



Bylaws

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1. INTRODUCTION

- 1.1** These bylaws are written according to the Institute's Articles of Association (the "**Articles**"). On adoption by the Institute of Translation and Interpreting's (the "**Institute's**") Board of Directors (the "**Board**"), they will replace and supersede all other previous bylaws of the Institute.
- 1.2** In accordance with Article 128 of the Institute's Articles, the Board is responsible for making, changing or repealing these bylaws.
- 1.3** Any bylaw that is not consistent with the Institute's Articles or governance best practice will be invalid and have no effect.

2. MEMBERSHIP

Membership of the Institute is classified in accordance with the Articles. The main classifications are individual voting, individual non-voting and individual corporate non-voting members. These classifications are further sub-divided:

2.1 Individual voting members

2.1.1 Qualified members

Qualified members must meet the following criteria:

- 2.1.1.1 A first degree or an equivalent or higher-level qualification. The Board may accept significant relevant professional experience in lieu of a degree.
- 2.1.1.2 Relevant professional experience in translation or interpreting.
- 2.1.1.3 Recommendation of ability and reputation by at least two people.
- 2.1.1.4 A pass in one of the Institute's membership assessment processes.
- 2.1.1.5 For police and court interpreters, a relevant interpreting qualification.

2.1.2 Fellow

Qualified members may advance to the category of fellow at the discretion of the Board, as long as fellows are not greater than a tenth of the total number of qualified members, and they satisfy the following requirements:

- 2.1.2.1 A qualified MITI member of the Institute for a period of at least seven years.
- 2.1.2.2 A minimum of 10 years' professional membership of the Institute (i.e., AITI or MITI).
- 2.1.2.3 References from the required number of fellows that is set out in the guidance for application for fellowship.
- 2.1.2.4 Evidence a candidate has made a major and sustained contribution to the profession and is likely to continue to do so.
- 2.1.2.5 A record of continuing professional development (CPD) over the preceding three years, a brief reflective statement on that CPD, and a brief outline of future CPD plans as set out in the guidance on application for fellowship.

2.1.3 Honorary fellow

- 2.1.3.1 The Board can admit individuals distinguished in the field of professional translation or interpreting as honorary fellows of the Institute.
- 2.1.3.2 Honorary fellows do not pay an application fee and do not have to pay initial or annual subscriptions.

- 2.1.3.3 The number of honorary fellows at any one time can be no more than fifteen or 1% of qualified members, whichever is the greater.

2.1.4 Retired members

On reaching their 70th birthday, or a lower age as determined from time to time by the Board, voting members may opt for retired membership subject to the following conditions:

- 2.1.4.1 They have been members of the Institute for an uninterrupted period of at least 10 years and must have completed the previous three years' membership in the categories of qualified member and/or fellow as described in 2.1.1 and 2.1.2 above.
- 2.1.4.2 They do not continue to receive any income from translation and/or interpreting; members may still undertake pro bono professional assignments as long as they comply with the Institute's Code of Professional Conduct, in particular in relation to maintaining and updating the skills required to undertake these assignments (Principle 2, Clause 1.1).
- 2.1.4.3 They cease to advertise themselves as a working professional translator and/or interpreter and they take all reasonable steps to ensure that any existing such advertising is taken down. Their personal profiles must clearly indicate their retired status.
- 2.1.4.4 They pay an annual subscription set by the Board equivalent to no more than 50% of the subscription for voting members.

2.2 Individual non-voting members

2.2.1 Student member

- 2.2.1.1 The Board can admit as a student member anyone who is currently studying on a course which leads to a degree or a post-graduate level qualification in any subject.
- 2.2.1.2 Student membership lasts for the length of the course described in clause 2.2.1.1 above.

2.2.2 Associate

- 2.2.2.1 The Board can admit as an associate any individual who shows evidence of a minimum of one year of relevant professional experience as a translator or interpreter.
- 2.2.2.2 To be admitted, an associate needs professional references from at least two people.

2.2.3 Affiliate

- 2.2.3.1 The Board can admit as an affiliate any individual who has a professional interest in a career as a translator or interpreter.
- 2.2.3.2 To be admitted, an affiliate needs a professional reference from at least one person, but this need not be translation or interpreting related.

2.2.4 Supporter

- 2.2.4.1 The Board can admit as a supporter any individual who has an interest in translation or interpreting.
- 2.2.4.2 To be admitted, a supporter needs a professional reference from at least one person.

