

Constitution of DELT

(the Association of Danish-English Literary Translators)

Adopted and ratified October 2018

1. Name

The Association shall be called the Association of Danish-English Literary Translators (DELT).

2. Aims

The aims of this non-profit association are:

- a. To be a network of literary translators from Danish into English.
- b. To promote Danish literature in English translation.
- c. To represent the community of translators of Danish literature into English.
- d. To maintain a register of such translators.
- e. To actively promote links with Anglophone and Danish publishers and relevant cultural and literary organisations.
- f. To encourage greater recognition and improved conditions for literary translators.
- g. To engage in any activities relevant to the above.

3. Structure & Committee

- a. The Association is an unincorporated association with a Management Committee of three officers (Chair, Secretary and Treasurer) and up to three ordinary committee officers as required (for example, Events Co-ordinator or Membership Secretary), but new roles can be appointed by the Management Committee as required. All Committee officers are required to be members of DELT.
- b. The first Management Committee will consist of a group of founding DELT members. This Founding Committee shall be in place for one year only (the Founding Period). The Founding Chair will stand for re-election after one year of service, and the Founding Secretary and Founding Treasurer after two years of service. This is to establish continuity on the Committee by ensuring some key officers remain in place.
- c. After the Founding Period, Committee members shall be elected for a two-year term at the Annual General Meeting (AGM). At the AGM half of the Committee members shall be appointed by election, the Chair being elected one year, the Secretary and Treasurer being elected the following year.
- d. Nominations for Committee members are to be with the Secretary no less than 3 weeks before the AGM.

- e. The Committee shall meet at least 2 times each year.
- f. At least 50% of Committee members must vote in person at any Committee meeting for a decision to be valid. In the event of an inconclusive vote, the Chair has the deciding vote.
- g. In the event of any officer or Committee member being unable to fulfil their role for whatever reason or retiring from office prior to the completion of the normal term, the Committee shall have the power to appoint a replacement from among any co-opted members.
- h. Proper minutes and records must be kept and made available online to the membership after each Committee meeting and AGM.
- i. Members have the right to submit points for discussion on the Committee. The Committee are advised but not obliged to discuss these.

4. Duties of Management Committee Officers

- a. The Chair
 - i. Is a member of the Committee.
 - ii. Chairs meetings of the Committee having agreed the agenda with the Secretary.
 - iii. Has the deciding vote in the event of an inconclusive vote.
 - iv. Helps guide and mediate the Committee's actions regarding the Association's priorities.
 - v. Monitors financial planning and financial reports with the Treasurer.
 - vi. Performs other duties as assigned by the Committee.
- b. The Secretary
 - i. Is a member of the Committee.
 - ii. Maintains records of the Committee and ensures effective management of the Association's records and proceedings.
 - iii. Is responsible for and manages minutes of Committee meetings.
 - iv. Is sufficiently familiar with all the policies and codes of the Association in order to refer to them when applicable during meetings.
 - v. Is responsible for all communication with the membership.
- c. The Treasurer
 - i. Is a member of the Committee.
 - ii. Manages and keeps track of the Association's finances, accounting for all monies received and ensuring they are allocated in a correct and accurate manner.
 - iii. Administers the Association's finances.
 - iv. Provides an annual budget and, where required, audited accounts. These should be available to the Committee at any time and should be presented at the AGM as part of the Treasurer's report.
 - v. Develops any financial policies and procedures deemed necessary by the Association.
 - vi. The Treasurer shall be responsible for overseeing any work carried out by an authorised accountant approved by the Committee.

5. Scope of the Association's activities

- a. To further the aims of the Association, the Committee shall have the power to apply for and administer funds relevant to the purposes of the Association. This includes opening and managing bank accounts in the Association's name.
- b. To organise courses and events designed to further its aims.
- c. To work with other associations, publishers and relevant cultural and literary organisations to further its aims.
- d. To co-opt members for specific tasks relevant to its aims.
- e. To do such lawful things as will further the aims of the Association

6. Membership

- a. Membership is open to translators of Danish literary texts into English. Upon application to join, a Committee member will approve membership.
- b. There is one category of membership.
- c. There is an initial membership subscription fee of £30, to be paid on 31st December to cover the following calendar year. Thereafter, an annual membership fee of £20 is to be paid annually. Failure to renew membership within three months will be regarded as a lapse of membership and will require a renewed subscription of £30.
- d. Members agree to follow the Association's code of conduct.
- e. Membership is at the discretion of the Committee. The Committee reserves the right to terminate the membership of any member deemed not to be upholding the values of the Association (as per the code of conduct), but the member has the right to make a submission to the Committee before a final decision is made.

7. AGM & EGM

- a. An Annual General Meeting (AGM) of the Association for all members shall be held each year.
- b. Notice of the AGM shall be published and sent to all members no less than 6 weeks before the date of the AGM.
- c. Items for discussion at the AGM are to be with the Committee no later than 3 weeks before the AGM.
- d. The Secretary is responsible for sending out both notice of the AGM and notice of the date for Items for Discussion.
- e. The Agenda at the AGM shall be as follows:
 - Welcome from Chair
 - Approval of minutes from the last AGM

- Chair's report
 - Treasurer's report & accounts
 - *Items for discussion*
 - Election of Committee members
 - AOB
- f. Voting at the AGM is open to all paid-up members.
 - g. Voting procedures at the AGM require a minimum of one third of the membership to partake for any decision to be valid.
 - h. An Extraordinary General Meeting (EGM) may be called at any time at the request of the Committee or of no less than one quarter of the membership. The rules regarding the EGM are the same as for the AGM (§7a-g).

8. Amendments to the Constitution

- a. Proposals to change the Constitution must be submitted in writing to the Secretary at least 28 days before a General Meeting.

9. Accounts

- a. The funds of the group, including all donations, contributions and bequests, shall be paid into an account operated by the Management Committee. All payments debited from the account must be approved by at least two members of the Management Committee.
- b. The funds belonging to the group shall not be employed for any purpose but to further the aims of the group.
- c. No member of the Committee or member of the Association shall be paid any remuneration, legitimate expenses approved by the committee excepted.
- d. An ongoing record of all income, funding and expenditure will be kept. Accounts will be prepared annually by the Treasurer in time for presentation to the AGM, and when necessary audited by an approved accountant.
- e. The accounting year for the Association will run from 1 January to 31 December.

10. Dissolution

- a. The Association may be dissolved by motion with a vote of two-thirds of members at an AGM or EGM.
- b. In the event of the Association being dissolved, any remaining funds should be passed over to a group with equivalent aims that has received the approval of the AGM/EGM.