

A I T C
International Association of Conference Translators
Translators, Revisers, Précis-Writers, Editors and Terminologists

Route des Morillons 15, CH-1218 Le Grand-Saconnex, Geneva, Switzerland
Telephone: (+41 22) 791 06 66 ▪ E-mail: Secretariat@aitc.ch ▪ Website: <http://www.aitc.ch>

AITC membership categories

The following membership information is provided for the benefit of those wishing to join the International Association of Conference Translators (AITC).

Definitions:

- *Translator* is used in a broad sense encompassing translators, revisers, terminologists, editors, précis-writers and report-writers (but not interpreters). *Conference translators* are all translators who work for international organizations and conferences, whether they are freelancers or regular staff members.
- *Freelancers* are either short-term staff translators paid by the day (or month) or outside contractual translators paid by the word.
- *Regular staff members* may be referred to in different organizations as having permanent, indefinite-term, indeterminate, continuing or fixed-term status.
- *A day's worth of professional experience* is either
 - (i) a day of employment with an international organization or an international conference, whether under a short-term freelance appointment or a regular staff appointment (with all calendar days during an employment contract defined as days of employment, including weekends and official holidays), or
 - (ii) 1,650 words of translation work for an international organization or an international conference under a contract where the translator is paid by the word. (For other functions performed by conference translators – editing, revision and so forth – please consult AITC at Secretariat@aitc.ch.)

The Association has three membership categories.

▪ **Active Member**

This is the standard category for working conference translators, and confers full membership rights. An Active Member can vote in the annual General Assembly of AITC members and can be elected to any AITC post, including as an officer of the Association (i.e., as President, Vice-President, Treasurer or Executive Secretary). Detailed professional information on every Active Member is listed in the Association's on-line membership directory. Every January, a printed version of the directory is circulated to international organizations around the world that employ conference translators.

To qualify for Active Member status, a translator must possess over 300 days' professional experience working for international organizations or international conferences, including 100 days' experience gained during the two years prior to applying for membership. An Active Member may be either a freelancer or a regular staff member of an international organization. Once someone has become an Active Member, that person may continue as an Active Member by paying the annual subscription fee.

For the year 2015-2016, an Active Member's subscription fee is 310 Swiss francs.

▪ **Candidate Member**

This category is intended for those who are entering the profession at the international level, and confers most of the membership rights of an Active Member. A Candidate Member can vote in the annual General Assembly of AITC members and can be elected to the Executive Committee except to the posts of President, Vice-President, Treasurer or Executive Secretary. Detailed professional information on every Candidate Member is listed in the Association's membership directory, just as for an Active Member.

To be eligible for Candidate Member status, a translator must possess at least 100 days' professional experience working for international organizations or international conferences. A new Candidate Member joining the Association can remain a Candidate Member for up to three years. During that time, the translator must demonstrate that he or she has acquired the additional days of experience necessary to fulfil the requirement of 300 days' experience to become an Active Member, and upon attaining the full 300 days' experience must convert to Active Member status.

For the year 2015-2016, a Candidate Member's subscription fee is 100 Swiss francs.

▪ **Associate Member**

This category is an option available only to someone who qualifies to be an Active Member and who either

- (i) has ceased to work as a translator in any way, whether by taking a mid-career hiatus or by withdrawing from professional activity altogether at the end of his or her career, or
- (ii) is employed as a regular staff member of an international organization and engages in no translation work whatever as a freelancer.

An Associate Member has no voting rights and cannot be elected to the Executive Committee. Associate Members are welcome to attend the annual General Assembly of AITC members and are encouraged to contribute their efforts to the Association's work. They are listed in the Association's membership directory, but no detailed professional information is shown for them because they are not available for recruitment by potential employers.

If an Associate Member decides to engage in any freelance translation work, he or she must convert to Active Member status immediately.

For the year 2015-2016, an Associate Member's subscription fee is 100 Swiss francs.

Means of payment

Members who initiate their subscription payment in Swiss francs may pay using a Swiss Post Office *bulletin de versement*, by electronic transfer directly in Swiss francs, or by means of a banker's draft (cashier's cheque, *chèque de banque*, *traite de banque*) issued in Swiss francs.

For members who do not initiate their subscription payment in Swiss francs, the AITC Secretariat will provide information on the amounts to be paid in other major currencies – notably the euro, the UK pound sterling, the US dollar and the Australian dollar – reflecting exchange rates against the Swiss franc at the time payment is initiated in that other currency.

AITC membership categories at a glance

	Active Member	Candidate Member	Associate Member
<i>Level of participation</i>	<ul style="list-style-type: none"> • Has full voting rights • Can hold any elective post in AITC • Is welcome to attend the annual General Assembly of members and encouraged to contribute his or her efforts to the Association's work 	<ul style="list-style-type: none"> • Has full voting rights • Can be elected to the Executive Committee, but not to the posts of President, Vice-President, Treasurer or Executive Secretary • Is welcome to attend the annual General Assembly of members and encouraged to contribute his or her efforts to the Association's work 	<ul style="list-style-type: none"> • Has no voting rights and cannot be elected to the Executive Committee • Is welcome to attend the annual General Assembly of members and encouraged to contribute his or her efforts to the Association's work
<i>Qualification for membership</i>	<ul style="list-style-type: none"> • Must have 300 days' experience working for international organizations or conferences • May be either a freelancer or a regular staff member of an international organization 	<ul style="list-style-type: none"> • Must have 100 days' experience working for international organizations or conferences • May be either a freelancer or a regular staff member of an international organization 	<ul style="list-style-type: none"> • Must have 300 days' experience working for international organizations or conferences • Must have ceased to work as a translator in any way, or must be employed as a regular staff member of an international organization • Does not undertake freelance work of any kind
<i>Duration of membership</i>	<ul style="list-style-type: none"> • May continue as an Active Member subject to payment of the annual subscription fee 	<ul style="list-style-type: none"> • May remain a Candidate Member for up to three years, subject to payment of the annual subscription fee, and by the end of that time must demonstrate having acquired the additional experience to qualify for Active Member status and have become an Active Member 	<ul style="list-style-type: none"> • May continue as an Associate Member subject to payment of the annual subscription fee, provided that he or she does not engage in freelance translation work of any kind
<i>Directory listing</i>	<ul style="list-style-type: none"> • Full listing of professional information 	<ul style="list-style-type: none"> • Full listing of professional information 	<ul style="list-style-type: none"> • Listed with basic contact information only because he or she does not engage in freelance translation work of any kind
<i>Subscription fee (for the year 2015-2016)</i>	<ul style="list-style-type: none"> • 310 Swiss francs 	<ul style="list-style-type: none"> • 100 Swiss francs 	<ul style="list-style-type: none"> • 100 Swiss francs