



Bylaws of the Association of Sign Language Interpreters and Translators

With all amendments made by the Association

Association of Sign Language Interpreters and Translators

Fourwinds House

Balderton, Chester, CH4 9LF

Company registered in England and Wales with registration number 04766613

1. Requirements for membership

There shall be three categories of ASLI Membership, two of which (Full and Associate) form the voting members and the other (Student) is of non-voting members.

Members shall be required to join at and upgrade to the highest membership category for which they are or become eligible.

Members shall be required to provide evidence of undertaking or successfully completing courses and qualifications as listed on our website.

Applications will be considered from those whose courses/qualifications do not appear on these lists if they no longer exist.

1.1. Full Member (MASLI)

Any Individual who holds a qualification which meets the National Occupational Standards in Interpreting for Sign Language Interpreters and Sign Language Translators.



Any individual who is eligible to register as an interpreter for Deafblind people.

1.2. Associate Member

- a) Any previous Associate Member, or
- b) Any individual who has successfully completed one of the interpreting or translating training courses determined by the Directors in consultation with the training providers and the NRCPD and published on the ASLI website, or
- c) Any individual registered with NRCPD as a Trainee Interpreter or Trainee Translator or,
- d) Any individual on a training course that on successful completion would be eligible to register as an Interpreter for Deafblind people.

1.3. Student Member

Student Members will be those who are engaged on one of the interpreting or translating training programmes that will be determined from time to time by the Directors in consultation with the training providers and published on the ASLI website. Student members will be required to sign a declaration that they will not accept unsupervised interpreting or translating work whilst a student member.

1.4. Fellows

The title of Fellow of the Association of Sign Language Interpreter is awarded to members of the Association for valued and extraordinary commitment to the Association or the profession.

1.5. Permitted designations

Members of the Association may indicate their membership as shown:

- Full member – MASLI



- Associate member – Associate Member
- Student member – Student Member

Additionally, those members awarded a FASLI may indicate their status as shown:

- Fellow of the Association – FASLI

1.6. Subscription fee

Voting members may pay their membership fees by annual payments, monthly or quarterly Direct Debits. For the current membership year the subscription fees are as follows:

- Full Membership £204
- Associate Membership £180
- Student Membership £48

1.7. Joining ASLI as a Member

The Membership for all categories runs from the joining date for one year.

1.8. Members in Special Circumstances

Current Full or Associate members, who are in special circumstances shall upon application, in a form determined by the Board of Directors, be able to apply for a 50% reduction in membership subscriptions (subject to appropriate evidence being submitted). Successful applicants will retain all the rights and privileges of membership.



- 1.9. Fellows of the Association of Sign Language interpreters who are fully retired and have been members of the association for a minimum of 25 years are eligible for complimentary lifetime membership of ASLI.

- 1.10. Current full and associate members of the Association of Sign Language Interpreters that are fully retired are eligible for a 75% discount on their membership fee.



2. Supporters

2.1. Individual Supporter

Any person who supports the aims and objectives of the Association, as laid out in the Articles of Association.

2.2. Individual Supporter Plus

Any person who supports the aims and objectives of the Association, as laid out in the Articles of Association.

2.3. Corporate Supporter

Any organisation that supports the aims and objectives of the Association, as laid out in the Articles of Association. Specifically: To encourage good practice in sign language interpreting and to represent the interests and view of sign language interpreters and the sign language interpreting profession in the United Kingdom.

The supporter shall be in the name of the organisation, not staff members.

2.4. Any Supporter

Any Supporter, Individual or Corporate, whose behaviour contravenes the aims and objectives of the Association, may, at the discretion of the directors, have their subscription revoked without reimbursement or appeal.

2.5. Supporter fee



The subscription will begin when payment has been received. Fees are currently as follows:

Individual Supporter £60 per year. Individual Supporter Plus £120 per year. Corporate Supporters per year as follows:

- £60 – for educational organisations providing interpreter training
- £100 – for organisations with 1 to 15 members of staff
- £160 – for organisations with 16 to 50 members of staff
- £350 – for organisation with 51 to 100 members of staff
- For organisations with more than 100 members of staff, quotes can be obtained upon request.



