

## **By-law B: Common Seal**

Last issued: 01 December 2013

1. The Institute shall have a common seal, of the dimensions and form attached to this Bylaw.
2. The seal shall remain in the care and custody of the General Secretary.
3. The seal shall be affixed to certificates of membership and such other documents as shall be determined from time to time by a specific resolution of the National Council.
4. The seal shall be affixed in the presence of the General Secretary and one other member of the Council, who shall attest to this fact with their signatures.

## **By-law C: Standing Orders**

Last issued: 01 December 2013

### **1. Order of business**

The order of business at any meeting shall be as agreed by the Council and stated in the agenda circulated by the General Secretary.

### **2. Correspondence**

In dealing with correspondence, every letter shall be taken without motion as formally received, unless there is a motion to the contrary, and every letter may be dealt with immediately after the contents have been read to the meeting.

### **3. Discussion**

No discussion shall take place except on a motion or amendment, moved and seconded, and put in writing if so required by the Chair.

### **4. Time limit**

No member shall speak on any matter for more than 5 minutes unless granted an extension of time by the meeting.

### **5. Number of speakers**

Not more than two speakers, including the mover and seconder, shall speak successively for or against a motion. If two speakers have so spoken and there is no opposing speaker the question shall be put forthwith.

### **6. Amendments**

6.1 Each amendment shall constitute a separate question and only one amendment shall be received and put to the meeting at any one time.

6.2 If an amendment to a motion is carried, the motion lapses and the amendment then becomes the motion.

6.3 Where the first amendment has been dealt with, further amendments to the motion may then be moved and dealt with one at a time, provided that notice of intention to move a subsequent amendment has been given before the previous amendment was put to the vote.

6.4 If an amendment is lost and no prior notice of a further amendment has been given, the motion shall be put.

### **7. Right of reply**

7.1 No member shall propose more than one amendment to a motion.

7.2 No member shall speak more than once upon the same question, but the mover of the original motion shall be entitled to reply after discussion on the motion and on any amendments has ceased and before the motion, with or without amendments, is put.

### **8. Closure**

8.1 A member who has not already spoken on the motion or amendment before the meeting may, after at least one member has spoken against such motion or amendment, move the closure motion 'That the question now be put'.

8.2 Upon the closure motion being seconded, that motion shall be put to the meeting immediately without discussion.

8.3 If the closure motion is lost, the debate shall continue as if that motion had not been moved.

8.4 If the closure motion is carried, the motion or amendment immediately under discussion shall be put to the vote after the mover has exercised the right of reply.

8.5 The closure motion may be moved any number of times during a debate.

## **9. Dissent from ruling by the Chair**

- 9.1 A motion of dissent from a ruling by the Chair shall not be accepted by the Chairperson unless, in addition to the mover, at least three members rise in their place in support of the motion.
- 9.2 If the motion for dissent has such necessary support, the Chairperson shall forthwith leave the Chair and the debate on the original question then before the Chair shall be suspended.
- 9.3 The Vice-President or secondarily the Immediate Past President or, in their absence, a member elected by the meeting shall then take the Chair.
- 9.4 Only the member challenging the ruling of the Chair may speak on a motion of dissent.
- 9.5 The motion of dissent shall then be decided, after which the Chairperson may resume the Chair and the original question shall proceed.

## **10. Points of order**

- 10.1 When any member is speaking, no one shall interrupt him or her except to raise a point of order. Explanations may be allowed when the member speaking has finished, but only to the extent of actual misunderstanding or misstatement, and the member making such explanation shall be prohibited from debating the merits of any proposal.
- 10.2 If a member is speaking when a point of order is raised, that member shall take his or her seat until the point of order is decided.
- 10.3 The member raising the point of order shall state his or her point of order clearly and distinctly and then resume his or her seat. The Chair shall thereupon decide the point raised and not allow a discussion.

## **11. Method of address**

At all times throughout a meeting members shall address the meeting through the Chair and shall stand when doing so.

## **12. Voting (general)**

- 12.1 The entitlement of members of different degrees to vote on different matters shall always be governed by the provisions contained in the Constitution.
- 12.2 Notwithstanding any situation where the Chairperson of a meeting may have to exercise a casting vote and notwithstanding any other Rule of the Constitution, no member shall be entitled to more than one vote per question.
- 12.3 The Chair may direct the taking of a division or poll where he or she deems appropriate.
- 12.4 No member shall enter or leave the meeting whilst a vote or division is being taken.
- 12.5 All financial members must cast a vote as entitled, except on matters in which they have a personal interest, in which case they shall abstain from voting.
- 12.6 It shall be competent for either the mover or the seconder of a motion to vote against it, provided however that he or she notifies such intention to the meeting.
- 12.7 No objection shall be made to the validity of any vote except at the meeting at which the same is tendered, and every vote not thus disallowed shall be deemed valid.

## **13. Division**

- 13.1 At any meeting, unless a ballot is required under these Rules, or a ballot or a division is required by the meeting, every resolution shall be decided upon a show of hands or in such other way as the chair of the meeting deems fit.
- 13.2 If demanded by at least three Members, a ballot or division, as the case may be, shall be taken at the meeting or at any adjournment thereof, and in such a manner as the Chair shall direct.

13.3 Every question shall be decided by a simple majority of votes, unless otherwise prescribed by the Constitution for the particular matter.

#### **14. Recommittal**

A matter may only be recommitted if two-thirds of those present and entitled to vote are in favour of such recommittal.

#### **15. Rescission**

A resolution passed at any meeting may be rescinded either:

- (a) at the same meeting only if two-thirds of those present and entitled to vote are in favour of such rescission, or
- (b) at a subsequent meeting if notice of intended rescission is given in the notice convening the subsequent meeting.

#### **16. Adjournment**

A motion for the adjournment of a debate may be moved at any time and shall be put to the meeting without discussion. If it is carried, the debate shall be adjourned accordingly. If it is not carried, the debate shall continue.

#### **17. Breach of Standing Orders**

17.1 A member violating any of these Standing Orders may be fined by the Chair for every such violation following a warning. The fine shall be \$10.00. A repetition of the offence or continuing disorder shall be deemed a separate offence.

17.2 A member refusing to retract any offensive expression having been first directed to do so by the Chair shall be fined \$10.00 and shall be debarred from taking part in any discussion until such retraction is duly made and such fee paid.

#### **18. General business**

Provided that two-thirds of those present and entitled to vote are in favour, it shall be competent at any meeting other than an Extraordinary General Meeting for general business to be transacted after any special purpose for which the meeting is called shall have been completed.

#### **19. Suspension of Standing Orders**

Any or all of the Standing Orders, with the exception of Standing Orders Nos 14 and 15, may be suspended at any time if two-thirds of those present and entitled to vote are in favour. When the matter requiring the suspension of Standing Orders has been dealt with, the ordinary course of business shall resume.

