



SOUTH AFRICAN TRANSLATORS' INSTITUTE (SATI)

REGULATIONS FOR THE ADMINISTRATION OF SATI CHAPTERS

SATI chapters are established to satisfy the need of SATI members to network with colleagues, to attend professional development events such as seminars and workshops on a regular basis and to participate in a forum for members sharing the same interests to discuss work-related problems and liaise with one another. In addition to increasing the visibility of the Institute, the chapters aim to increase SATI members' involvement at a local and, in the case of specialist chapters, a national level in the activities of SATI.

Regulation

1. Chapters are run in accordance with these regulations and the SATI constitution. Any matter that is not clear must be submitted to the SATI executive director for discussion with and decision by the SATI Council.
2. Chapters that do not comply with these regulations will be investigated by the SATI Council and if necessary disbanded.
3. The SATI executive director will liaise between the chapters and the Council.
4. Formal complaints regarding any aspect of the chapters can be addressed in writing to the SATI executive director. The executive director, in conjunction with the SATI Council, will adjudicate and have the final say in the event of a complaint or chapter dispute.

Chapter membership

5. Only SATI members may be members of a chapter. Non-members may be involved when a new chapter is set up, but they must become SATI members within six months.
6. A SATI chapter must consist of at least 10 paid-up SATI members (except in special cases, at the discretion of the Council).
7. SATI members wishing to join a chapter must do so *officially* by applying to the chapter committee – this does not occur automatically. SATI members are free to join more than one chapter if they so desire.

Chapter meetings and events

8. Chapters must meet at least *three* times a year. This may occur in the form of meetings, seminars, workshops, get-togethers, etc. The SATI executive director should be informed as early as possible of the proposed dates of such events, so that the information can be circulated among the Council and the general membership in case they should wish to attend. Feedback on these events should be sent to all members of the chapter and to the SATI office, possibly as part of a regular electronic newsletter to the chapter members. A report on events must also be submitted for publication in *Muratho*.
9. The costs of events can be recovered by levying a fee for attendance. The fee need not be very high and could apply only to non-members.
10. At least one event per year must be aimed at advancing members' professional development and must be opened to the wider SATI membership.

11. Chapters are free to invite outsiders to their meetings, but these persons have no voting rights. If they attend meetings on a regular basis, they must become SATI members and join the chapter.
12. Chapter meetings may be closed except as provided in clause 10, but it is preferable for as many events as possible to be opened to non-chapter members and others to encourage new members. Events like workshops and seminars in particular should be widely advertised.
13. National and specialist chapters should establish an electronic forum to facilitate discussion between and communication with members, since it will be difficult for all members to meet. The SATI executive director must be invited to join such a forum.
14. Chapters will be accommodated on the SATI website and events and meetings can be publicised there. Chapters may not set up their own websites but may have their own Facebook pages. A SATI email address will also be provided for chapters.

Chapter committees

15. Chapters will be run by a chapter committee comprising at least a chairperson and two other members (e.g. secretary and treasurer); further optional portfolios may be added as the chapter sees fit. The chairperson must be an accredited member of SATI. Non-accredited members of the core committee of three should try to accredit during their first term of office, failing which they will not be re-electable. In the case of specialist chapters, the accreditation must be in the relevant speciality.
16. The term of office of chapter committee members is three years, to run concurrently with the terms of office of the SATI Council.
17. Members of a chapter committee may not serve more than three consecutive terms (i.e. nine years). Former members of a chapter committee may be re-elected after at least one term out of office. Chapters should consider the matter of continuity when new committees are elected.

Chapter organisation and committee duties

18. In the first year of their existence, new chapters will receive sponsorship of R10 000 from the SATI Council to assist with establishment costs. Thereafter regional chapters will receive an annual subsidy of a base amount per member residing in their area of operation, based on the number of paid-up members at the time of the national AGM. National chapters will receive a set annual sum as decided by Council. These subsidies will be paid to the chapters in June each year.
19. The chapter committee must communicate *in writing* with all the members of the chapter at least quarterly: a newsletter, minutes or something similar to provide the members with chapter news in particular, but also to highlight other Institute information and general news. This communication must also be forwarded to the SATI executive director.
20. If necessary, chapters must levy subscriptions to cover costs *for the chapter*, e.g. postage, photocopying, gift vouchers, travelling, telephone accounts, etc. This is *in addition* to the subscriptions for SATI membership itself. Payment of such subscriptions may entitle chapter members to a discount when attending chapter events for which a fee is levied.
21. Chapter heads should attend the national AGM and related council meeting each year, with SATI National covering the costs for this. Should a chapter wish to send further representatives to these meetings, the chapter will be responsible for the costs.

22. The chapter treasurer must keep a proper record of all financial transactions. A financial statement for the previous calendar year must be submitted to chapter members and the SATI executive director by mid-March each year.
23. A membership list for the chapter must be maintained and a list of paid-up chapter members with their SATI membership numbers must be submitted to the SATI executive director for checking prior to the chapter AGM each year.

Chapter elections

24. Chapter elections must be held in the same year as national Council elections but *at least four weeks before the SATI AGM for that particular year*. The SATI executive director may call for an extraordinary election of a chapter executive committee if so requested in writing by at least 10 per cent of the members of that chapter.
25. Members must receive at least four weeks' written notice of chapter elections. This notice must also be sent to the SATI office.
26. Elections must take place electronically and be ratified at the chapter AGM. At least half of the chapter members must participate in the election for it to be valid. The voting procedure will be regulated in accordance with that used for SATI National Council elections. All elections must be audited by the SATI executive director or a person designated by the executive director before they can be declared valid.

Dissolution

27. A motion to dissolve a chapter may be made at any time either by the chapter committee or by 10% of the chapter members and must be submitted to the executive director with reasons for the motion. If the reasons are considered valid by the executive director and the Council, the executive director will proceed to organise a vote on the motion among the chapter members in accordance with clause 30.
28. A decision by the chapter members to dissolve a chapter requires a two-thirds majority. The decision must be made through a special vote by all the chapter members on this motion only, to be run by the executive director in consultation with the Council.
29. If a chapter has any assets upon its dissolution, these shall be given to the Institute. Any financial assets shall be put into the SATI Development Fund.

As approved at the SATI AGM 4 June 2005
and amended at the SATI AGMs on 1 June 2007, 5 June 2009, 22 May 2015 and 19 May 2018

Addendum

The SATI Council resolved at a meeting on 19 May 2018 that the Emerging Practitioners' Chapter should be exempted from the requirement to have accredited members on their committee because of the nature of their function.