2.2.5 Academic member

The Board can admit as an academic member any individual who has been teaching in institutions of tertiary education for at least two years. The formal requirements are:

- 2.2.5.1 a postgraduate degree in translation, interpreting or foreign languages;
- 2.2.5.2 a professional reference;
- 2.2.5.3 evidence of published research in translation or interpreting in the last five years or significant contribution to module or programme development on T&I programmes;
- 2.2.5.4 evidence of recent CPD in the last three years.

2.2.6 Project Manager

- 2.2.6.1 The Board can admit as a Project Manager member any individual who works in the translation industry as Project Manager, Account Manager or similar role.
- 2.2.6.2 To be admitted, a Project Manager member needs a professional reference from at least one person, but this need not be translation or interpreting related.

2.3 Corporate non-voting members

- 2.3.1 The Board can admit organisation's, corporates, partnerships, unincorporated associations or sole proprietors as corporate members, if they are concerned with translation or interpreting.
- 2.3.2 Corporate members enjoy all the benefits of membership other than those appropriate to individuals only, and the Board can allow one or more individuals nominated by a corporate member to participate in any activity of the Institute.
- 2.3.3 Any organisation applying for corporate membership can be admitted by the Board into any of the categories listed below, if the organisation satisfies the relevant requirements for admission.

2.3.3.1 Language Services Provider (LSP)

A business supplying language services for payment, that employs staff under a contract for services or a contract of service, is eligible for admission as a language services business, as long as they have:

- a) at least two years' current trading as a relevant business – if the business is incorporated or otherwise required to be registered, it must be registered by the appropriate authority;
- b) two references from clients;
- c) three references from freelance translators or interpreters, of whom at least one must be a qualified member of the Institute;
- d) adequate professional indemnity insurance.

Each corporate member must give the Institute its terms of business with suppliers, including terms of payment, and let the Institute know of any change to those terms.

2.3.3.2 Accredited Language Services Provider (ALSP)

An existing LSP for a minimum of three full years membership who can meet all the LSP criteria and additional Accredited criteria agreed by the Membership committee. ALSPs are reaccredited every three years.

2.3.3.3 Education

Universities or other higher education establishments that offer translation, interpreting or language degree courses and have been in existence for a minimum of five years.

2.3.3.4 Affiliate

Any business or organisation with an interest in the translation and interpreting industry and is not an LSP.

2.3.3.5 Associate

New and growing LSP's providing translation, interpreting or associated language services that have been trading for less than three years. Evidence required:

- e) A Partner or Director of the business needs to be an MITI, FITI or have a recommendation from an MITI or FITI.
- f) Terms of business for suppliers
- g) Professional Indemnity insurance
- h) Two client references
- i) Company registration

2.3.3.6 Community

UK based social enterprises, registered charities and community based not-for-profit organisation's providing translation or interpreting services.

2.3.3.7 Technology

Businesses supplying technology and equipment to the translation and interpreting industry.

3. PERMITTED DESIGNATIONS FOR MEMBERS OF THE INSTITUTE

Members of the Institute in the categories given above can indicate their membership as shown below.

3.1 Individual voting members

- 3.1.1 'Qualified member of the Institute of Translation & Interpreting' or 'MITI'.
- 3.1.2 'Fellow of the Institute of Translation & Interpreting' or 'FITI';
- 3.1.3 'Honorary fellow of the Institute of Translation & Interpreting' or 'Hon. FITI';
- 3.1.4 'Retired member of the Institute of Translation & Interpreting' or 'MITI (retd.)';
- 3.1.5 'Retired fellow of the Institute of Translation & Interpreting' or 'FITI (retd.)'.

3.2 Individual non-voting members

- 3.2.1 'Student member of the Institute of Translation & Interpreting';
- 3.2.2 'Supporter of the Institute of Translation & Interpreting';
- 3.2.3 'Academic member of the Institute of Translation & Interpreting' or 'ITI Academic.'.
- 3.2.4 'Project Manager member of the Institute of Translation & Interpreting'

3.3 Corporate non-voting members

- 3.3.1 'Corporate member of the Institute of Translation & Interpreting (Language Services)'
- 3.3.2 'Corporate member of the Institute of Translation & Interpreting (Education)';
- 3.3.3 'Corporate member of the Institute of Translation & Interpreting (Affiliate)'.

