

**BY-LAWS  
of the  
TEXAS SOCIETY OF INTERPRETERS FOR THE DEAF**

**ARTICLE I  
MEETINGS**

- A. Annual Conference of TSID shall be held in the month of March, April, or June each year. Special meetings of TSID shall be held in accordance with Article V of the TSID Constitution.
  - 1. Any motions to amend the Constitution and/or By-Laws shall be submitted to the President in writing at least sixty (60) days before any meeting of TSID and the President shall ensure said amendment(s) are mailed to the membership at least 30 days in advance of the stated meeting.
  - 2. Any matters, other than amendments to the Constitution and/or Bylaws, to be included on the agenda for discussion or by voting at TSID meetings shall be submitted to the President at least fourteen (14) days prior any meeting.
  - 3. Matters not submitted at least fourteen (14) days prior to TSID meetings and which do not require amendment of the Constitution and/or Bylaws may be submitted to the President in writing at TSID meetings; such items will be considered after agenda items are completed, if time allows.
- B. A quorum of ten (10) percent of all Certified or Associate Members of TSID shall be necessary for the holding of business meetings of TSID.
- C. Membership must be paid at least sixty (60) days prior to any TSID business meeting to be eligible to vote.
- D. A quorum of one-third (1/3) of the members of the TSID Board shall be necessary for the holding of TSID Board meetings.
- E. The officers of the TSID Board may meet in Executive Session in order to deal with personnel or contract matters.
- F. Proxy Votes for Annual Conference or Special Meetings of TSID may be assigned to and carried by voting members only and must be in written form to the secretary before the business meeting begins. Each voting member may represent up to ten (10) of the voting members. Proxies in excess of ten (10) shall

be reassigned by the member carrying the proxies to another voting member. Proxies may not be assigned to the presiding officer at the business meeting.

**ARTICLE II  
MEMBERSHIP**

- A. The TSID membership year shall extend from July 1 to June 30.

The Vice President shall send out statements to any member who is thirty (30) days delinquent in payment of dues. Should there be any members in default on July 1, their membership shall automatically terminate. Membership will be reinstated upon payment of dues to TSID.

- B. Annual dues for Certified Members shall be: \$30.00
- Annual dues for Associate Members shall be: \$30.00
- Annual dues for Supporting Members shall be: \$20.00
- Annual dues for Students shall be: \$10.00

- C. Local Chapters: The purpose of a local Chapter is to further the goals and objectives of TSID, assist in governing TSID through a representative who serves on the TSID Board, and to form the basis for a communication network which assists TSID members in keeping abreast of local, state and national priorities in the field of interpreting. The local chapter provides the channel to keep the state and national organizations closely in tune with activities taking place on the local level as well as ongoing identification of local needs. Any TSID member in good standing may also hold membership in a Local Chapter. Additional dues may be assessed by the Local Chapter.

Local Chapters are established by five (5) or more TSID Certified or Associate Members who petition for recognition as a local chapter, submit their Constitution/By-Laws for review by the TSID Board, and, upon confirmation of compliance with the TSID Constitution/By-Laws, are recommended by the TSID Board to the membership to become an Affiliated TSID Local Chapter.

At least five (5) TSID Certified or Associate Members of a Local Chapter are required to maintain that Chapter. A Local Chapter must remain in compliance according to Article V of these Bylaws in order to retain its voting representation on the TSID Board. If a Local Chapter is determined out of compliance, the representative from that chapter is not recognized as a member of the TSID Board until such time as the chapter returns to compliance. If a Local Chapter of TSID cannot fulfill its responsibilities to TSID as defined in Article II and Article V of these By-Laws, the TSID Board will notify the chapter that is not in compliance and offer assistance to the chapter to help it into agreement. If the Local Chapter does not meet the minimum responsibilities for a period of one year, the TSID Board may recommend to the TSID general membership at its next Annual Conference that particular chapter's affiliation with TSID be dissolved.

- D. Certified Members are those persons over eighteen (18) with certification in the interpreting profession. Certified Members shall be entitled two (2) votes at all TSID Business Meetings.
- E. Associate Members are those persons over 18 possessing skill or desiring to become skilled in interpreting. Associate Members shall be entitled to one (1) vote at all TSID Business Meetings.
- F. Supporting Members: All other persons whose dues are current, interested in deaf people, their language and welfare, and the goals of TSID, but who do not wish to maintain Certified or Associate Membership. Supporting Members shall not vote nor hold office; may hold committee membership.
- G. Lifetime Members: Persons so elected at an Annual Conference of TSID in recognition of outstanding service to deaf people and TSID, who shall have all rights and privileges of Certified Members, but who shall not be required to pay dues.  
  