## **By-law E: Nominations for National Council and Branch Committees**

[Approved by National Council on 25 July 2017; amended with new nomenclature on 19 July 2018.]

1. Not later than 3 months before the date set for the National Annual General Meeting, the National Secretary shall call for nominations for all electable offices, including those where the National Council has appointed an office-bearer due to a casual vacancy.
2. Not later than 1 month before the date set for each Branch Annual General Meeting, the relevant Branch Secretary shall call for nominations for all electable offices, including those where the Branch Committee has appointed an office-bearer due to a casual vacancy.
3. A nomination may be made and seconded by any persons who are financial members in any category of the Member level, other than the person being nominated. In the case of a Branch Committee, the persons making and seconding the nomination, as well as the person being nominated, shall be members in the relevant Branch.
4. A nomination shall be in writing and be signed by both the member lodging it and the member seconding it, and shall be accompanied by the signed acceptance of the nominee.
5. The National Secretary or the relevant Branch Secretary shall cause to be made available suitable proformas on which nominations may be made. However, provided a nomination complies with clauses 3 and 4 above, it shall not be invalidated simply by reason of not being lodged on one of the proformas provided.
6. In the case of the National Council, nominations shall not be accepted if reaching the National Secretary later than 2 months before the date set for the National Annual General Meeting.

# By-law F: Membership Categories and Awards

As approved by National Council on 18 January 2024 with renumbering of Section 3.1 (Associate Members) to 2.8, renumbering of subsequent sections, deletion of Sections 6.2 and 6.3 (Specialist Member (Legal/Medical Interpreting)), and various other changes.

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## 1. PREAMBLE

This by-law defines and clarifies membership categories and membership awards as set out in the AUSIT Constitution, clause 6, and replaces any and all current and previous versions of By-law F. All clauses in this version shall be deemed to have effect from 18 January 2024.

## 2. CATEGORIES

### 2.1 Ordinary Member

#### 2.1.1 Purpose

The Ordinary Member category is intended to be the main membership category for practising translators and interpreters.

#### 2.1.2 Naming Conventions and Titles

This category is named 'Ordinary Member'. Members of this category shall call themselves 'AUSIT Members' and shall have the right to bear the title 'M.A.I.I.T.'

#### 2.1.3 Prerequisites for Membership

Prerequisites for membership in this category shall be:

- (a) meeting all membership requirements for AUSIT as set out in the Constitution; and
- (b) demonstrated translating and / or interpreting qualifications in accordance with section 3 of this by-law; and
- (c) having been, being, or intending to be in practice as defined in section 4 of this by-law.

NZSTI ordinary membership (or higher) shall be accepted as evidence that the above prerequisites have been met.<sup>1</sup>

Applicants who meet the requirements of sub-clause (c), but not of sub-clause (b), may be considered for the Associate category subject to clause 2.8 of this by-law.

#### 2.1.4 Rights and Responsibilities

The rights and responsibilities of membership in this category shall be:

- (a) all rights and responsibilities for members as set out in the Constitution; and
- (b) access to other services provided by, or through, AUSIT from time to time, subject to AUSIT providing such services at that time and such services being offered to members of this category.

### 2.2 Senior Member

#### 2.2.1 Purpose

The Senior Member category is intended to recognise members' responsibility towards AUSIT and its members and active engagement with the profession, e.g. involvement with AUSIT, NAATI, T&I educational institutions, external committees, Professionals Australia, policies relating to T&I, etc.

#### 2.2.2 Naming Conventions and Titles

This category is named 'Senior Member'. Members of this category shall call themselves 'AUSIT Senior Members' and shall have the right to bear the title 'S.M.A.I.I.T.'

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<sup>1</sup> By-law annotation: based on a Memorandum of Understanding with NZSTI.



### 2.2.3 Prerequisites for Membership

To be eligible for Senior Membership, a member must have:

- (a) at least 10 years' experience in the field, and T&I formal qualifications or other related qualifications, and NAATI certification or accreditation;
- (b) at least 5 years' continuous membership of AUSIT, not including as a Student Member or Associate Member;
- (c) endorsements from three respected AUSIT members, such as Fellows, office bearers (current or past), or T&I academics;
- (d) approval by the National Council (admission is not automatic).

Current Fellows can become Senior Members upon application, as can current Senior Practitioners if they meet the criteria.

### 2.2.4 Admission to Category

The nomination must be approved by the National Council for admission.

### 2.2.5 Rights and Responsibilities

The rights and responsibilities for this category shall be:

- (a) all rights and responsibilities for members as set out in the Constitution;
- (b) access to other services provided by, or through, AUSIT at any time, subject to AUSIT providing such services at that time and such services being offered to members of this category; and
- (c) a responsibility to contribute to AUSIT by being involved in one or more activities such as serving on branch committees and National Council from time to time, being on the Ethics and Professional Practice Committee or a Board of Professional Conduct, contributing to the InTouch magazine, contributing to AUSIT's social media and discussion forums, being available for comment and giving advice when called upon, and being available to mentor junior members.

The annual membership fee for this category shall be the same as that determined by National Council for the Ordinary Member category from time to time.

## 2.3 Retired Member

### 2.3.1 Purpose

The Retired Member category is intended to allow long-term AUSIT members who have retired or almost retired from practice to elect to continue their association with the Institute, including active participation in committees if they so wish, at an annual fee that takes into account their reduced income.

### 2.3.2 Naming Conventions and Titles

This category is named 'Retired Membership'. Members of this category shall call themselves 'AUSIT Retired Members' and shall not have the right to bear any title.

### 2.3.3 Prerequisites for Membership

To be eligible for Retired Membership, a member must:

- (a) have been a member of AUSIT (in any combination of categories) continuously for no less than 15 years, and
- (b) be aged not less than 65 years.

### 2.3.4 Admission to Category

At any annual renewal of membership after the applicant has met the prerequisites of 2.3.3 a member may request transfer to Retired Membership.

### 2.3.5 Rights and Responsibilities

The rights and responsibilities for this category shall be:

- (a) all rights and responsibilities for members as set out in the Constitution; and
- (b) access to other services provided by, or through, AUSIT at any time, subject to AUSIT providing such services at that time and such services being offered to members of this category.

The annual membership fee for this category shall be the same as that determined by National Council for the Student category from time to time.

## 2.4 Life Member

### 2.4.1 Purpose

The Life Member category is intended to be a means of publicly recognising and rewarding long and meritorious service to the profession and to the Institute.

### 2.4.2 Naming Conventions and Titles

This category is named 'Life Membership'. Members of this category shall call themselves 'AUSIT Life Members' and shall not have the right to bear any title.

### 2.4.3 Prerequisites for Membership

To be eligible for Life Membership, a member must:

- (a) have been a member of AUSIT (in any combination of categories) continuously for no less than 20 years,
- (b) have made a significant and meritorious contribution to AUSIT and/or the profession, and
- (c) be nominated in writing by at least two-thirds of a Branch Committee.