- 3.3.4 'Corporate member of the Institute of Translation & Interpreting Accredited Language Services Provider (ALSP)'
- 3.3.5 'Corporate member of the Institute of Translation & Interpreting'
- 3.3.6 'Corporate member of the Institute of Translation & Interpreting Community'
- 3.3.7 'Corporate member of the Institute of Translation & Interpreting Technology'

4. APPLICATION FORMS

- 4.1 Applications for admission as a member or for a change in membership category must be in the form agreed by the membership committee.

5. FEES

- 5.1 Fees for application, for membership, and assessment will be as decided and announced by the Board.
- 5.2 Application fees - Applicants for membership have to pay a fee as a contribution to the administrative costs. This fee will not be returned, whether or not the applicant is admitted as a member. The Board will fix the application fees from time to time.
- 5.3 Interview and assessment fees - Applicants for membership as a qualified member, or for assessment of an additional language pair, have to pay a fee for the Institute's assessment.

6. ASSESSMENT

- 6.1 The nature and format of assessment for qualified membership as mentioned in 2.1.1.4 will be as decided by the membership committee. The Board, together with the membership committee, can make the rules for the assessment tests that it thinks are suitable.

7. CODE OF PROFESSIONAL CONDUCT

- 7.1 The Institute has a Code of Professional Conduct which is binding on all members in accordance with Articles 10 and 21 and any breaches could result in disciplinary proceedings. The Board will oversee compliance with the Code of Professional Conduct in accordance with Article 130.

8. SUBSCRIPTIONS

8.1 Annual subscriptions: General

- 8.1.1 The date of admission to membership of the Institute shall be known as the initial Subscription Date.

Provided that the Annual Subscription has been paid, membership runs for 12 months from the Initial Subscription Day and is then renewable for a further 12 months. The date that the annual renewal is due shall be known as the Annual Subscription Date.
- 8.1.2 The annual subscription is the membership fee to be paid on or before the initial subscription date/annual subscription date.
- 8.1.3 The 'annual subscription renewal date' is the date which falls 12 calendar months after the initial subscription date and each 12 months thereafter.
- 8.1.4 The 'annual subscription year' means 12 calendar months starting from the initial subscription date and each 12 months thereafter.
- 8.1.5 If a member has not paid their annual subscription fee within 30 days following the date upon which it is due in any year, they will be taken to have resigned their membership and their membership will accordingly be ended with immediate effect.

8.2 Annual subscriptions: Changing category

- 8.2.1 An existing member who changes their category of membership during their subscription year is liable for the new subscription rate for the new appropriate category of membership from the date of change.

9. PAYMENT OF SUBSCRIPTIONS

- 9.1 Any surcharges or discounts to be applied to member subscriptions will be as agreed and published by the Board from time to time.

10. RESIGNATION FROM THE INSTITUTE

- 10.1 A member must give notice of their intention to resign from the Institute in writing, addressed to the membership officer and delivered to the Institute's registered office by post, hand, or email.
- 10.2 The membership officer will confirm they have received the resignation, and the resignation is effective immediately after this.
- 10.3 Individual membership cannot be transferred.

11. REVOCATION OF MEMBERSHIP

- 11.1 Adherence to the standards of conduct, competence and practice set out in the Institute's Code of Professional Conduct are fundamental requirements of membership of the Institute. Should the Board deem that any member of the Institute (individual or corporate), or a corporate representative of a corporate member, have breached the Code of Professional Conduct, that member, be they an individual member or a corporate member (whether the breach was due to the corporate member or their corporate representative), may be subject to disciplinary action up to and including revocation of their membership of the Institute.
- 11.2 A decision to revoke membership requires a resolution of the Board passed by a majority of 75% of those Board members present and entitled to vote at the Board meeting at which the matter is discussed, or, if the resolution is resolved upon by a written resolution, this must be passed by a majority of 75% of all Board members entitled to vote on the matter.

