



BYLAWS OF THE ITI FRENCH NETWORK

Last updated: 2 February 2021

1. NAME

- 1.1 The “ITI French Network” (or “FrenchNet”) is a network of the Institute of Translation and Interpreting (“ITI”).

2. ESTABLISHMENT AND AIMS

- 2.1 FrenchNet was established under Article 118.1 of the ITI Articles of Association and is governed by these Bylaws and by the ITI’s Bylaws as amended from time to time (the “ITI Bylaws”).
- 2.2 The aims of FrenchNet are to:
- provide a forum for ITI and affiliated translators and interpreters working between English and French, or between French and another language;
 - provide information, advice and mutual support and assistance to members;
 - promote translation and interpreting as a career and provide advice and support to students and newcomers to the profession;
 - support members’ professional development via training events and mentoring schemes;
 - promote members’ services to work providers.

3. MEMBERSHIP

- 3.1 Admission to FrenchNet is open to members of ITI in any category of membership and to affiliated and retired members who meet the conditions in Bylaws 3.2 and 3.3.
- 3.2 **Membership through affiliated bodies:** As permitted by ITI Bylaw 26.1, Members of the Société Française des Traducteurs (SFT) and Chambre Belge des Traducteurs et Interprètes (CBTI) who are not ITI members under Bylaw 3.1 are permitted to join the FrenchNet e-group subject to payment of an annual subscription. These members will join a separate category of membership and will be known as ‘Affiliated members’. They can also join network events and webinars at the member rate, but cannot receive network grants. Affiliated members must not represent more than 30% of the total number of people in the network. If this limit is reached, no more affiliated members will be admitted until the level falls below 30% again.
- 3.3 **Retired members:** Individuals who meet the ‘Retired members’ or ‘Retired fellows’ criteria set out in the ITI Bylaws may send a request to the FrenchNet membership secretary to remain a member of the network.
- 3.4 The FrenchNet subscription year runs from 1 June to 31 May. The cost of the annual subscription is set by the FrenchNet Committee and is payable before admission or renewal (as applicable). Members joining in January-April are not required to pay again for the following subscription year.
- 3.5 Members must abide by the FrenchNet Netiquette ([Annex 1](#)) in all forum communications. Members may be removed from the forum if they breach these rules at the Committee’s sole discretion.

3.6 Members who fail to renew their network subscription by the renewal date will be removed from the network's e-group but may re-join FrenchNet upon payment of the subscription.

4. COMMITTEE

4.1 FrenchNet will be run by a Committee ("Committee") that will undertake at least the following roles:

- Coordinator
- Deputy Coordinator
- Membership Officer
- Treasurer
- and any other Committee members as required

4.2 Committee members must be members of the ITI and of FrenchNet. Committee members will serve for an indefinite term of office until they decide to step down or are removed under Bylaw 4.5. The Coordinator must be an FITI, MITI or AITI member.

4.3 Where there is more than one candidate for a Committee position, the Committee may hold an online poll; otherwise, it may co-opt members onto the Committee.

4.4 If there is no Committee, or FrenchNet is represented by a single member of ITI appointed by the ITI Board under ITI Bylaw 26.2.2, any eligible member may offer themselves for election as a Committee member by posting a notice to the FrenchNet e-group. An offer to form and serve on the Committee will be considered to have been accepted if no objections are raised within one month of the offer being made.

4.5 Any member of the Committee may be removed from office by a vote taken at a Special Meeting or by a majority decision of the Committee.

4.6 The Committee will manage the affairs of FrenchNet in consultation with the membership where the Committee deems this helpful or necessary. Its decisions will be taken by majority of the Committee members, with the Coordinator having a casting vote.

4.7 The quorum for Committee meetings is three Committee members, which must include the coordinator or deputy coordinator.

4.8 Committee meetings will be held online approximately three times per year, or otherwise where the Coordinator considers it reasonably necessary.

4.9 Any member may request a copy of the minutes of Committee meetings from the Coordinator by contacting the Coordinator by email. Minutes may be redacted to maintain confidentiality.

5. NETWORK FUNDS

5.1 The Committee is responsible for deciding on the management of FrenchNet funds as it sees fit, subject to consultation with the membership where appropriate.

5.2 The Treasurer will keep the FrenchNet accounts and will draw up a statement of income and expenditure every year, to be submitted to the Committee for approval.

5.3 The Treasurer will pay all FrenchNet expenses out of network funds. Any surplus will be held in the Committee's bank account and used to support the aims of the network as the Committee considers appropriate.

6. SPECIAL MEETINGS

- 6.1 A group of at least 20 members may request a Special Meeting by giving valid notice to the Committee in order to vote on a specific motion. The Committee must give members at least 28 days' notice of the meeting date. The Special Meeting will take place online and voting will be by online poll, requiring a two-thirds majority of members present.
- 6.2 The notice calling a Special Meeting and the agenda for that meeting will be sent to the membership no later than two weeks before the date of the meeting. The minutes will be circulated to the members.

7. GRANTS POLICY

FrenchNet may, at the Committee's discretion, offer grants to members to help them meet the costs of MITI examination fees, attendance at the ITI Conference, and other CPD activities. When exercising its discretion, the Committee will have regard to the guidelines for providing grants as set out in [Annex 2](#). FrenchNet may subsidise its own social and training events, which may be organised in conjunction with other professional associations or ITI networks.

8. NOTICES

Any notices required to be given to FrenchNet members under these Bylaws will be deemed duly given if sent to the FrenchNet e-group main@iti-frenchnet.groups.io, or such e-group address as replaces this from time to time. Notices to FrenchNet must be sent directly to the Coordinator.

9. NETWORK DOCUMENTS

The Coordinator is responsible for keeping up-to-date digital copies of these Bylaws and Annexes, as well as final versions of all documents relating to Committee meetings and Special Meetings. Copies of these documents will be passed by the Coordinator to his/her successor. The Committee has set out a Data Protection Policy ([Annex 3](#)) and Data Retention Schedule ([Annex 4](#)) to cover use of members' data.

10. AMENDING THE BYLAWS

The Committee may amend the Bylaws from time to time by sending an updated version to the FrenchNet e-group. The amendments will be automatically effective one month from the date on which they are notified to members in this way. Members may comment on the new Bylaws by sending notice to the Coordinator or, if necessary, by requesting a Special Meeting under section 6 before the new Bylaws become effective. The Committee will take account of such comments where it is reasonable to do so.

11. WINDING-UP

FrenchNet may be dissolved or amalgamated with another network by ITI under ITI Bylaw 26.4, by a unanimous vote of the Committee or by a vote of FrenchNet members at a Special Meeting. If a valid decision is made to dissolve the network, any funds held at the time of dissolution will be donated to ITI. No money or assets will be distributed among the network members, except for the payment of the Committee's expenses incurred as at the date of dissolution or amalgamation.

ANNEXES:

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| 1. Netiquette | 3. Data Protection Policy |
| 2. Grants Policy | 4. Data Retention Schedule |