### 2.4.4 Admission to Category

The nomination must be confirmed by at least two-thirds of the National Council. On confirmation of this nomination, any other category of membership held by the member at that time shall be deemed to expire at the next annual renewal of membership.

### 2.4.5 Rights and Responsibilities

The rights and responsibilities for this category shall be:

- (a) all rights and responsibilities for members as set out in the Constitution; and
- (b) access to other services provided by, or through, AUSIT at any time, subject to AUSIT providing such services at that time and such services being offered to members of this category.

The annual fee for a Life Member shall be nil.

## 2.5 Student Member

### 2.5.1 Purpose

The Student category is intended for persons who:

- (a) do not hold a NAATI credential; and
- (b) are enrolled full-time or part-time in formal translating and/or interpreting coursework at a recognised Australian TAFE college or university, including a Skill Sets course that meets the requirements set by NAATI.

The intention is to open membership to persons who are in the training stage of their T/I career.

### 2.5.2 Naming Conventions and Titles

This category is named 'Student Membership'. Members of this category shall call themselves 'AUSIT Student Members' and shall not have the right to bear any title.

### 2.5.3 Prerequisites for Membership

Prerequisites for membership in this category shall be:

- (a) meeting all membership requirements for AUSIT and for the Member Level as set out in the Constitution; and
- (b) confirmation by the relevant institution of enrolment in a course that meets the requirements of 2.5.1 (b).

### 2.5.4 Requirements for Ongoing Membership

- (a) Before the end of each membership year, all Student Members shall be required to confirm whether they:
  - (1) continue to be enrolled, or are about to re-enrol, in a course meeting the requirements of 2.5.1 (b); or
  - (2) have obtained any NAATI credential.
- (b) A Student Member completing the first year of Student membership:
  - (1) if not having obtained a NAATI credential, shall be renewed in the Student Member category; or
  - (2) if having obtained a NAATI credential, shall have their membership transferred to the Ordinary Member category.
- (c) The following shall apply to a Student Member completing the second year of Student membership:
  - (1) Student membership shall be renewed for a third year only if the member:
    - i. provides confirmation of continuing enrolment in a course meeting the requirements of 2.5.1 (b), and
    - ii. has not obtained a NAATI credential.
  - (2) If a Student Member has obtained a NAATI credential but provides confirmation of further enrolment in an eligible course – whether the same course as previously or a new course – their membership shall be transferred to the Ordinary Member (Approved Training) category.
  - (3) Student membership shall be transferred to the Ordinary Member category if the member:
    - i. is not continuing in an eligible course or commencing a new eligible course, and satisfies one of the requirements under 3.1; or
    - ii. has obtained a NAATI credential.
  - (4) A graduate of a course below Diploma level (such as a skill set course) who has completed two years as a Student Member but has not obtained a NAATI credential shall be transferred to the Associate Member category, whereupon the provisions of 2.8.3 shall subsequently apply.
- (d) When a Student Member completes the third or fourth year of Student membership, the provisions of sub-paragraph (b) or (c) shall apply. However, a Student Member who has completed a total of five years of membership in that category shall not be eligible to remain a Student Member, irrespective of whether they intend to continue studies, but shall be transferred to the Ordinary Member category or, if ineligible for that category, to the Associate Member category.

### 2.5.5 Rights and Responsibilities

The rights and responsibilities of membership in this category shall be:

- (a) all rights and responsibilities for members as set out in the Constitution; and
- (b) access to other services provided by, or through, AUSIT from time to time, subject to AUSIT providing such services at that time and such services being offered to members of this category.

The annual membership fee for this category shall be as determined by National Council from time to time, not being more than one-third of the membership fee for Ordinary Members.

## 2.6 Ordinary Member (Approved Training)

### 2.6.1 Purpose

The Ordinary Member (Approved Training) category is intended to allow a person to retain Ordinary membership of AUSIT at a lower rate in recognition of their lower earning capacity if the person is:

- (a) an Ordinary Member or Senior Member or Senior Practitioner; and
- (b) enrolled full-time or part-time in formal translating and/or interpreting coursework at a recognised Australian TAFE college or university.

### 2.6.2 Naming Conventions and Titles

The naming conventions and titles for this category are as set out in section 2.1.2.

### 2.6.3 Prerequisites for Membership

Prerequisites for membership in this category shall be:

- (a) being an Ordinary Member, Senior Member or Senior Practitioner of AUSIT at the time of commencing eligible studies; and
- (b) confirmation by the relevant institution of enrolment in a course that meets the requirements of 2.5.1 (b).

### 2.6.4 Requirements for Ongoing Membership

Renewal in the Ordinary Members (Approved Training) category is only allowed, up to a maximum of 5 years, if, before the end of each membership year, the member provides evidence of continued enrolment or re-enrolment in a course meeting the requirements of 2.5.1. In all other cases, the member shall revert to the category held before transferring to the Ordinary Members (Approved Training) category.

### 2.6.5 Rights and Responsibilities

The rights and responsibilities of membership in this category shall be those set out in 2.1.4.

The annual membership fee for this category shall be as determined by the National Council from time to time, not being more than half the membership fee for Ordinary Members.

## 2.7 Senior Practitioner

### 2.7.1 Purpose

The Senior Practitioner category (now not open to any further entrants) was intended to show that the practitioner is an experienced professional in his/her field and recognised as such by his/her peers.

### 2.7.2 Naming Conventions and Titles

This category is named 'Senior Practitioner'. Members of this category shall call themselves 'AUSIT Senior Practitioners' and shall have the right to bear the title 'S.P.A.I.I.T.'

### 2.7.3 Limitation on Membership

Membership in this category shall be limited to:

- (a) persons who were already members of this category as at the date on which the amended form of this by-law takes effect; and
- (b) persons who had submitted valid applications for admission to this category by the said date, notwithstanding that such applications may not be finally approved until after that date.

All such persons may remain in the Senior Practitioner category and have the rights and responsibilities set out in clause 2.7.4 of this by-law for as long as they remain financial members of AUSIT and continue to pay the applicable annual membership fee for Senior Practitioners.

### 2.7.4 Rights and Responsibilities

The rights and responsibilities of membership in this category shall be:

- (a) all rights and responsibilities for members as set out in the Constitution; and
- (b) access to other services provided by, or through, AUSIT from time to time, subject to AUSIT providing such services at that time and such services being offered to members of this category.

The annual membership fee for this category shall be as determined by National Council from time to time, not being more than one-quarter above the membership fee for Ordinary Members.

## 2.8 Associate Member

### 2.8.1 Purpose

The Associate category is intended for persons who have an interest in the translation and interpreting profession but who are not practitioners or students themselves, and also practitioners who do not possess qualifications or NAATI credentials.

### 2.8.2 Naming Conventions and Titles

This category is named 'Associate Membership'. Members of this category shall call themselves 'AUSIT Associate Members' and shall not have the right to bear any title.