12. EFFECTS OF RESIGNATION OR REVOCATION OF MEMBERSHIP

- 12.1 No member will be entitled to a refund of their fees if the resignation is received, or membership is revoked before the end of their annual subscription year.
- 12.2 In accordance with the Articles, members must return to the Institute any property of the Institute that the member has when membership ceases, either due to resignation or revocation of membership, including any certificates of membership or identity cards.
- 12.3 Upon resignation or revocation of membership from the Institute and, to avoid misleading the public, ex members must cease to use any permitted designations described in Bylaw 3 and remove all references to the Institute and its membership categories from their name, their communications (including electronic), their website, CVs and any advertising material. This includes use of all logos belonging to the Institute which, as registered trademarks, may not be legally used by non-members. The Institute will seek full protection of the law in the case of non-member use of such logos.

13. CONDITIONS FOR APPOINTMENT TO ELECTED OFFICE

- 13.1 Only candidates who have been members of the Institute for the period shown below are eligible for election to the Board:
- Voting – two consecutive years

- Non-voting – one year

13.2 Sub clause 13.1 above does not apply to candidates whose election to the Board is not dependent on being members of the Institute.

13.3 **ADDITIONAL CONDITION FOR APPOINTMENT TO ELECTED OFFICE FOR THE VOTING INTERPRETER BOARD POSITION**

13.3.1 The candidate must be a qualified (MITI/FITI) interpreting member who has passed the ITI Interpreting assessment.

13.3.2 If no candidate comes forward, the Board would seek to co-opt to the Board member interpreter position.

13.3.3 If more than one candidate is nominated and meets the requirements prescribed in 14.2 – 14.6, an election will take place in accordance with Article 75.

13.3.4 If, after the election is held, the interpreter position remains vacant, the Board will promote the highest polling interpreting candidate within that category, to fill the position.

14. **NOMINATIONS FOR CANDIDATES FOR THE BOARD**

14.1 By 30 November each year the Secretary will check the number of vacant seats on the Board that will need to be filled with effect from 1 May of the following year. The Secretary will then make sure that arrangements are made to commence the nominations and election process. Candidate eligibility criteria will be reviewed and agreed by the Board annually on the recommendation of the Nomination Committee.

14.2 Any candidates for election to the Board must be supported by members from their category as defined in Article 11. Candidates for the voting category can only be supported by voting members. Candidates for the non-voting category can only be supported by non-voting members. Candidates for the corporate category can only be supported by the representatives of corporate members as nominated in accordance with Article 13.

14.2.1 The support required per category is:

- Voting – Three voting members
- Non-voting – Three non-voting members
- Corporate – One corporate member

14.3 The Board will review and agree the number of supporters required annually for each category.

14.4 A signed brief statement by the candidate for election or re-election, indicating their suitability and willingness to accept the office they are nominated for, must accompany the nomination papers.

14.5 The form of words for nominations and acceptance statements will be decided by the Board from time to time.

14.6 Nomination papers and candidates' statements must be submitted by the time and date specified in the nomination's papers and the nominations and elections timetable.

14.7 The nominations process, including elections, if required must be no later than 28 February.

15. **VALIDITY OF NOMINATIONS**

15.1 After receiving the nomination forms, the Secretary will check each nomination and reject it if:

- 15.1.1 the requirements prescribed in 14.2 – 14.6 have not been satisfied;
- 15.1.2 the candidate is temporarily ineligible for further office because of Article 84;
- 15.1.3 either the candidate or any of their nominators is no longer a member of the Institute or will have stopped being a member at the end of their annual subscription year.

16. RECEIPT OF NOMINATIONS

- 16.1 After receiving the nomination forms and statements, the Secretary will compare the number of valid nominations with the number of offices to be filled, and:
 - 16.1.1 Where the total number of valid nominations is not more than the number of offices to be filled, the Secretary will give the names of the candidates to the Board, certifying that they have been validly nominated and are unopposed;
 - 16.1.2 Where the total number of valid nominations is more than the number of offices to be filled, the Secretary will tell the Board that an election must take place, and let the candidates know.

17. ELECTIONS

- 17.1 When the Board has been told that an election must take place, it will do the following:
 - 17.1.1 In accordance with Article 75, the Board will decide if the election is to be carried out by ballot at a general meeting, by electronic or postal ballot.
- 17.2 If it has decided that the election will be carried out by electronic voting or postal ballot, the Board will:
 - 17.2.1 Appoint a competent independent organisation to manage and oversee the elections; and
 - 17.2.2 authorise payment of a suitable fee to the appointed scrutineers or independent organisation, no matter whether these are members of the Institute or not.
- 17.3 At elections for Board members, members voting within their category are entitled to one vote per vacancy.
- 17.4 At the start of each election cycle the Board may, at its discretion, review and approve the election processes and procedures, including the methodology of counting the votes.
- 17.5 The Secretary and the scrutineers will make sure that only valid votes given by members of the Institute are counted.
- 17.6 Announcement – when the elections are finished, the Secretary will give the results to the Board and members.

