

# SUBTLE – The Subtitlers' Association

## CONSTITUTION

In 2006, a group of professional subtitlers in London formed a UK-based non-profit organisation to be known as SUBTLE – the Subtitlers' Association. The Association adopted the following new Constitution at its London committee meeting on 12 June 2020.

### 1. GENERAL

**1.1 Name:** SUBTLE – the Subtitlers' Association, hereafter referred to as 'the Association.'

**1.2 Address:** All correspondence to the Association shall be addressed to the Executive Board (as per Contact Us on [subtle-subtitlers.org.uk](http://subtle-subtitlers.org.uk)).

**1.3 Scope of Activity:**

The Association's scope of activity shall be to represent and protect the interests of professionals working in the field of audiovisual translation (AVT), advocate high standards and professionalism in AVT, and make it a sustainable and recognised profession in the UK, Europe and beyond.

**1.4 Powers:**

The Association may undertake whatever activities are required to achieve its aims, including holding meetings, fundraising, setting up and managing bank accounts, producing leaflets and newsletters, holding events, consulting and raising membership subscriptions.

**1.5 Working language:** English

## 2. AIMS AND OBJECTIVES

The aims and objectives of the Association shall be the following:

- Promote recognition of subtitling as a professional trade and essential art form
- Improve the visibility, understanding and status of our profession
- Raise awareness of the importance of subtitling quality
- Cultivate good subtitling practices and raise standards in Europe and beyond
- Advocate fair rates and working conditions for subtitlers
- Unite, empower and support subtitlers based in and outside the UK.

## 3. MEMBERSHIP

**3.1 Membership criteria:** Membership shall be intended for individual professionals, students and academics involved in audiovisual translation as well as those who wish to support the Association, and is granted by the Committee. Membership is also open to persons residing outside the UK.

**3.2 Duration of membership:** Membership shall be on the basis of 12 months from the date of joining.

**3.3 Membership fees:** Membership fees shall be proposed by the Executive Board and ratified by the General Meeting.

### 3.4 Role of Members:

- Members shall respect the Constitution as well as the Code of Conduct of the Association and promote the aims and objectives of the Association.
- Members shall have the right to vote and to participate in General Meetings and other events organised by the Association.

## 4. ADMINISTRATION

**4.1 Constitution:** The Association is an unincorporated association and shall be managed by the Committee in accordance with this Constitution and such rules and procedures as the Committee may agree from time to time.

**4.2 Committee and Executive Board:** The elected Executive Board and other appointed officers will form the Committee for the Association. The Executive Board shall be nominated and elected by the General Meeting and shall consist of a minimum of the following three posts plus any number of additional members:

- **Chair:** The Chair shall preside over the General Meeting and the Executive Board and represent the Association in its external relations;
- **Secretary:** The Secretary shall support the Chair in the performance of the above and be responsible for the administrative tasks relating to the day-to-day business of the Association;
- **Treasurer:** The Treasurer shall be responsible for keeping the accounting records and presenting the Association's draft budget and final accounts to the General Meeting.

Each of the posts above may be shared by two representatives elected as defined below under 4.3.

A minimum of three (3) Committee meetings will be held in each calendar year.

The Executive Board shall set the agenda of the General Meeting in consultation with members, convene the General Meeting and, if necessary, an extraordinary General Meeting, and execute the latter's decisions. The Executive Board shall appoint other Committee members and officers as it deems appropriate to help carry out activities which reflect the objectives of the Association.

Any Committee member may step down from their position at any time upon notice to the Committee. They shall also cease to hold such position if they cease to be an Association member for any reason, and a replacement Committee member shall be appointed, i.e. determined by vote, in accordance with paragraph 4.3.

**4.3 General Meeting:** A General Meeting shall be held once a year and shall be open to all members of the Association.

- Voting rules are as follows: The right of vote may be delegated by proxy to another member, in writing, with a maximum of one right of proxy per member present. Each member present in person, or by proxy, shall have one vote on a show of hands, unless a poll is called. With the exception of the election of Executive Board members who shall be voted in by two-thirds majority, decisions of the General Meeting, including elections, shall be taken by a simple majority of votes cast by members.
- The duties of the General Meeting will be
  1. to elect the members of the Executive Board;
  2. to approve the Association's budget and to determine the amount of membership fees;
  3. to establish priorities and provide forward direction to the activities of the Association;
  4. to deliberate and decide upon any other matters on the agenda.

## **5. FINANCES**

5.1 The Association shall have the power to raise money for the purposes of the Association. The Association shall maintain an account at a bank and/or building society to be selected by the Association.

5.2 No member of the Executive Board and/or Committee may serve as an employee (full-time or part-time) of the Association, nor be given any remuneration by the Association for carrying out their duties as a Committee member.

5.3 Members of the Executive Board and/or Committee may be paid all travelling and other expenses reasonably incurred by them in connection with their attendance at meetings, or in connection with the carrying out of their duties.

## **6. CONSTITUTIONAL AMENDMENTS AND DISSOLUTION**

- The present Constitution may be amended by the General Meeting by a two-thirds majority of the valid votes cast.
- The dissolution of the Association shall require a two-thirds majority of the valid votes cast in an extraordinary General Meeting called by the Executive Board for this particular purpose.