

# **AMERICAN TRANSLATORS ASSOCIATION GOVERNING POLICY FOR DIVISIONS**

## **Introduction**

Divisions within the American Translators Association (ATA) are valuable networks that provide a wide range of benefits to members and represent one of the most important reasons members cite for their membership in the Association. The ATA Bylaws clearly define the purpose of Divisions. The framework outlined in this standard governing policy applies to all Divisions. This document is deliberately limited to the essential functions of Divisions.

## **Section 1 - Purpose**

Divisions are an integral part of ATA. The purpose of a Division is to:

- Serve as a means of communication among its members,
- Provide information and services to its members related to translation and/or interpreting in a specific language combination, field of expertise, or area of interest, and
- Promote the policies and objectives of the American Translators Association.

## **Section 2 - Members**

Members of a Division shall be members in good standing of the Association.

## **Section 3 - Leadership Council**

Each Division shall establish and maintain a Leadership Council for the purpose of managing the tasks of the Division. Its most important purpose is to ensure the continuity of Division activities.

The Division Leadership Council shall consist of 3-10 Division members (depending on the resources of the Division) and shall be headed by a Division Administrator (“Administrator”) and an Assistant Division Administrator (“Assistant Administrator”). All other members of the Leadership Council shall serve by annual invitation at the pleasure of the Administrator.

The members of the Leadership Council, including the Assistant Administrator, shall be assigned specific tasks associated with the core services of the Division, such as a newsletter, blog, webpage, listserv, or podcast, social media platforms, professional development offerings, hospitality planning, and special projects. Leadership Council members are expected to consistently support and promote the objectives of the American Translators Association as outlined in Article II of the ATA Bylaws.

The Leadership Council shall be in regular communication and meet at least once a year.

## **Section 4 - Administrator and Assistant Administrator**

## Administrator

The Administrator is the principal representative of the Division and serves as the communication liaison between the Division, the ATA Board of Directors, and Headquarters. The Administrator may delegate specific duties to members of the Division Leadership Council. In addition, the Administrator shall keep all Division records and work to maintain communication of the Leadership Council. The Administrator shall be a voting member of the Association.

## Assistant Administrator

The Assistant Administrator assists the Administrator and assumes the duties of the Administrator in their absence. The Assistant Administrator shall be a voting member of the Association.

## **Section 5 - Electing Division Administrators**

### Nominating Committee

The Division Nominating Committee shall consist of at least two Division members, who must be voting members of the Association. The members of the Nominating Committee shall not be current members of the Leadership Council. The Nominating Committee for the next year shall be constituted by acclamation at the Annual Meeting of the Division.

### Nominating Administrators

The Administrator shall be nominated from the Division membership by the Nominating Committee and elected by the membership and preferably approved by acclamation, following procedures outlined in the Division Handbook. Preference shall be given to candidates with previous involvement in the activities of the Division's Leadership Council.

The Assistant Administrator shall be nominated from the Division membership by the Nominating Committee using the same process as for the Administrator. Preference shall be given to candidates with previous involvement in the activities of the Division's Leadership Council.

### Call for Leadership Council Members

The Nominating Committee may, in consultation with the Administrator, choose to issue a Call for Leadership Council Members, to be sent to all Division members immediately after the Annual Conference.

### Elections

When a Nominating Committee presents multiple candidates for Administrator and/or Assistant Administrator or when there are nominations from a Division's membership in addition to the slate presented by the Nominating Committee, an

election shall be held in accordance with the election calendar. In such a case, ATA Headquarters shall conduct elections electronically, to be completed at least 30 days before the next Annual Meeting of the Division.

#### Length of Service

The Administrator and Assistant Administrator shall each serve two-year terms.

#### Term Limits

The Administrator and Assistant Administrator shall serve no more than two full consecutive elected terms (in each position). There shall be no term limit for other Leadership Council members.

#### Filling Vacant Positions

If the office of Administrator is vacant, the office shall be assumed by the Assistant Administrator, who shall serve until the next Annual Meeting of the Division, at which time another Administrator shall begin their term following the election process outlined above. If the office of the Assistant Administrator is vacant, the Administrator shall appoint a member of the Leadership Council to serve the remainder of the term. If both offices are vacant before the end of the term, the ATA Board of Directors, in consultation with the Leadership Council, shall appoint an acting Administrator, who shall serve until the next Annual Meeting of the Division.

#### Removing an Administrator

The ATA Board of Directors may remove an Administrator or Assistant Administrator from office for cause in consultation with the Leadership Council. Cause may include failure to communicate with the Leadership Council and ATA Headquarters or perform the duties of the office for an extended period.

#### Removing a Leadership Council Member

As stated in Section 3, Leadership Council Members serve at the pleasure of the Administrator. Therefore, the Administrator may remove a Leadership Council member at any time for cause. Cause may include the need to improve core services of the Division or the Leadership Council member's failure to communicate or perform the duties of the position.

### **Section 6 - Meetings**

#### Annual Meeting of the Division

The Division shall meet in the fourth quarter of every year. This meeting shall be known as the Annual Meeting of the Division for the purpose of hearing reports of the Administrator and the Leadership Council, if any, and discuss other business that may arise. In alternating years, the Annual Meeting confirms the elected Administrator and Assistant Administrator.

### **Section 7 - Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Division in all cases to which they are applicable, and in which they are consistent with this Governing Policy or the Bylaws of the Association.

### **Section 8 - Communication Policy**

All Division communications with members must abide by ATA policies and objectives, including ATA's Antitrust Compliance Policy, although the responsibility for communication of content lies with the author of each communication. Due to concerns of legal liability and in the interest of protecting the ATA brand, ATA Headquarters may review the content of newsletters, social media posts, blogs, podcasts, broadcasts, and other communications and may verify the accuracy of content that describes ATA activities including Division calls for Leadership Council members, ATA calendars, conferences, statistics, dates, times, as well as officer, member, and staff names and contact information.

*Approved by the ATA Board of Directors: October 31, 2021  
This policy is scheduled to be reviewed in 2026.*