



Terminology for Large Organizations

Mission and Charter

(February 2019)

I. Name:

The name of this organization shall be Terminology for Large Organizations (short name: TerminOrgs).

II. Statement of Purpose:

Terminology for Large Organizations is a consortium of terminologists who promote terminology management as an essential part of corporate identity, content development, content management, and global communications in large organizations. This group is a forum to discuss and develop guidelines and best practices for large-scale terminology management.

The mission statement of Terminology for Large Organizations is as follows:

- a. Provide guidelines and best practices for terminology management.
- b. Raise awareness about the role of terminology for effective internal and external communications, knowledge transfer, education, risk mitigation, content management, translation and global market presence, particularly in large organizations.
- c. Represent stakeholders of terminology standards and tools.
- d. Determine and promote the economic value of managing terminology.

III. Affiliation:

Terminology for Large Organizations Group is an independent organization. Terminology for Large Organizations is a member of Language Terminology/Translation and Authoring Consortium (LTAC).

IV. Membership:

- a. For the purpose of determining membership eligibility for TerminOrgs, a large organization is defined as one that has a terminology database and meets one or more of the following criteria:
 - i. Produces large quantities of content
 - ii. Has a distributed workforce for producing and/or for translating content
 - iii. Is active in global or multinational markets
 - iv. Produces content in multiple languages

- b. The following terminology professionals qualify to join this group:
 - i. Terminology professionals who work in a field related to terminology in a large organization (private, public, non-profit) and have been designated as a representative for that organization in matters of terminology.
 - ii. Terminology professionals who have expertise in the field of terminology management in large organizations.
 - iii. By invitation from an existing TerminOrgs member who considers the invitee to have valuable experience to share.
- c. To join Terminology for Large Organizations, interested terminology professionals submit a request to the Chair with an overview of their activities and interests in terminology management and the name of their organization.
- d. New members are approved by a majority¹ vote by existing members. Voting may happen in a meeting or by electronic means.
- e. There is no limit to the number of representatives that any one organization can have on Terminology for Large Organizations. In the case of multiple representatives, an organization is expected to have a clear strategy for coordinated participation. In matters where it is necessary to vote on issues, each member organization will have one vote.
- f. There are no membership fees. Members contribute to Terminology for Large Organizations in the form of their time and participation in meetings and projects.
- g. Members are expected to commit to some level of participation with the group including attending meetings and contributing to projects. If any member organization has been inactive for 12 months (i.e., it has not participated in meetings or projects), it may be asked to leave the group by a majority vote by the other members. Voting may happen in a meeting or by electronic means.

V. Events and Meetings:

- a. Terminology for Large Organizations shall meet on average once per month, with meetings scheduled to meet current needs. Meetings are usually held virtually.
- b. Terminology for Large Organizations may invite industry experts and guest speakers to join any meetings.

VI. Code of Conduct:

Terminology for Large Organizations is a group focused on terminology discussions and solutions in an environment free of advertising, recruitment, publicity, solicitation or sales activity. No individual member of Terminology for Large Organizations may represent or claim to represent the Terminology for Large Organizations without formal approval from the Chair or a majority of the members. Any claims to represent Terminology for Large Organizations without such authorization shall be grounds for exclusion from Terminology for Large Organizations.

¹ In this context, a majority is more than half of the votes cast, in meetings or electronically (noting that abstention does not count among the total votes cast).

VII. Chairperson:

- a. The Chair must be a member of Terminology for Large Organizations and be elected by a majority vote of the membership of Terminology for Large Organizations.
- b. The Chair shall:
 - i. Have a good understanding of the theory and practice of terminology management.
 - ii. Use and convey this knowledge whenever necessary at events, meetings, and promotions of Terminology for Large Organizations.
 - iii. Plan periodic meetings and communicate details to the membership of Terminology for Large Organizations.
 - iv. Provide the minutes of meetings to the membership of Terminology for Large Organizations.
 - v. Lead Terminology for Large Organizations in projects designed to advance or promote terminology management.
 - vi. Be the official spokesperson for Terminology for Large Organizations.
 - vii. Be willing to devote a minimum of 3% full-time equivalency to Terminology for Large Organizations.

VIII. Election of Chair:

- a. A representative among the members of Terminology for Large Organizations who does not intend to run for Chair will be selected to facilitate the election of Chair.
- b. The position as Chair for Terminology for Large Organizations is a 2-year term.
- c. The elections meeting for the next 2-year term shall take place every 2 years in November for the term starting the following January.
- d. A call for nomination shall be made at least two months prior to the election.
- e. Nominations must be accompanied by a statement of intent and goals from the candidate.
- f. If no nominations are received, the sitting Chair may have his/her term extended by an absolute majority vote of Terminology for Large Organizations members without a formal election.
- g. The sitting Chair will hold the position until the end of the calendar year.
- h. The sitting Chair may be nominated again, and there are no limitations on the number of terms of office an individual may hold.
- i. In the case of a resignation of the Chair, a special elections meeting may be held. Depending on the time of year of the resignation, the new Chair may either fill the office until the next planned elections meeting or until the end of the next 2-year term as decided by a majority vote of the membership of Terminology for Large Organizations.