Nomination for Lifetime Members of TSID must be presented to the TSID Board in writing with an explanation of why this person should be so recognized, at least two months before the Annual Conference.
- H. Honorary Members: Shall not pay dues, hold office, nor vote. One year honorary membership shall be conferred on those individuals whom the TSID membership feels have performed outstanding services to TSID and the deaf community. Honorary member nominations will be by Resolution at the Annual Conference and approved by the general membership.
- I. Student Section Members: Shall not vote nor hold office. Must be an individual who is enrolled in an accredited University or College program; whose study focus may lead to work as an interpreter, and is currently non-certified. The Past President shall be the liaison to the student members.

**ARTICLE III  
TSID BOARD**

- A. The TSID Board shall govern the organization, shall provide leadership in strategic planning for the organization, and shall establish means of funding activities of the organization, both current and future.
- B. Officers and members of the TSID Board must be a Certified or Associate Member of TSID and must have been a Certified or Associate Member for the past twelve (12) months and must join the RID if not already a member and must be qualified for the elective position according to the requirements of that position.
- C. Terms of Office:

1. The following officers of TSID shall be elected at an Annual Conference to serve two-year terms of office as follows:

Elected odd numbered years:

President-elect  
Secretary

Elected even numbered years:

Past President  
Vice President  
Treasurer

2. The President shall serve a two-year term beginning in an odd-numbered year. The President-elect shall assume the duties as President in odd-numbered years after the current President completes his/her term.
3. All other officers may serve consecutive terms of office.
4. Each Local Chapter shall select a member from their chapter to serve as their Local Chapter Representative according to the Chapter's Constitution and Bylaws. The Local Chapter Representatives from those chapters in compliance according to Articles II and V of these Bylaws shall serve as voting members of the TSID Board.
5. A TSID Officer may not concurrently serve as a Local Chapter Representative.

D. Vacancies in Office:

A vacancy in office due to death, resignation, or failure or inability to function in any cause shall be filled by the TSID Board except in the office of President. Should the office of President become vacant, the President-elect shall assume the office of president and shall serve the unexpired term and continue for the next two-year term as President. Should the office again become vacant, it shall be filled by the TSID Board.

E. Authority:

1. The TSID Board shall have the power to submit matters, including Constitutional/By-Law amendments and election of officers, to the Certified or Associate Members of TSID for action by mail vote. The mail vote response must be equivalent to the quorum for the holding of meetings of TSID, and requires a two-thirds vote for passage. The results of the mail vote shall be determined on the thirty-first (31) day after the ballots are sent to the membership.

2. Items of business requiring action by the TSID Board may be conducted by mail or electronic mail at the discretion of the President. A two-thirds (2/3) vote of the membership of the TSID Board shall be required for passage; fourteen (14) from postmark date or date of electronic mail shall be allowed for receipt of replies from members of the Board.
3. The Officers of the TSID Board shall be reimbursed for their travel and expenses incurred in fulfilling the responsibilities of their offices as determined by the TSID Board.
4. Chairpersons of Standing and Select Committees shall be reimbursed for their travel and expenses incurred in fulfilling any required attendance at TSID Board meetings and for the responsibilities of their position as determined by the TSID Board and the availability of funds.

**ARTICLE IV  
DUTIES OF OFFICERS / MEMBERS OF TSID BOARD**

- A. Officers and Members of the TSID Board shall attend all Board meetings during the TSID year, shall follow all TSID Policies and Procedures, and shall submit written reports to each Board meeting and a written Annual Report to the membership at Annual Conference.
- B. Duties of Officers: The officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by TSID.

The President is the chief executive officer of TSID and of the TSID Board, and shall preside at all official meetings of TSID, shall oversee all activities of the organization, shall serve as spokesperson for the organization, shall present an annual State of the Organization report to the membership, and shall serve as liaison to the Legislative Committee.

