



BYLAWS OF THE ITI FRENCH NETWORK

Last updated: 9 June 2026

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 117.1 of the ITI Articles of Association and is governed by these Bylaws and by the Memorandum of Understanding between ITI and the ITI Networks as amended from time to time (the “MoU”).

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. FrenchNet members who have paused their ITI membership under the ITI Parental Leave Policy, or any other ITI policy as may arise in future, are eligible to remain in FrenchNet provided they do not give up their ITI membership after this pause.

3.2 **Membership through affiliated bodies:** 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 forum 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 or subsidies as a mentee in FrenchNet mentoring schemes.

3.3 **Retired members:** Members who retire and become a ‘Retired Member’ or ‘Retired Fellow’ as set out in the ITI’s Bylaws may send a request to the FrenchNet Committee to remain a member of the network. The FrenchNet Committee as per Bylaw 4 (“Committee”) can also decide, at its sole discretion, to allow FrenchNet members who retire and give up their ITI membership to remain a member of the network, on payment of the annual subscription.

3.4 Affiliated members and retired members must not represent more than 30% of the total number of people in the network. If this limit is reached, no more affiliated or retired members will be admitted until

the level falls below 30% again.

3.5 The FrenchNet subscription year runs from 1 June to 31 May. The cost of the annual subscription is set by the 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.

3.6 Members must abide by the Member Agreement ([Annex 1](#)) in all forum communications. Members may be removed from the network if they breach these rules, at the Committee's sole discretion.

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

4. COMMITTEE

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

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

4.2 At least half of the Committee roles must be filled by members of ITI and FrenchNet. The roles stated in Bylaw 4.1 must be filled by members of ITI and 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 The Committee will fill vacant positions through an open call for volunteers among members. 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, any eligible member may offer themselves for election as a Committee member by posting a notice to the FrenchNet forum. 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 under Bylaw 6 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 one third of the Committee members, which must include the Coordinator or Deputy Coordinator.

4.8 Committee meetings will be held online at least 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. This includes but is not limited to providing grants and mentoring schemes and subsidising training and social events.

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 10% of the current membership 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. NOTICES

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

8. 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 their successor. The Committee has set out a Data Protection Policy ([Annex 2](#)) and Data Retention Schedule ([Annex 3](#)) to cover use of members' data.

9. AMENDING THE BYLAWS

The Committee will review the Bylaws at least every two years and may amend them as necessary by sending an updated version to the FrenchNet forum. Members may comment on the new Bylaws by sending notice to the Coordinator or, if necessary, by requesting a Special Meeting under Bylaw 6 before the new Bylaws become effective. The Committee will take account of such comments where it is reasonable to do so. The amendments will be automatically effective one month from the date on which they are notified to members on the FrenchNet forum, pending the outcome of any Special Meeting requested.

10. WINDING-UP

FrenchNet may be dissolved or amalgamated with another network 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 FrenchNet members, except for the payment of the Committee's expenses incurred as at the date of dissolution or amalgamation.

ANNEXES:

1. Member Agreement
2. Data Protection Policy
3. Data Retention Schedule