18. BOARD COMMITTEES

- 18.1 In accordance with Article 92, the Board must have a membership committee and a professional conduct committee at all times.
- 18.2 The Board can appoint other standing committees.
- 18.3 The chairs and members of the membership committee, professional conduct committee, and other standing committees are appointed in accordance with Bylaw 18 below.
- 18.4 The Board can form ad hoc committees or working groups for any reason it chooses.
- 18.5 The terms of reference of both standing and ad hoc committees must be clearly stated by the Board.
- 18.6 It must be clear whether the committee is purely advisory or can make decisions on behalf of the Board, particularly within the terms of reference.

19. APPOINTMENTS OF CHAIRS AND MEMBERS OF COMMITTEES

- 19.1 The chair of any standing committee is appointed by the Board in the first instance for a two-year term. The Board may re-appoint the chair annually thereafter.
- 19.2 The chair of any ad hoc committee is appointed by the Board.
- 19.3 An appointment as chair of any committee can be ended by the Board at any time.
- 19.4 Following consultation with the Board, each committee chair can appoint to the committee any Board member, other officer, or member of the Institute who is willing to serve on it, as long as the following conditions are met:
 - 19.4.1 Every committee with three or more members must comprise a majority of voting members.
 - 19.4.2 No member of the Board can be a member of the professional conduct committee.
 - 19.4.3 The Board can veto the appointment of any person it considers unsuitable.
 - 19.4.4 If the Board does exercise its right of veto in accordance with 19.4.3, it must inform the committee chair of the reasons.
 - 19.4.5 Appointments as members of the membership committee, the professional conduct committee, or any other standing committee are for three-year terms, from the start of the financial year. Thereafter membership may be renewed on an annual basis by the Board, taking into account any representations from the committee chair. A balanced committee composition should be ensured.
 - 19.4.6 An appointment as a member of any committee can be ended early (before the end of the financial year) by the Board.

20. PROCEEDINGS OF COMMITTEES

- 20.1 The quorum (smallest number of people who need to be at a committee meeting for official business to go ahead) is two, or one-third of the maximum number of its members, whichever is the greater.
- 20.2 Questions that come up at a committee meeting are decided by a majority of votes. If there is an equal split of votes, the chair gets a casting vote.
- 20.3 A member of a committee cannot vote on a matter in which they have an interest or duty, direct or indirect, that conflicts or could conflict with the interests of the Institute.
- 20.4 If they cannot vote because of 20.3 the member of the committee will not be counted in the quorum present.
- 20.5 If the right of a member of a committee to vote on any matter is questioned, the ruling of the chair is final, except when their own right to vote is concerned.
- 20.6 Copies of the minutes of meetings of all committees will be given to the Board. If the work of the committee is mainly carried out by correspondence etc. (including, for example, email), summaries of decisions reached will be given instead.
- 20.7 As long as every member of a committee has had the opportunity to register his vote, a resolution in writing signed by the majority of all those members entitled to vote on that resolution is valid.

21. FORMATION OF NEW NETWORKS AND REGIONAL GROUPS (to be known as ITI Networks from 1 December 2020)

- 21.1 Since 1 December 2020, all existing Network and Regional Groups (NWRG) have been referred to collectively as ITI Networks. Existing ITI Networks may retain their Regional Group names if they so wish.

- 21.2 The Board can approve the formation of a new ITI Network in accordance with Article 119 if an application is made by at least three members of the Institute, giving the objective of the new ITI Network.
- 21.3 If a new ITI Network covering part of an area belonging to an existing ITI Network (location, subject, language or support) is proposed, the Board will ask the opinion of the coordinator of the existing ITI Network before reaching a decision on the application.

22. PURPOSE OF ITI NETWORKS

22.1 Purpose of an ITI Network

A network of professionals (including at least 1 member of ITI) who share an interest in:

- a language (or group of languages);
- a subject of professional concern;
- or a specific locality/regional can be formed to further that interest, exchange information or pursue common professional interests;
- support - can be formed if the Board feel it is in the interest of members.