The President-elect is responsible to monitor organizational policies and procedures and prepares to become President the following term. The President-elect shall preside in the absence of President, shall serve as Parliamentarian for Board meetings, shall serve as liaison to the Conference and Forums Committees, and shall serve as Chair of Motions and Resolutions Committee.

The Vice President is primarily responsible for overseeing membership and voting credentials for the organization. The Vice President shall process and maintain all membership records and shall serve as liaison to the Communications Committee.

The Past President maintains TSID's historical perspective and serves as liaison to local chapters, nominations committee and student membership. The Past

President shall have previously served as a TSID President. The Past President shall assist with the establishment of local chapters, and shall monitor motions passed by the membership and by the TSID Board.

The Secretary maintains the records of the organization. The Secretary shall record and distribute minutes of all organizational meetings and shall serve as liaison to the Scholarship and Awards Committee.

The Treasurer oversees the financial matters of the organization. The Treasurer shall prepare and submit financial reports, shall maintain records of all financial transactions following standard business and reporting practices, shall monitor financial aspects of all contracts, and shall serve as liaison to the Trust Fund Trustees.

B. Duties of Members of the TSID Board

The Local Chapter Representatives present the issues and concerns of the local chapters to the TSID Board and help govern TSID. Local Chapter Representatives shall attend all meetings of the TSID Board; shall vote on behalf of the Local Chapter when chapter is in compliance, and shall assist in maintaining cooperation and affiliation between the Local Chapter and TSID.

**ARTICLE V  
RESPONSIBILITIES OF THE LOCAL CHAPTER TO TSID**

Local Chapters shall be responsible to TSID for the following items in order to remain in compliance:

- Keep an updated Chapter Constitution and Bylaws on file with TSID;
- Assure that all Local Chapter Board Members are also members of TSID;
- Participate in governing TSID by sending a voting Representative to at least three (3) meetings of the TSID Board each TSID fiscal year.
- Assure that voting Representatives to the TSID Board are also RID members.
- File an annual chapter written report and financial statement with TSID.

**ARTICLE VI  
RESPONSIBILITIES OF TSID TO LOCAL CHAPTERS**

TSID is responsible to Local Chapters in the following ways:

- Link Local Chapters to the TSID Communications, Legislative and Forums Committees and to the National RID;
- Share governing authority of TSID with representatives of chapters who are in compliance;
- Offer consultation and assistance to Local Chapters in:
  - chapter compliance
  - chapter development
  - professional development
  - membership recruitment

## **ARTICLE VII COMMITTEES**

- A. **Standing Committees:** The chairpersons of the Forums and Legislative committees be elected for two-year terms at the TSID annual conference in odd numbered years. The chairpersons of the Communication and Scholarship and Awards committees be elected for a two-year term at the TSID annual conference in even numbered years. A standing committee chair must be a voting member of TSID and have been a voting member for the past twelve (12) months, must join RID if not already a member and must be qualified for the position according to the requirements of that position. All chairpersons shall attend TSID Board meetings as required by the TSID Board and provide written reports at all TSID Board meetings; shall attend the TSID Annual Meetings; shall be responsible for the accomplishment of duties assigned to the committee which they chair. Standing committees shall have at least five members, one of whom will be the chairperson. The chair of each committee shall appoint the other members, striving to provide representation from diverse areas of the state.

**Conference Committee:** This committee, which may have sub-committees as appointed by the chairperson, shall oversee Conference activities, shall recommend a slate of Presenters and draft a budget for Conference for approval by the TSID Board, and shall submit an Annual Conference final report.

**Communications Committee:** This committee, under the direction of the chairperson, shall oversee organizational communications, including, but not limited to, publications, TSID website, TSID electronic mail list, and other means of disseminating information about TSID.

**Forums Committee:** This committee, under the direction of the chairperson, shall establish and monitor forums for the exchange of ideas, opinions and information concerning interpreting, submit recommendations to the TSID Board related to concerns of the membership, and draft position papers for submission to TSID membership as appropriate. Committee members shall serve as liaisons to Special Interest Groups (SIGs)

Legislative Committee: This committee, under the direction of the chairperson, serves as a resource for the membership on legislative issues. The committee shall communicate legislative issues regarding the interpreting profession to the membership and shall convey the wishes of the membership to state legislative representatives and/or their aides.