3. Re-admission

Anyone deemed to have resigned by virtue of non-payment of their subscription will be readmitted by the directors after payment of the outstanding amount.

4. Data Protection

All details supplied by the members and supporters may be held on a computer and used for the purposes of the Association in accordance with data protection legislation.

Member contact details will only be used for internal ASLI purposes and under no circumstances are supplied to any person or organisation outside of ASLI unless the member or supporter gives express permission to have details displayed within a directory of members.

The Association may make public a member's name and category of membership/affiliation, and any information given by a voting member for inclusion in the directory of ASLI members.

5. Directors' consultation with members

The Directors will create opportunities for members to meet with Directors to discuss current issues at least twice in every year.



6. Formal groups within ASLI

6.1. Regional groups

ASLI is membership led and we have a regional structure to do this in the most effective way possible. A regional group is a group comprised of members of the Association living or working in a defined part of the United Kingdom. A region is considered an active region when it has an elected regional contact and is considered dormant if no regional contact is in position.

Regional Contacts Each regional group has a regional contact who shall be responsible for the budget of that region. The regional contact must be a Full or Associate member of the Association. The regional contact should remain in their role for a minimum of one year. Each change of regional contact must be notified to the Directors within 7 days of appointment. The regional contact is empowered by the Directors to have budgetary responsibility for the regional budget. The regional contact is also responsible for ensuring responses are sent to members and non-members enquiring about the region via the regional email address.

Regional contacts are encouraged to send an annual report of their activities to the Board to be included in the Board annual report at the AGM.

6.2. Deaf Interpreter Network (DIN)

ASLI supports the development and training of Deaf interpreters/translators and encourages networking and formal and informal exchange of knowledge and information. DIN is a group comprised of Deaf members of the Association. To support those not yet working, in training, or interested in becoming a member but not yet on a course, the Chair of DIN may grant access to informal networks outside of membership. Where an interested individual would like to join DIN but has financial difficulties, they may apply for a reduction of membership subscription in line with bylaw 1.8.

DIN shall be considered active when it has a Chair and at least one additional member, and is considered dormant if it has no members.



The chair of DIN must be a full or associate members and shall be responsible for the budget assigned to them by the Board. The chair should remain in their role for a minimum of one year. Each change of chair must be notified to the Directors within 7 days of appointment. The Chair is also responsible for ensuring responses are sent to members and non-members enquiring about the group via the DIN email address.

The Chair is encouraged to send an annual report of their activities to the Board to be included in the Board annual report at the AGM.

6.3. Trainee interpreter network

The trainee interpreter network is a group comprised of student and trainee members of the Association. To support those not yet working, in training, or interested in becoming a member but not yet on a course, the Chair may grant access to informal networks outside of membership. Where an interested individual would like to join but has financial difficulties, they may apply for a reduction of membership subscription in line with bylaw 1.8.

The network shall be considered active when it has a Chair and at least five additional members, and is considered dormant if it has no chair.

The chair of the trainee group must be a full member with a minimum of 5 years experience as a working interpreter or translator, and shall be responsible for the budget assigned to them by the Board. The chair should remain in their role for a minimum of one year. Each change of Chair must be notified to the Directors within 7 days of appointment. The Chair is also responsible for ensuring responses are sent to members and non-members enquiring about the group via the trainee email address.

The Chair is encouraged to send an annual report of their activities to the Board to be included in the Board annual report at the AGM.

6.4. Equality and Diversity Group

ASLI is committed to making all members feel respected and valued and encourages participation in governance activities from underrepresented groups.



The E&D group is comprised of members of the Association as approved by their Chair. Its aim is to advise the Board on Equality and Diversity issues via their selected member, who will be co-opted to the Board.

The group shall be considered active when a nominated member is co-opted to the Board.