### 2.8.3 Prerequisites for Membership

Prerequisites for membership in this level shall be:

- (a) meeting all general membership requirements for AUSIT as set out in the Constitution; and
- (b) demonstrated interest in the translating and interpreting profession in Australia; and
- (c) either:
  - (1) not currently practising as a translator and/or interpreter, nor planning to do so in the foreseeable future; or
  - (2) practising as a translator and/or interpreter, but not possessing qualifications as defined in Section 3.

Persons who are or become eligible for any category listed in 2.1 to 2.7 shall not be eligible to become or remain Associate Members.

### 2.8.4 Rights and Responsibilities

The rights and responsibilities of membership in this category shall be:

- (a) all rights and responsibilities for members as set out in the Constitution; and
- (b) access to other services provided by, or through, AUSIT from time to time, subject to AUSIT providing such services at that time and such services being offered to members of this level.

The annual membership fee for this category shall be as determined by National Council from time to time, not being more than three-fifths of the membership fee for Ordinary Members.

## 3. QUALIFICATIONS

### 3.1 Definition

'Qualifications' for the purposes of admission are defined as:

- (a) current or former possession of NAATI certification or accreditation in translating and/or interpreting at Certified Provisional / Paraprofessional level or higher (or NAATI recognition in languages for which certification testing is not available); and/or
- (b) graduation from a formal translating and/or interpreting course, at Diploma level or higher, at a recognised TAFE or university in Australia or overseas; and/or
- (c) other qualifications accepted as being equivalent to NAATI certification, accreditation or recognition.

### 3.2 Acceptable evidence

The following are regarded as acceptable:

- (a) for NAATI certification / accreditation / recognition, the applicant's NAATI number or numbers (to be provided in all cases where this is applicable); and
- (b) for qualifications other than NAATI accreditation / recognition, the provision of an academic transcript of results and testamur (in cases where evidence of qualifications may be required).

## 4. PRACTICE

### 4.1 Definition

'Practice' for the purposes of admission is defined as functioning as a translator and/or interpreter, either paid or as a volunteer, and can include:

- (a) work prior to studies or to gaining NAATI accreditation; and/or
- (b) practicum components built into the translating/interpreting coursework at a TAFE or university; and/or
- (c) work as a translator and/or interpreter since gaining a NAATI credential or since graduating from a translating/interpreting course at a TAFE or university; and/or
- (d) work involving supervision of translators/interpreters (such as liaison officer, booking officer, office manager, or editor, at a translator/interpreter agency or similar organisation) since gaining a NAATI credential or since graduating from a translating/interpreting course at a TAFE or university.

## 4.2 Acceptable evidence

In cases where evidence of practising may be required, the following are regarded as acceptable:

- (a) a printout / download of entries in the practitioner's NAATI logbook;
- (b) a reference from a translating/interpreting colleague (who may or may not be an AUSIT member);
- (c) a reference from a translating/interpreting teacher at a TAFE or university;
- (d) a reference from an employer, translating/interpreting agency manager, or client;
- (e) employment contracts, assignment records, pay slips, tax returns, or similar; and/or
- (f) feedback from clients who have knowledge of both languages in the pair, attesting that the translation and/or interpreting showed sufficient competence.

## 5. AWARDS

### 5.1 Fellow

#### 5.1.1 Purpose

The intention of awarding Fellowships is to publicly recognise leadership in the profession by a practitioner.

#### 5.1.2 Criteria

The criteria for awarding a Fellowship shall be:

- (a) financial membership in any category at the date of nomination and for at least the ten preceding years,
- (b) gainful interpreting and/or translating at certified or professional level or above for a period of at least ten years, and
- (c) clearly demonstrated outstanding leadership in, and contributions to the advancement of, the profession in general and AUSIT in particular over a sustained period.

Examples of activities which demonstrate such 'leadership' and 'contributions' could include but not be limited to: service on AUSIT committees at various levels or on committees of organisations external to AUSIT (NAATI, multicultural advisory councils, university program advisory committees etc), especially in leadership roles; mentoring new or aspiring members of the profession; teaching T&I and/or presenting at conferences, workshops, PD events or webinars.

Credible evidence of past or current unethical conduct or of actions clearly detrimental to professional solidarity should be regarded as disqualifying a candidate.

#### 5.1.3 Process

The process for initiating and assessing a nomination for a Fellowship shall be as follows:

- (a) A member who wishes to initiate a nomination, and the members supporting that nomination, as set out in sub-paragraph (b), shall be financial members in any category of that Member level.
- (b) The member initiating the nomination shall do so in writing, setting out in detail the reasons for the nomination in terms of the criteria 6.1.2. This document shall be supported by at least nine other members, each of whom shall set out their reasons in writing in terms of the criteria. (The information contained in these nominations, in addition to providing a basis for assessment of the nomination, can also form the basis for the citation to accompany the awarding of the Fellowship if approved).

- (c) The nomination shall be forwarded to the Secretary of the Branch Committee in the Branch to which the nominee belongs.
- (d) The Branch Committee shall promptly consider the nomination against the criteria in 6.1.2 and, if at least two-thirds of the committee agree, shall forward the nomination to the National Secretary, indicating their support. During their consideration, the Branch Committee may seek further information from the nominators, or from other sources, as deemed necessary.
- (e) The National Council shall promptly consider the nomination against the criteria in 6.1.2 and, if it is approved by at least two-thirds of the Council's members, shall confidentially inform the relevant Branch Committee and the nominators, and shall make arrangements for the Fellowship to be awarded on an appropriate occasion. During their consideration, the National Council may also seek further information from the nominators, or from other sources, as deemed necessary.

While those making the nomination may if necessary seek information on the candidate's background from other sources to supplement their personal knowledge of the candidate, and as set out in (d) and (e) above a Branch Committee or National Council may also seek similar information, at all stages of the process described in (a) to (e) above every effort shall be made to ensure that confidentiality is maintained, and in particular that the candidate is unaware of the nomination until arrangements are being made for the award ceremony.

#### 5.1.4 Limitation on numbers

The total number of Fellows shall not exceed ten per cent of the total number of members of the Institute.

A Fellow who has ceased to be a member of the Institute in any category for a period of more than six months shall also be deemed to have ceased to hold the award of Fellow. If deemed appropriate, a Fellow may be admitted to the Life Member category under clause 2.4 in order to ensure their continued membership of the Institute.

#### 5.1.5 Title

The letters F.A.I.I.T. shall be reserved for the use of Fellows.



