in bridging the language barrier staying at remote corners of India being included as translators – interpreters with a view to facilitate them to exhibit their talents.

B. INSTRUCTIONS AND GUIDELINES FOR MEMBERS

CRITERIA FOR MEMBERSHIP

Translator 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 provide copies of their educational degrees along with at least 2 Letters of Recommendation from 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 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 provide proper documentation proving 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 if the applicant who was unable to fulfill the above mentioned membership criteria wants to enroll 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.

Agency members

Agencies / Service providers in (good standing) 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

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writing, multi-lingual web development, CAT Tool development & training, voice-over, dubbing or any other language related activities are allowed to become a member of the association on the condition that they provide suitable documentary proof substantiating their claim.

All the 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.

NOTE: In Principal the Indian Translators Association has been established to look after the interests of individual translators and Small Scale Agencies. Therefore, currently there is no category for corporate membership and the agency membership is restricted to only those agencies whose average turnover for last 03 years is less or equal to INR 25,00,000/- (INR Twenty Five Lakhs).

Language Institute Members

All such language training centers, institutes, societies, research centers, 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 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 center, institute, society, and organization as the case may be.

FEES

Translators / Interpreters: Rs. 2000/- yearly (USD 60/- outside India)

Agencies/ Service Providers: Rs. 3,000/- yearly (USD 100/- outside India)

Language Institutes: Rs. 6,000/- yearly (USD 200/- outside India)

Above fees is inclusive of one time entry fees of Rs.1000/-. The annual subscription fees for individual, agency and Institutes will be INR 1000, INR 2000 and INR 5000 respectively from second year of the membership.

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Upon approval by the governing body, each year the association announces dates for the new Membership. Irrespective of date of joining as member, each member has to renew his/ her subscription every year starting from 1st of April.

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 an individual or representative of any agency, training center or organization shall 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 cheating, fraud or anti-propaganda activities against the objectives of 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

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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 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 Societies Registration Act, 1860, as applicable to 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 National Capital Territory of Delhi, shall be applicable to this society.