This member must be a full or associate members and shall be responsible for the budget assigned to the group by the Board. The chair/nominee should remain in their role for a minimum of one year. Each change of chair/nominee must be notified to the Directors within 7 days of appointment. The Chair is also responsible for ensuring responses are sent to members and non-members enquiring about the group via the E&D email address.

The Chair/nominee is encouraged to send an annual report of their activities to the Board to be included in the Board annual report at the AGM.

6.5. Policy Working Group

The policy working group shall be a permanent group within ASLI, consisting of a minimum of 3, maximum of 10 full, associate or student members, with the responsibility to review articles and bylaws, membership categories as well as other policy documents regularly (at least annually), ensure they are still compliant with corporate law and in accordance with ASLI values. Where amendments are necessary, the group shall make recommendations to the Directors at least three months before the AGM. Where the group cannot come to a conclusion on an issue arising, they shall consult with the Board and subsequently with all members via the formal channels available to them.

The chair of the policy working group must have been a full member for one year, and shall be responsible for the budget assigned to them by the Board. Where additional funds beyond the allocated budget are required, for example to seek fiscal or legal expertise, a formal request shall be made to the Directors, which shall be approved where appropriate and feasible.

The chair should remain in their role for a minimum of one year. Each change of Chair must be notified to the Directors within 7 days of appointment. The Chair is also responsible for ensuring responses are sent to members and non-members enquiring about the group via the policy email address.



The Chair is encouraged to send an annual report of their activities to the Board to be included in the Board annual report at the AGM.

Where the group workload exceeds what can be expected from a volunteer, the Board reserves the right to remunerate the Chair or other members for their effort in accordance with the Articles.

6.6. Temporary working groups

The board of Directors shall appoint members of the association to temporary working groups with associated budgets as deemed necessary for the benefit of the membership and the profession. Tasks for these working groups shall be set by the board, based on current need and workload capacity, as well as membership requests on specific topics, such as (but not limited to) IT/website, communications, financial advice, national campaigns, and outreach activities. Temporary groups shall generally be limited to 6 months but may be extended where required. Should a temporary group exist for more than two years, and their task remain relevant for the association, the group shall become permanent. Where additional funds beyond the allocated budget are required, for example to seek corporate expertise, a formal request shall be made to the Directors, which shall be approved where appropriate and feasible. The Chair of such groups must be a full member and should remain in their role for the duration of its existence. They shall also be responsible for the budget assigned to them by the board. A change of Chair must be notified to the Directors within 7 days of appointment.

Upon completion of the task set for the group, the Chair shall compose an outcome report to the Directors to be included in the annual report at the following AGM, and a budget report to be included in the financial report at the following AGM.

Where the group workload exceeds what can be expected from a volunteer, the Board reserves the right to remunerate the Chair or other members for their effort in accordance with the Articles.



7. Appointment of Directors

7.1. Ballots

If there are more candidates for election to the Board of Directors than the number of vacancies available then elections shall take place by online ballot.

7.2. Nominations

Candidates for the Board of Directors shall be nominated in writing by two voting members or by the Directors

The nomination papers shall be accompanied by a signed statement by the candidate indicating their willingness to accept the position on the board of directors.

Candidates shall be required to submit a candidate statement to the Associations office.

Nomination papers and candidate statements must be received no later than 6 weeks before the date of the Annual General Meeting, except in the case of nomination by the directors.



8. Communication of notices

8.1. Resignation from offices

- a) A member may give notice of their intention to resign from a position appointed by the Board of Director
 - 1) In writing addressed to the Board and delivered to ASLI's office
 - 2) By email to the Board's advertised email address
- b) A member may give notice of their intention to resign from the Board of Directors
 - 1) In writing, addressed to the Chair of the Board and delivered to ASLI's office
 - 2) By email to the Board's advertised email address
- c) Any notice of resignation must bear the originator's signature or, if emailed, originate from the member's email address registered with the office.
- d) The resignation is effective from the date of receipt by the Board or Office

8.2. Notice of a motion to be put to an Extraordinary General Meeting

Any voting member may give the office notice of terms of a motion to be put to an Extraordinary General Meeting. Any motion must be received no less than four weeks before the day appointed for that meeting in line with the Articles. Motions for debate must be seconded before discussion.