Scholarship and Awards Committee: This committee, under the direction of the chairperson, shall be responsible for:

1. promoting scholarships and awards,
2. establishing scholarship and award criteria,
3. processing and granting scholarships and awards, and
4. coordinating recognition activities.

- B. Select Committees: TSID shall have the following select committees. The TSID Board may establish other select committees as needed.

Annual Nominations Committee: This committee shall be composed of five (5) persons, at least one of whom shall be a past President. The Chairperson and members of the committee shall be elected by the membership of TSID at the Annual Meeting. The Nominations Committee shall submit nominations for elective positions for the next year. Names may also be placed in nomination from the floor at the Annual Conference.

Annual Audit Committee: This committee shall be composed of three (3) persons, none of whom shall be current officers of TSID. The Chairperson and members of this committee shall be elected by the membership of TSID at the Annual Meeting. This committee will perform an audit of the financial records of TSID for the previous fiscal year.

Conference Motions and Resolutions Committee: This committee shall be chaired by the President-elect and shall meet at the Annual Conference. Any voting member of TSID who wishes to attend the meeting(s) may serve on this committee. This committee will receive motions and resolutions for the Annual Meeting from the TSID Board, Local Chapters, Special Interest Groups, and individual members, and shall ensure that motions are in the proper format for presentation at the Annual Meeting.

## **ARTICLE VIII SPECIAL INTEREST GROUPS**

TSID shall recognize Special Interest Groups (SIGs) which shall be open to all members of the organization. All Special Interest Groups must be self-sustaining. No funds from TSID may be used. Additionally, Special Interest Groups must follow TSID Policies and Procedures.

**ARTICLE IX  
TRUST FUNDS**

- A. The Don England Trust Fund is a perpetual fund to provide financial assistance to TSID members for training opportunities, named for the lifetime member who had the vision for this fund.
- B. The Johnnie Duncan Student Trust Fund is a perpetual fund to provide financial assistance for students of the interpreting profession for leadership opportunities and training, named for a lifetime member who dedicated her life to interpreting students.
- C. Trust Funds will be administered by five (5) Trustees.
- D. Eligibility: A nominee for election to the TSID Trustees must be a Certified or Associate Member of TSID and must have held this membership for the past 12 months. The Trustees will elect the Chairperson.
- E. Term of office: The Trustees will be elected by the membership at the Annual Conference to serve two (2) year terms. Trustees will not serve more than two full terms consecutively.
- F. Vacancies in office: Vacancies in office will be filled by the TSID Board.
- G. Meetings: The Trustees will meet face-to-face once during the year and at the Annual Conference. A quorum of the Trustees is a majority (three (3) members).
- H. Authority: The Trustees shall be charged with the responsibility and authority to:
  - 1. Raise money to be added to Fund principles.
  - 2. Determine investment strategies.
  - 3. Establish and modify fund policies and procedures as required.
  - 4. Submit regular reports for each board meeting and an annual report to the membership.
- I. Liaison: The TSID Treasurer is to serve as the liaison to the Trustees.
- J. Elections: Two (2) Trustees will be elected by the membership in even years and three (3) Trustees will be elected by the membership in odd years.
- K. Audits: Records are to be submitted with the Annual Report for audit purposes.
- L. Financial Responsibility to TSID: In the event of TSID financial jeopardy, the TSID Board can use the Trust Fund to secure a short-term loan. In the event of Bankruptcy, the Trust Fund or a portion of the fund may be liquidated to assist in the form of a loan to TSID's recovery with approval of two-thirds (2/3) of the

voting members in either a special called meeting or a regularly scheduled meeting. The loan will be paid in full within two (2) years. It is the responsibility of the Trustees to insure the transaction at the prime rate.

- M. Conflict of Interest: No Trustee shall benefit financially from investments of the fund while serving, or for five (5) years thereafter. However, former Trustees may be eligible for scholarships offered by the trust fund after completing their terms.

**ARTICLE X  
AMENDMENTS:**

These By-Laws may be amended or new By-Laws adopted by a vote of two-thirds (2/3) of the members present and voting at any regular or special meeting of TSID; provided thirty (30) days prior notice is mailed to the membership; to be in effect the following July 1, unless otherwise stated.

**DOCUMENT HISTORY**

- Established        ???
- Revised            04/2002
- Revised            06/2003
- Revised            04/2005
- Revised            04/2006
- Revised            08/2007