## **By-law G: Membership fees**

Updated: 21 March 2024

### **1. Payment on joining**

- 1.1 A person applying to join AUSIT shall, as an intrinsic part of the application process, pay a non-refundable joining (processing) fee at the rate set by National Council from time to time, as well as the membership fees for the category being applied for – or the alternative category subsequently allocated by the Admissions Body under Clause 6.4.2 (c).
- 1.2 The amount of membership fees payable on joining shall be calculated pro-rata according to the month in which the person joins, as set out in the following table:

<b>Month</b>	<b>% of full year</b>
July	100.0%
August	91.7%
September	83.3%
October	75.0%
November	66.7%
December	58.3%
January	50.0%
February	41.7%
March	33.3%
April	25.0%
May	16.7%
June	100.0% (see section 2.2)

- 1.3 If the Admissions Body rejects the person's application, the Institute shall refund in full the membership fees paid at the time of application.
- 1.4 Membership benefits conferred by Clauses 6.5.1 and 6.5.2 shall commence from the date on which the full required amount has been paid, subject to the person's application being approved by the Admissions Body.

### **2. Due date for payments thereafter**

- 2.1 In accordance with Clause 6.6 of the AUSIT constitution, membership renewal fees shall be due and payable in full on the last day of June each year, at the rate for the applicable membership category as set by National Council from time to time. To this end, the Institute shall invoice all members for renewal by the end of May each year.
- 2.2 A member who has joined or re-joined AUSIT during June shall not be invoiced for the following financial year's membership.
- 2.3 Membership fees shall not be refundable once a member has paid for each year's renewal.
- 2.4 Levies for specific purposes imposed by National Council shall be due and payable in full within 30 days of notice in writing or by email to the member's recorded address in the Register of Members as set out in Clauses 6.11 and 11.8.

### **3. Effect of non-payment by the first day of July**

When a member fails to make the required payment by 1 July the Institute shall cause a reminder to be forwarded to the member stating that such payment must be made and advising that the membership will lapse under Clause 6.6 of the Constitution if such payment is not received, unless special payment arrangements are approved by National Council following a submission by the member.

#### **4. Effect of non-payment by the first day of August**

- 4.1 When a member fails to make the required payment by the first day of August the person's membership shall cease under Clause 6.6, unless National Council has approved special payment arrangements (see Section 3 above). The person shall be deemed unfinancial and shall no longer be eligible for any of the membership benefits conferred by Clauses 6.5.1 and 6.5.2, including discounted registration for professional development events or conferences.
- 4.2 Members becoming unfinancial as at 1 August are not entitled to vote at any branch or national Annual General Meeting of that financial year, in accordance with Clause 6.10.2 of the Constitution.

#### **5. Reinstatement of recently lapsed membership**

- 5.1 A person whose membership has lapsed for non-payment in accordance with Clause 6.6 may, until the end of that financial year, apply to reinstate his or her membership, using the online form provided for that purpose.
- 5.2 The amount payable in order to reinstate the membership shall be calculated according to the month in which reinstatement occurs, as set out in the following table:

<b>Month</b>	<b>% of full year</b>
July–December	100.0%
January	83.3%
February	66.7%
March	50.0%
April	33.3%
May	16.7%
June	100.0% (see section 2.2)

- 5.3 Membership benefits conferred by Clauses 6.5.1 and 6.5.2 shall recommence from the date on which the full required amount has been paid.

#### **6. Reinstatement of past membership**

- 6.1 When a person's lapsed membership status continues into a financial year after the one in which it first lapsed, the person may apply to rejoin AUSIT using the online form provided for that purpose.
- 6.2 The amount payable to reinstate membership shall be calculated pro-rata using the table in 1.2.
- 6.3 Membership benefits conferred by Clauses 6.5.1 and 6.5.2 shall recommence from the date on which the full required amount has been paid.

## **By-law H: Proof of professional skills maintenance**

Last issued: 01 December 2013

Proof of attendance at any professional development event organised by AUSIT shall be accepted as valid evidence of the professional skills maintenance stipulated in Clause 6.3.1 (b) of the Constitution. However, AUSIT will not track such attendance or keep records thereof. The onus of proof of attendance is on the attendees.

# By-law I: Multiple Vice-president Positions

## 1. Preamble

In accordance with Clause 9.2.3 of the Constitution, more than one Vice-President position may be established. As required by that Clause, this By-law sets out the duties and responsibilities to be allocated when multiple Vice-presidents have been elected or appointed.

## 2. Duties and Responsibilities

### **2.1 Vice-president (Events and Professional Development)**

The Vice-president (Events and Professional Development) shall have responsibility for:

- (a) oversight of the Events Committee, either as Chair or as the person to whom the Chair reports; and
- (b) oversight of the Professional Development Committee, as the person to whom the National PD Coordinator reports.

### **2.2 Vice-president (Communications and Public Relations)**

The Vice-president (Communications and Public Relations) shall have responsibility for:

- (a) oversight of the Communications Committee, either as Chair or as the person to whom the Chair reports; and
- (b) assisting the National President with issues to do with the Institute's public relations, including media releases, media interviews, and/or public commentary on issues affecting the profession.

### **2.3 Vice-president (Ethics and Professional Practice)**

The Vice-president (Ethics and Professional Practice) shall have responsibility for:

- (a) oversight of the Ethics and Professional Practice Committee, either as Chair or as the person to whom the Chair reports;
- (b) convening and oversight of Boards of Professional Conduct as required; and
- (c) liaising on the Institute's behalf with NAATI and with other T&I organisations, e.g. ASLIA and PA, on issues relating to ethics and professional practice.
- (d) any other tasks relating to ethics and professional practice that the National Council deems appropriate.

# By-law J: Policy and Procedure for Boards of Professional Conduct

As approved by National Council on 21 September 2023

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## 1. Preamble

This document sets out the policy and procedures to be followed by a Board of Professional Conduct (BPC) when an allegation is made against an AUSIT member about a breach of AUSIT's Code of Ethics and Code of Conduct.

### 1.1 Citation

This document may be cited as the Policy and Procedure for Boards of Professional Conduct.

### 1.2 Authority

This Policy and Procedure is made in accordance with Clause 9.4 of the AUSIT Constitution ('Delegation to Committees') and the Terms of Reference of the Ethics and Professional Practice Committee (version 5 – revised on 22 April 2021).

## 2. Relationships between NC, EPPC and BPC

### 2.1 Roles

#### 2.1.1 Delegation

The National Council (NC), by the Terms of Reference stated in clause 1.2, has delegated to the Ethics and Professional Conduct Committee (EPPC) the task of ensuring that AUSIT members comply with the AUSIT Code of Ethics and Code of Conduct (CoE). In accordance with Clause 6.7 of the Constitution, the NC is the only body authorised to expel or suspend a member.

#### 2.1.2 EPPC

The EPPC meets on a regular basis in order to review the membership's general compliance with the CoE.

#### 2.1.3 Convening of Board of Professional Conduct

If a matter is referred to EPPC for investigation, it shall, if the requirements of clauses 3.1 and 3.2 are met, convene an ad-hoc Board of Professional Conduct (BPC) to investigate a complainant's allegations about a member's breach of the CoE.

