



CONSTITUTION FOR ALL CIOL DIVISIONS

1. Definitions

'Chief Executive'	the person on the staff of CIOL holding the job title of Chief Executive
CIOL	the Chartered Institute of Linguists whose registered office is at 167 Fleet Street, London EC4A 2EA
'Steering Group'	the Divisional Management Steering Group
'Code of Conduct'	CIOL's Code of Professional Conduct
'Council'	CIOL's governing body
'Division'	the Education; Business, Professions and Government; Interpreting; Translating or any other Division founded by Council in accordance with the Charter, By-laws and Rules
'General Meeting'	a General Meeting of CIOL members who have signed up to receive information from the Division (see Section 4)
'Head of Membership'	the person on the staff of CIOL holding the job title of Head of Membership
'Members'	Members of the Chartered Institute of Linguists including Fellows, Members, Associates and Affiliates

2. Relationship to CIOL

The Translation Division, Interpreting Division and BPG Division are wholly part of CIOL and are governed by this Constitution, which was approved by the Council on <enter date>.

3. Objectives of the Divisions

The objectives of the Divisions are to promote and support the strategic aims and objectives of CIOL by:

- 3.1. meeting the needs and interests of members in relation to particular areas of language work and language education and training;
- 3.2. providing a forum for the exchange and dissemination of information and opinion, on all matters relevant to its area of expertise;

- 3.3. acting as a knowledge centre to foster wider and stronger engagement among CIOL members and as a source of information and expertise for Council and the CIOL staff;
- 3.4. promoting CIOL membership, and awareness of the Chartered Linguist registration scheme;
- 3.5. promoting the Code of Professional Conduct;
- 3.6. encouraging communication within the profession and co-operation and mutually beneficial relationships with industry, commerce, education and related professions;
- 3.7. raising awareness of the value of language work and enhancing the status of the professional linguist;
- 3.8. providing content and comment for the Editor of the Linguist and CIOL as appropriate;
- 3.9. providing feedback to the Head of Membership on any issues and aspects of membership, for his/her consideration/action.

In furtherance of the above objectives the Divisions will, as appropriate:

- 3.10. organise meetings, activities, create guides/whitepapers and CPD training which support the specialist interests represented by the relevant Division;
- 3.11. publicise its activities and endeavour to make them known through recognised channels to the wider membership of CIOL, maintaining CIOL brand guidelines at all times;
- 3.12. have a social media presence (in line with the CIOL Social Media Policy);
- 3.13. give guidance to other areas of CIOL or handle requests for specialist information;
- 3.14. collaborate with other CIOL Divisions and Societies and engage with relevant individuals, organisations and corporate bodies in furtherance of CIOL's strategic aims;
- 3.15. open all its activities to both CIOL members and non-members. The Steering Group shall determine delegate fees and other charges for divisional activities. CIOL members may be given preference of access if attendance facilities are limited. The Steering Group may, at its discretion, determine differential rates for participation by non-members of CIOL.

4. Access

- 4.1. The Divisions shall be open to all current CIOL members without discrimination on any grounds;
- 4.2. A member will sign up to receive information from the Division and through MyCIOL will manage their own mailing preferences; (a member can sign up to more than one division);
- 4.3. The Steering Group's event organiser should liaise with CIOL marketing team in regard to the timely promotion of the event.

5. Management of the Divisions

- 5.1. The Divisions will be managed by the Divisional Steering Group;
- 5.2. All Affiliate members (Student, IoLET and Career) and all Associates, Members and Fellows shall be eligible for appointment to the Steering Group, with the proviso that a member of CIOL should not be appointed to serve on more than two Divisional Steering Groups;

- 5.3. The Steering Group will be appointed at a Divisional meeting. Each member will hold office initially for one year, then if both the Steering group and member agree, for an additional two years (altogether three years) after which time they will be eligible to stand for re-appointment for a further three years, after which there should be a break of three years. Exceptionally, it might be possible to extend the appointment beyond the six-year maximum in case the Steering Group cannot find a replacement in terms of special skills and if the member is willing to continue;
- 5.4. The Steering Group shall consist of at least five and not more than seven CIOL members; where wider representation is required, this number may be exceeded with the consent of Council;
- 5.5. The Steering Group will have the power to fill casual vacancies by appointment (from any grade of membership);
- 5.6. The Steering Group may, in addition, co-opt up to three persons, who may also be from any category of membership;
- 5.7. Co-opted Steering Group members will hold office for one year;
- 5.8. Co-opted Steering Group members can, if eligible, stand for appointment at a Steering Group meeting or be re-appointed as a co-opted Steering Group member, subject to Steering Group agreement;
- 5.9. Each appointed or co-opted member of the Steering Group shall have one vote. In the case of an equality of votes, the Coordinator shall have a second and casting vote;
- 5.10. The quorum for a meeting of the Steering Group shall be 50% of the appointed members;
- 5.11. At least two Steering Group meetings will be held each calendar year;
- 5.12. The Steering Group Coordinator shall call a meeting by giving at least two weeks' notice in writing or electronically to the Steering Group members; the Coordinator shall attach to the notice a proposed agenda;
- 5.13. In addition, a Steering Group meeting will be called if requested by not less than three Steering Group members or if required by resolution of the Council.
- 5.14. Steering Group meetings should be held wherever possible by video conference or other electronic means to facilitate attendance and reduce costs. Face-to-face meetings may be held where necessary.
- 5.15. The Steering Group has the authority to consider special items of business between Steering Group meetings by telephone, videoconference or other electronic means including email.
- 5.16. The Steering Group should consider succession planning to ensure sustainability of the Division.

6. Finance

- 6.1. The Division's financial year shall run from 1 September to 31 August in the subsequent year.
- 6.2. Funding shall be in accordance with CIOL's financial processes.
- 6.3. The Division shall not in any financial year, without the prior written authority of the Chief Executive (or delegated representative), enter into any contract which would or might require the Division to incur expenditure exceeding the Division's annual budget.
- 6.4. The Division may raise revenue to cover its expenses by such means as the Steering Group may see fit, except that the Division may not levy additional membership subscriptions from CIOL members.

- 6.5. The Division's budget should be managed in consultation with the Chief Executive (or delegated representative); in the case of disagreement, the view of the Chief Executive shall prevail.
- 6.6. The Division shall submit to the Head of Membership (or delegated representative), before the end of April in any year, an outline budget in accordance with CIOL's Financial Processes document for the next financial year, to include an outline programme of events and anticipated revenue to be raised.

7. CIOL Policies

The Steering Group will abide by CIOL policies, procedures and guidelines including, but not limited to, the following:

- Data Protection policy;
- Equality, Diversity and Inclusion policy;
- Social Media policy;
- CIOL brand guidelines;
- Communications guidelines;
- Financial processes;
- Volunteer policy.

8. Dissolution

- 8.1. The Division may be dissolved at any time by resolution of the Council.
- 8.2. The Division shall be entitled through a spokesperson to address the meeting of Council before the vote is taken on such a resolution. The decision of Council shall be final. The Steering Group of the Division shall be given 28 days' notice of such a meeting.
- 8.3. All liabilities of the Division at the date of dissolution shall devolve to CIOL.

9. Amendments to this Constitution

- 9.1. Notwithstanding any of the above, this Constitution may be changed at any time with requests submitted to the Head of Membership for confirmation by the Council.

Adopted on: 15 December 2020