SOUTH AFRICAN TRANSLATORS' INSTITUTE

CATEGORIES OF MEMBERSHIP

This document is designed to assist you to decide which category of membership is the most appropriate for you.

Dual membership is possible
Please note that it is possible to register as both an individual member and a corporate member. Please look at the information below to ascertain which would be the most appropriate route for you to follow.

Membership categories
The Institute offers membership in the following categories, under the conditions mentioned in each case:

Student membership
Student membership is open to anyone undertaking translation-related studies at any level. The following conditions apply:

- Student members must be registered full-time or part-time students in a translation-related field.
- A recommendation from a lecturer may be requested.
- Student members may not appear on the Institute's registers of freelancers.
- Student members may not undertake a practice test or an accreditation exam.

Individual membership
Individual membership is open to anyone working or interested in the field of translation.

- Individual membership is granted to a person in their personal capacity.
- No specific academic or other qualifications are required for individual membership.
- Individual members may be registered only for the services they are personally able to offer.
- Only accredited members have voting rights.
- Once a member is accredited, the accreditation remains valid only in conjunction with current membership of the Institute.

Corporate membership
Two types of corporate membership are offered:

- *Translation agencies*/language consultancies (referred to collectively as agencies)
- *Corporate language offices*, which may be business offices, government language offices or translation-related training structures

Agency membership
Agency membership is open to any registered enterprise whose main business is the provision of translation and other language-related services. The following conditions apply to agency membership:

- The member must be a registered business concern.
- The entity must be based in South Africa.
- The entity must support the aims of the Institute.
- The entity must operate according to accepted and ethical procedures.
- Accreditation is not available for agencies.

Language office membership
In the case of language office membership, membership may be for a larger or smaller structure, e.g. a whole directorate in a government department or a particular unit within a language directorate, a whole university department or the relevant section within that department, the whole communications department in a company or the translation section of such a department. The fee structures relate to the number of persons employed by the entity and the specific persons covered by such membership therefore have to be declared. Accreditation is also possible for language office members.

- *Educational language office membership* is open to institutions that provide courses relevant to the translator or interpreter (e.g. university translation departments, university language centres, private training providers).
- *Business language office membership* is open to businesses or business units that provide internal translation, interpreting or related language services, or services or goods relevant to professional work as a translator, editor or interpreter (e.g. corporate language offices).
- *Government language office membership* is open to government structures (at national, provincial or municipal level) with an interest in translation, editing, interpretation or related services.

Membership categories in practice

You become an individual member if you only offer services that you provide personally. If you in addition run an agency where you take on work on behalf of clients and subcontract the languages you are not able to do, you would register as an agency. Since it is possible that an agency owner may in fact not also be a language practitioner themselves, or that a member running an agency also wishes to become accredited in their personal capacity, there are occasions when someone might wish to be registered as both an individual member and a corporate member. The scenarios below illustrate some of these.

Scenario 1

Mr A is an accredited translator for French-English and non-accredited for German-English. He has a friend, Mr B, who is not a SATI member but who works in English-Arabic. If clients ask Mr A for Arabic translations, he accepts the job and gets Mr B to do the work. Both work in their personal capacities, without a company structure or formal agreement between them.

In this case Mr A would register as an individual member of SATI offering French-English and German-English translation. Mr B could register as an individual member of SATI offering English-Arabic translation if he wished to. Mr A may not indicate that he offers English-Arabic translation and Mr B may not say he offers French-English and German-English translation. They may still do work for one another, but as individual members they may register on the SATI database only the language(s) they do personally.

Scenario 2

Mr A and Mr B above decide to enter a formal partnership and form an agency offering French-English, German-English and English-Arabic translations. They call their agency Fregerbic Language Services, with themselves as the sole two people involved.

In this case Fregerbic could join SATI as an agency member. Agencies can, however, not become accredited and so do not have a vote in SATI matters. If Mr A wished to retain his personal accreditation for French-English (and thereby his individual SATI vote), he would *in addition* register as an individual member (i.e. he would have dual membership but only one vote, in his personal capacity).

Alternatively, Mr A and Mr B could elect to become individual members of SATI, offering only the languages they personally undertake. Mr A would retain his right to vote, but Mr B would have to become accredited before he can vote.

Scenario 3

Mr A and Mr B in Scenario 2 decide to expand their agency and to offer translation in the South African official languages as well. They outsource that work to other freelancers on a contract basis.

In this case Fregerbic would have to register as an agency member and could list as offering translation in French-English, German-English and English-Arabic and in the South African languages. Once again, if Mr A wished to retain his personal accreditation for French-English (and thereby his individual SATI vote), he would *in addition* register as an individual member (i.e. he would have dual membership but only one vote, in his personal capacity).

Scenario 4

ABC Language Agency is owned and run by Ms K, who is not a language practitioner herself. She offers translation and interpreting services in 20 different languages, and has a panel of freelancers whom she contracts to undertake the work.

ABC Language Agency would register as an agency member of SATI. Any of the freelancers Ms K uses may register as individual members in their personal capacity. They would not have dual membership; their membership would be completely separate from the agency's membership.

Scenario 5

The Language Office of Bank P joins SATI as a business member. They have a staff of twenty. Five staff members were previously individual SATI members and had been accredited. They will retain their accreditation while they are part of the corporate membership, but if they wish to retain their SATI vote, they must join as individual members *in addition* to being registered as part of the bank's corporate membership. (A special subscription rate applies to individual members who are also part of a corporate member.)

Please contact the SATI office if anything is not clear and for guidance on specific cases.