#### 2.1.4 Role of Ad-hoc BPC

After investigating allegations, the role of an ad-hoc BPC is to:

- (a) report the findings of the investigation to the EPPC and the NC, and
- (b) make recommendations to the NC in respect of the alleged breach.

### 2.2 Principles

#### 2.2.1 Fairness

In dealing with any allegation of a breach of the CoE, the NC, the EPPC and a BPC shall act fairly.

#### 2.2.2 Promptness

In dealing with any allegation of a breach of the CoE, the NC, the EPPC and a BPC shall act promptly to investigate the allegation.

#### 2.2.3 Confidentiality

In dealing with any allegation of a breach of the CoE, the NC, the EPPC and a BPC shall observe strict confidentiality throughout the investigation process.

### 2.3 Jurisdiction of BPC

#### 2.3.1 Persons who may be Investigated

A BPC is competent to investigate allegations regarding a breach of the CoE by a person, the Investigated Member (IM), who at the time of the alleged breach was an AUSIT member in any of the membership categories set out in By-law F.

### 2.3.2 Resignation of Investigated Member

An IM's resignation of AUSIT membership after notice is given to the IM about an allegation and potential investigation by a BPC does not preclude the BPC from conducting and concluding the investigation.

### 2.3.3 Matters Other than Breach of CoE

If an allegation relates to a matter other than a breach of the CoE, the EPPC may use its discretion to decide what action, if any, to take in respect of the matter.

## 3. Investigation by BPC

### 3.1 Definition of 'Allegation'

#### 3.1.1 Elements

An 'allegation' of a breach of the CoE is:

- (a) a communication by a person (the complainant),
- (b) made in relation to the conduct of the IM,
- (c) that allegedly falls below the standards set by the CoE.

#### 3.1.2 Manner of Communication

An allegation of a breach shall be made in the electronic form (Form BPC1, see Appendix 1), which shall be made available on the AUSIT website. The complainant shall email Form BPC1 and any supporting documents (as attachments) to [admin@ausit.org](mailto:admin@ausit.org).

### 3.2 Actions on Receipt of BPC1 Form

#### 3.2.1 Actions by National Secretariat

On receipt of Form BPC1, the AUSIT officer monitoring the email address [admin@ausit.org](mailto:admin@ausit.org) shall take the following actions:

- (a) Forward the form to the Chair of the EPPC.
- (b) Prepare and send to the complainant the pro-forma acknowledgement of allegation letter (BPC2, see Appendix 2).
- (c) Ascertain that the complainant has given their consent for their allegation to be forwarded to the IM.
- (d) Seek the agreement of the Chair of the EPPC to send the letter to the IM; the complainant's consent to do this is required for the allegation to be forwarded to the IM.

#### 3.2.2 Complainant Refuses Consent

If the complainant refuses to give consent for the EPPC to forward the allegation to the IM, the EPPC shall inform the complainant that the allegation cannot be properly investigated and the matter shall be closed.

#### 3.2.3 Complainant Gives Consent

If the complainant consents for the EPPC to forward the allegation to the IM, the EPPC shall invite the IM to respond to the allegations made against them and to convey this response to the Chair of the EPPC. Depending on the response of the IM, the EPPC shall do the following:

- (a) If the IM agrees and states that all allegations against them are correct, the EPPC shall decide on an appropriate penalty and recommend this to the NC.
- (b) If the IM states that the allegations are partly correct, but disagrees with other aspects of the allegations, the EPPC shall empanel a BPC.
- (c) If the IM denies all allegations, the matter must be investigated and the EPPC shall empanel a BPC.

### 3.3 Empanelling of BPC by EPPC

If the EPPC agrees that an allegation must be investigated, then it shall forthwith empanel an ad-hoc BPC, which shall consist of at least three and up to five members, depending on the seriousness of the allegation, of which:

- (a) at least two out of three, or three out of four, or four out of five members of the BPC shall be EPPC members; and
- (b) the remaining member shall be a person on the BPC list.

### 3.4 Requirement to Maintain BPC List

The EPPC shall maintain a list (the BPC List) of suitable AUSIT members, in addition to EPPC members, who may sit as members of an ad-hoc BPC.

### 3.5 Admission to BPC List

#### 3.5.1 Normal Admission

Members of the EPPC, or other AUSIT members nominated by them, who are willing to be called to serve on an ad-hoc BPC, may be admitted to the BPC List. These members should have attended a BPC training seminar (see clause 3.5.3). Further, any NC member who has served on an ad-hoc BPC would need to recuse themselves from commenting on any subsequent appeals that are referred to the NC in relation to the same matter.

#### 3.5.2 Peer Admission

AUSIT members other than those in clause 3.5.1 may be admitted to the BPC List if they:

- (a) are members in good standing, and/or
- (b) have attended a BPC training seminar.

#### 3.5.3 Training Seminars

In this by-law a training seminar refers to a seminar which:

- (a) deals with the Policy and Procedures of the BPC,
- (b) presents a fictitious allegation scenario, and
- (c) requires participants to follow the Policy to investigate the allegations.

### 3.6 BPC Empanelling, Challenges and Recusals

#### 3.6.1 Identifying Conflicts of Interest

The Chair of the EPPC is responsible for the empanelling of the BPC. The Chair shall convey the full name of the complainant and the full name of the IM to all potential BPC members so that such members can know in advance if there is a potential conflict of interest. The Chair shall therefore:

- (a) ascertain if any BPC member knows either party; and
- (b) if so, request that such member declare whether there is a real or an apparent conflict of interest.

#### 3.6.2 Apparent Conflicts of Interest

In clause 3.6.1 an apparent conflict of interest is such that, once informed of the circumstances, a reasonable bystander would consider that those circumstances would give rise to an apprehension of conflict.

#### 3.6.3 Recusal of BPC Member

In the event of a real or apparent conflict of interest of a BPC member, such member shall:

- (a) recuse themselves from the panel, and
- (b) undertake to maintain confidentiality on the identity of the IM and complainant and any information about the allegation obtained to that point.



In the event that a BPC member has recused themselves from the BPC, the Chair of the EPPC shall follow the steps contained in clauses 3.5.1 and 3.5.2 to ensure that the BPC has a minimum of three members.

#### 3.6.4 Determining BPC Members' Roles

As soon as a BPC is empanelled, the members shall choose:

- (a) a chairperson to preside over the work of the BPC;
- (b) a deputy chair, to act in the absence of the chair; and
- (c) a secretary, who will minute the proceedings of the BPC.

#### 3.6.5 Informing Parties of BPC Composition

The secretary shall write to the complainant and the IM as soon as practically possible in order to:

- (a) inform them about the composition of the BPC,
- (b) ask whether either of them wishes to challenge any member of the BPC, and
- (c) inform them about the deadline for such challenge.