8.3. Notice of a motion to be put to an Annual General Meeting

Any voting member may give the office notice of terms of a motion to be put to a general meeting. Any motion must be received no less than six weeks before the day appointed for that meeting. Motions for debate must be seconded before discussion.



8.4. Notices of general meetings

- a. Notice of a general meeting to be served by the Association on a member and (if appointed) the auditor may be delivered:
 1. By e-mail sent to the e-mail address supplied for the purpose by that person.
 2. By announcement on the Association's website
- b. Irrespective of how the notice is delivered, unless it is delivered it will be deemed to have been served on the third day following that on which the announcement was made.
- c. As an alternative to any methods of delivery specified in (a) that notice may be posted on a web site provided that:
 - i) The notice remains posted at least from the day on which notice is in writing would be required until the conclusion of the meeting;
 - ii) The notification states that it concerns a notice of an annual general meeting or extraordinary general meeting posted in accordance with the Companies Act 2006 and specifies the place, date, and time the meeting is to begin.
- d. Notice of a general meeting, however served, must be accompanied by the agenda of the meeting.
- e. If a general meeting is adjourned for thirty days or more, notice of the adjourned meeting must be served in the same manner as for the original meeting. Notice of the meeting shall be circulated to all members in no less than the minimum time period by the Act and shall include a statement of the reasons for convening such a meeting: -
 - i in the case of a meeting called as the Annual General Meeting to all members entitled to attend and vote thereat; and



- ii in the case of any other meeting to a majority in number of the members having a right to attend and vote at the meeting, being a majority representing not less than 90 per cent of the total voting rights at that meeting of all members.
- f. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

8.5. Distribution of the directors' annual reports and accounts

The copies of the annual accounts, annual reports and auditor's report (if appointed) required by the Companies Act 2006 to be sent to members and may be delivered in any of the ways given in bylaw 8.4 for the notices of a general meeting, the conditions given there apply.

8.6. Members' addresses

Members and Supporters may each notify the office of not more than one email address in addition to their postal address that they are bound by the Companies Act 2006 to provide.

Members and supporters who notify any address in addition to a postal address must state whether it may be used for the following:

- a) Notices of general meetings;
- b) Notification that a notice of a general meeting is to be posted on a website;
- c) Copies of the annual accounts and report;
- d) Notification that copies of the annual accounts and the annual report are to be posted on a website;
- e) Any other notice from the Association.



9. Finance

9.1. Financial Year

The financial year shall be April 1st to March 31st.

9.2. Remuneration of Directors

The directors shall be entitled to such remuneration as approved by the Association.

9.3. Directors' expenses

The directors may be paid approved travelling, hotel and other expenses properly incurred by them in connection with the discharge of their duties.

9.4. Expenses and honorarium policy

The honorarium and expenses will generally be described in the Regulations for Travelling and Subsistence Claims and Awarding Honoraria.

9.5. Budgeting

The directors shall approve an annual budget for each area of the Association's activities.

9.6. Expenditure



Representatives carrying out the Association's business as agreed by the directors are authorised to approve expenditure against their budgets not exceeding allocated amounts. Prior approval for expenditure outside of the budget must be sought from the directors.

9.7. Regional funds

Each year a percentage of the membership fees collected from voting members will be returned to the regions as Regional Funds. 66% of the amount will be shared equally amongst the regions, the remaining 34% will be allocated on a *per head* calculation.

The funds available to a region shall be used within each financial year and cannot be carried forward.

Any surplus held in regional funds at the end of the financial year shall be incorporated into the surplus or deficit for the year.

9.8. Reserves Policy

The Reserves must be maintained at a minimum of six months forthcoming operational expenditure.



10. Number of Directors

The number of Directors shall be no more than 9 and no less than 5.