23. MEMBERSHIP AND RULES OF AN ITI NETWORK

23.1 Membership

All ITI Networks must allow individual members from any ITI membership category to join, unless they are a network for a specific membership category. For example, a FITI network would only be open to FITI members. It is recommended that the majority of network members should be ITI members.

23.2 Rules

An ITI Network can make its own rules, but the following are minimum requirements:

- 23.2.1 Each ITI Network must be represented by one person who is a member of the Institute and who will be known as the Network Co-ordinator.
- 23.2.2 All ITI Networks formed after 12 September 2023 must also appoint a Deputy Co-ordinator who must be a member of ITI to share the duties of running the network and to maintain the ITI Network in the event that the Network Co-ordinator should be unavailable for an extended period of time.
- 23.2.3 ITI recommends that a member should only be the Network Co-ordinator or Deputy Co-ordinator of one ITI Network at a time so as not to be overwhelmed by the time given to volunteering.
- 23.2.4 An ITI Network can be temporarily represented by a single member of the Institute appointed by the Board, but an election within the network should take place as soon as possible to determine the permanent Network Co-ordinator.
- 23.2.5 All members of an ITI Network can vote in the elections of that ITI Network.

23.3 Funding

The Board will support ITI Networks with:

- marketing of the new network to existing members via social media, the monthly Member Update and in the ITI Bulletin
- advice from the ITI office team regarding governance, common practices and sources of help and advice
- the ITI Networks Handbook

23.4 Dissolving ITI Networks

The Board can dissolve an ITI Network or amalgamate it with another for any of the following reasons:

- inactive ITI Network – where the ITI Network is deemed by the Board to have been inactive for more than one year
- the ITI Network is pursuing a policy that is not in accordance with the Institute’s objectives, vision and values, or bylaws
- the ITI Network deems, through a vote amongst its members, that it should be dissolved and informs the Board accordingly.

An inactive ITI Network will be determined; thus, on the 1 May each year the Network Co-ordinator of each ITI Network will be asked to complete a return to the ITI Office. If no return or contact is received within the following 12 months, the ITI Network will be declared inactive and be dissolved by the Board.

24. BALLOTS ON QUESTIONS OTHER THAN ELECTIONS

- 24.1 In accordance with Article 121 the Board can order a ballot to decide any question that concerns the Institute.
- 24.2 A minimum of 5% of the Institute’s voting members can ask for a ballot to decide any question that concerns the Institute.
- 24.3 The questions that cannot be decided by ballot are:
- 27.3.1 the voluntary winding up of the Institute;
 - 27.3.2 the removal from office of any member of the Board in accordance with section 168 of the Companies Act 2006;
 - 27.3.3 the removal from office of an auditor.
- 24.4 If the members have asked for a ballot, those members need to give the Institute the sum decided by the Board towards the cost of the ballot.
- 24.5 When the Board decides to, or is required to, conduct a ballot, it will appoint an independent organisation to conduct it.

25. REQUISITIONS AND MOTIONS

- 25.1 Members must ask for a ballot in writing and give the motion or motions to be proposed. The request must be signed by all those asking for the ballot, but all the signatures do not need to be on a single copy.
- 25.2 The request, together with a cheque for the sum decided by the Board made out to the Institute, and any statement of not more than 1000 words which those making the request want to have circulated, will be delivered at the registered office of the Institute.
- 25.3 Members who wish to submit a motion to a General meeting of the Institute should contact the Company Secretary.

26. CONDUCT OF A BALLOT THAT MEMBERS HAVE ASKED FOR

- 26.1 The independent organisation will be responsible for conducting the ballot on behalf of the Institute.
- 26.2 Only voting members will be allowed to take part in the ballot.

27. APPEALS AGAINST DISCIPLINARY MEASURES AGAINST MEMBERS OR ADMISSION TO MEMBERSHIP

- 27.1 Appeals against decisions of the Board or its committees concerning a disciplinary measure against any member; or admission of any person to membership or category of membership may be heard by an appeals panel or panels set up by the Board.
- 27.2 Notice of appeal must be lodged within 28 days of receipt of the final decision which is being appealed.
- 27.3 The notice must be accompanied by the Institute's fee for convening the appropriate appeals panel, which will be refunded if the appeal is successful.
- 27.4 The Institute will carry out the appeals in accordance with Article 130-133.