#### 3.6.6 Challenges to BCP Members

If the complainant or the IM wishes to challenge any member of the BPC, they shall:

- (a) write to the secretary of the BPC within 7 calendar days of receipt of the secretary's email, and
- (b) provide reasons to support their challenge.

If, on the 8th day after the Secretary's emails to the complainant and the IM, neither has challenged the composition of the BPC, the BPC's composition shall be deemed to have been accepted.

#### 3.6.7 Final Empanelling Actions

Once the BPC has dealt with any challenges and recusals, the members shall sign the Panel Member Confidentiality and Non-disclosure Agreement (Form BPC3).

#### 3.6.8 Preservation of IM's Rights

Once an investigation has begun and is underway, the rights of the IM must be preserved. However, the BPC may request the Chair of the EPPC to convey to the NC a recommendation that the IM be officially warned, suspended or expelled whilst the investigation is underway, but only if:

- (a) the allegation has become public knowledge in a criminal court and the IM has been found guilty; or
- (b) the reputational risk to AUSIT requires preventative action.

If a vote of the BPC determines the latter, their recommendation to the NC shall be subject to confirmation from the EPPC.

#### 3.6.9 Language of Investigation

The language of the investigation shall be English. However, if the allegation is in respect of matters in a LOTE, the BPC may appoint a suitable translator / interpreter to assist in the matter as an expert witness, but such expert witness shall not be part of the BPC.

### 3.7 Investigation Procedure

In this section 'information' refers to any statements, material, or data, provided in writing or by means of an audio or video file that may be accessed by the BPC members' phones or computers, without recourse to specialist equipment.

To carry out the investigation, the BPC may take all or any of the actions in clauses 3.7.1 to 3.7.7.

### 3.7.1 Allegation by Complainant

In respect of the allegation made by the complainant, the BPC shall consider the complaint, and if required may ask for clarification or for more information.

### 3.7.2 Response by IM

The BPC may request a response from the IM to the allegation, consider any such response, and if required may ask for clarification or for more information.

### 3.7.3 Third Parties

The BPC may consider any information or statements from third parties that have been provided by the complainant or the IM, or obtained by the BPC.

### 3.7.4 Identification of Issues

The BPC may identify the issues that are agreed, and those that are in dispute.

### 3.7.5 Questions to the Parties

The BPC may, in person or by electronic means such as video-link (e.g. Zoom), hear and put questions to the complainant, the IM, or any other relevant person who has provided a statement.

### 3.7.6 Confirmation of Allegation

The BPC may deem an allegation to be confirmed when a majority of its members reaches the conclusion that it is more probable than not that the alleged breach has occurred, based on the evidence provided.

### 3.7.7 Reporting

The BPC may write a report and make recommendations to the NC in respect of the outcome of the investigation.

## 3.8 Communication of Outcome of Investigation

### 3.8.1 Informing EPPC and NC

At the conclusion of the investigation, the BPC shall provide its report and recommendations to the EPPC and the NC.

### 3.8.2 Consideration by NC

The NC shall consider the BPC's report and any recommendations for remedial action by the IM and, in accordance with section 6.7 of the Constitution, shall resolve whether to adopt the recommendations or what alternative action to take.

### 3.8.3 Recommendation of Suspension or Expulsion

When the NC adopts a recommendation of suspension or expulsion, it shall follow the steps set out in clauses 6.7.2 and 6.7.3 of the Constitution.

### 3.8.4 Communication of Outcome

The NC shall communicate the outcome of the investigation to the complainant and the IM. This communication shall include information about the appeals process, including that:

- (a) the appeal needs to be lodged within 7 days of the date on which the NC's decision is conveyed to them, and
- (b) the appeal must be substantially different from the original submission and/or contain additional information relating to the alleged breach.

## 3.9 Appeals

### 3.9.1 Deadline

The deadline for an appeal shall be as set out in clause 6.7.4 of the Constitution.

### 3.9.2 Initial Actions

The NC shall forward the appeal to the EPPC in the first instance, which shall consider whether the appeal meets the requirements for appeals.

### 3.9.3 Appeal Not Meeting Requirements

If the appeal does not meet the requirements for appeals, the EPPC shall deem the appeal not sustained, and convey to the NC its recommendation for the appeal to be dismissed.

### 3.9.4 Appeal Meeting Requirements

If the EPPC considers that the appeal contains new information that may substantially augment or change the contents of the original submission, it shall empanel a new BPC.

### 3.9.5 Composition of New BPC

The composition of the new BPC shall be different from that of the previous BPC: a maximum of one member of the previous BPC may be part of the new BPC and the majority of the members of the new BPC must not have been part of the previous one.

### 3.9.6 Actions by New BPC

The new BPC shall consider the appeal in accordance with the procedures set out in section 3.7, and shall convey its decision to the EPPC and to the NC as set out in section 3.8. If the BPC sees fit it may propose a substitute decision which may lead to more or less severe penalties for the IM.

### 3.9.7 Action by NC

The NC shall make a final decision to either affirm (uphold) or quash (dismiss) the original decision. There are no further avenues for appealing this final decision.

## 3.10 Records and Publication

### 3.10.1 Email Correspondence

Any email correspondence between BPC members in relation to a specific investigation shall only be identified in the subject line in an anonymised manner, e.g., BPC01/2021.

### 3.10.2 Deletion of Materials

At the conclusion of the investigation, the BPC members shall delete any electronic copies of material relating to the investigation from their computers or other devices.

### 3.10.3 Publication

In relation to investigations carried out by BPCs in a given year, the NC shall publish in its annual report:

- (a) the number of investigations carried out;
- (b) the names of the BPCs' members; and
- (c) if the outcome of the investigation was expulsion or suspension, the identity of the IM.

If the outcome of any investigation is other than (c), the information published shall be anonymised.

## Appendices:

1. Form BPC1: Allegation of Breach of CoE
2. Form BPC2: Pro-forma Letter Acknowledging Receipt of Allegation
3. Form BPC3: Panel Member Confidentiality and Non-disclosure Agreement



## Board of Professional Conduct

**Incident Report** in relation to an allegation of breach of the AUSIT Code of Ethics and Code of Conduct by an AUSIT member

<b>Complainant's details<sup>1</sup>:</b>				
Name				
Locality or State/Territory				
Contact telephone number				
Email address				
<b>The complainant is</b> (tick the appropriate field, where appropriate)				
<b>Interpreter:</b>				
<b>Translator:</b>				
<b>Client of a translator or interpreter:</b>				
<b>Language service provider:</b>				
<b>Private individual:</b>				
<b>Member's details<sup>2</sup>:</b>				
Name				
Locality or State/Territory				
Contact telephone number (if known)				
Email address (if known)				
<b>The member alleged to have breached the Code of Ethics is:</b> (underline or circle the appropriate fields where known)				
<b>Interpreter</b>	Certified	Cert. Provisional	Recognised Practising	Certified Conference
	Cert. Spec. Legal	Cert. Spec. Health	Other credential	No certification / Certification not known
Specify language/s				
<b>Translator</b>	Certified / Advanced Certified	Recognised Practising	Other credential	No certification / Certification not known
	Specify language/s			
<b>Please indicate which principle/s of the Code of Ethics has/have been breached:</b>				
<b>(1) Professional Conduct</b>	1.1 Has the Member failed to maintain integrity and independence?	<input type="checkbox"/>		
	1.2 Has the Member failed to prepare appropriately for an assignment?	<input type="checkbox"/>		
	1.3 Has the Member failed to complete an assignment without due reason?	<input type="checkbox"/>		
	1.4 Has the Member failed to adhere to an appointment time / deadline?	<input type="checkbox"/>		
	1.5 Has the Member exercised power/influence over a client/s?	<input type="checkbox"/>		
	1.6 Has the Member solicited/accepted gratuities or other benefits?	<input type="checkbox"/>		
<b>(2) Confidentiality</b>	2.1 Has the Member disclosed confidential information?	<input type="checkbox"/>		
	2.2 Has the Member sought to take advantage of information gained as a Translator/Interpreter?	<input type="checkbox"/>		
	2.3 Has the Member failed to seek the client's agreement to disclose information?	<input type="checkbox"/>		

<sup>1</sup> This is the person who saw or heard the alleged breach of the Code of Ethics.

<sup>2</sup> This is the person alleged to have breached the Code of Ethics. The complainant should fill out as much information as possible.



## Board of Professional Conduct

**Incident Report** in relation to an allegation of breach of the AUSIT Code of Ethics and Code of Conduct by an AUSIT member

(3) <b>Competence</b>	3.1 Has the Member demonstrated a lack of competence in undertaking the assignment?	<input type="checkbox"/>
	3.2 Has the Member failed to demonstrate familiarity with the area of work?	<input type="checkbox"/>
	3.3 Has the Member failed to state their Translation/Interpreting qualifications or languages for which they are credentialed when requested?	<input type="checkbox"/>
	3.4 Has the Member failed to withdraw from an assignment when they are not competent to undertake it?	<input type="checkbox"/>
	3.5 Has the Member accepted work in a language without the relevant qualification?	<input type="checkbox"/>
(4) <b>Impartiality</b>	4.1 Has the Member failed to maintain professional detachment?	<input type="checkbox"/>
	4.2 Has the Member failed to withdraw from an assignment when it became apparent that impartiality was compromised?	<input type="checkbox"/>
	4.3 Has the Member taken side with any party/ies during an assignment?	<input type="checkbox"/>
	4.4 Has the Member voiced/written a personal opinion during an assignment?	<input type="checkbox"/>
	4.5 Has the Member failed to disclose a conflict of interest or a potential conflict of interest?	<input type="checkbox"/>
(5) <b>Accuracy</b>	5.1 Has the Member failed to be faithful to the message?	<input type="checkbox"/>
	5.2 Has the Member altered, added to or omitted anything without the prior agreement of the commissioner or in a way that distorts the source text or speech?	<input type="checkbox"/>
	5.3 Has the Member failed to rectify a mistake once aware of it?	<input type="checkbox"/>
(6) <b>Clarity of role boundaries</b>	6.1 Has the Member assumed the role of advocate, guide or advisor?	<input type="checkbox"/>
	6.2 Has the Member failed to respect professional boundaries?	<input type="checkbox"/>
	6.3 Has the Member failed to draw attention to a misunderstanding?	<input type="checkbox"/>
	6.4 Has the Member crossed the professional – personal boundary?	<input type="checkbox"/>
(7) <b>Maintaining professional relationships</b>	7.1 Has the Member failed to maintain the Code of Ethics with fellow Translators or Interpreters, agencies, or clients?	<input type="checkbox"/>
	7.2 Has the Member failed to act transparently with clients / agencies?	<input type="checkbox"/>
(8) <b>Professional development</b>	8.1 Has the Member failed to maintain proficiency in their certified languages?	<input type="checkbox"/>
(9) <b>Professional Solidarity</b>	9.1 Has the Member failed to support colleagues and offer assistance?	<input type="checkbox"/>
	9.2 Has the Member failed to resolve disputes in a cooperative manner?	<input type="checkbox"/>
	9.3 Has the Member failed to comply with a decision of the National Council?	<input type="checkbox"/>
(T) <b>Translator specific issues</b>	T.1 Has the Member translated from/into a language without appropriate qualification?	<input type="checkbox"/>
	T.2 Has the Member demonstrated a lack of translating competence?	<input type="checkbox"/>
	T.3 Has the Member failed to take into account relevant elements of the source text?	<input type="checkbox"/>
	T.4 Has the Member subcontracted work in breach of an agreement?	<input type="checkbox"/>
	T.5 Has the Member breached copyright matters?	<input type="checkbox"/>
(I) <b>Interpreter specific issues</b>	Int.1 Has the Member failed to adequately prepare for an assignment?	<input type="checkbox"/>
	Int.2 Has the Member failed to relay content accurately and completely?	<input type="checkbox"/>
	Int.3 Has the Member failed to adequately convey the emotion of the communication?	<input type="checkbox"/>
	Int.4 Has the Member failed to interpret certain information e.g. untruths?	<input type="checkbox"/>
	Int.5 Has the Member failed to encourage speakers to address each other?	<input type="checkbox"/>



# Board of Professional Conduct

**Incident Report** in relation to an allegation of breach of the AUSIT Code of Ethics and Code of Conduct by an AUSIT member

	Int.6 Has the Member failed to do whisper interpreting when it was required?	<input type="checkbox"/>
	Int.7 Has the Member failed to seek appropriate repetition, rephrasing or explanation informing all participants of what is happening?	<input type="checkbox"/>
	Int.8 Has the Member failed to keep participants informed of any side comments?	<input type="checkbox"/>
	Int.9 Has the Member failed to clarify ethical boundaries when the situation required it?	<input type="checkbox"/>
<b>Remote Interpreting</b>	Int.10 Has the Member used remote technology in a detrimental way?	<input type="checkbox"/>
<b>Institutional Interpreting</b>	Int.11 Has the member enacted two or more roles and not signalled when switching between them?	<input type="checkbox"/>
	Int.12 Has the Member failed to follow relevant applicable policies and procedures of the institution?	<input type="checkbox"/>
<p>Please provide information about the allegation, starting with the time and place where it happened, and the names of witnesses, if any. Please state what you saw or heard and describe actions in sequential order (what happened first, then second, etc). Further, where relevant, please state which actions you wish to see undertaken that relate to the allegation. If the space is insufficient, please expand the page as needed. Please attach any <b>documentary evidence</b> where possible.</p>		
<b>Consent</b>	I agree to the information contained in this form being disclosed to the Member against whom the allegation is being made.	<input type="checkbox"/>

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please email the completed form to: [admin@ausit.org](mailto:admin@ausit.org)