

Bylaws of Brazos Valley Interpreters for the Deaf

Article I: MEETINGS

A. Order Of Business

Face-to-face/Video Conference Meeting

- Call to order
- Determination of Quorum
- Reading of Minutes (Regular and electronic)
- Reports
- Unfinished Business
- New Business
- Announcements
- Adjournment

Electronic Meeting

- Call to order
- Unfinished Business
- New Business
- Adjournment

B. Robert's Rules of Order, Newly Revised

The current edition shall be the parliamentary authority in all cases where there is no conflict with the Constitution and/or Bylaws.

C. Quorum

At all stated or called meetings a quorum shall consist of one-tenth (1/10) of the voting members. For electronic motions, votes (including abstentions) shall be at least one-half (1/2) of all BVID Regular and Associate members. With electronic motions, if sufficient votes are received such that all remaining potential votes cannot change the result, the result can be announced even if the time period for voting has not concluded.

D. Executive Board Meetings

At all Executive Board meetings a quorum shall consist of one-half (1/2) of the Executive Board members.

E. Meetings

1. Executive Board:

There shall be a minimum of two (2) Executive Board meetings each membership year. These may be held face-to-face or by video conference or conference call. Electronic meetings shall fill the gaps between Board meetings and shall run from the beginning of the membership year until the first meeting, between meetings, and from the last meeting until the end of the membership year. Executive Board meetings shall be announced to the membership at least two (2) weeks prior to the meeting and will be open to the general membership. The President or any two (2)

Executive Board members may call meetings. Such called meetings will be closed to the general membership.

2. Membership:

There shall be a minimum of one (1) membership meetings per year. The “Fall” meeting shall be held in September or October, and/or the “Spring” face-to-face meeting shall be held in April or May. Electronic meetings shall fill the gaps between membership meetings and shall run from the beginning of the membership year until the first membership meeting, between meetings, and from the last meeting until the end of the membership year. Members shall be notified no less than two (2) weeks prior to a change in a membership meeting time and/or place.

F. Motions

Unresolved motions from any meeting shall be added to Unfinished Business for the next regular or electronic meeting.

1. Face-to-face:

Only voting members of BVID may make motions at stated or called meetings of the membership. During Executive Board meetings, only the Executive board members may make motions. With the approval of any two members of the Executive board, non-voting members may address the Board and/or the BVID membership at any meeting.

2. Electronic:

Note: Multiple electronic motions may be considered simultaneously as long as they do not conflict as determined by the President and the Parliamentarian .If there is a conflict the motions shall be considered in the order that they are received.

- a) The Parliamentarian, in conjunction with the Secretary, shall ensure that there is a current e-mail list of voting members for electronic discussion of motions.
- b) Any member may send a motion to the President.
- c) The President will determine if the motion is in order, and if so, shall forward it to the voting body and ask for a second to the motion. Forty-eight (48) hours is allowed for a second to be made, from the date/time of the President’s e-mail request for the second.
- d) If no second to the motion is received within the proper time period, the President notifies the voting body that the motion has failed, because no one seconded the motion.
- e) If a second to the motion is received within the proper time period, the President notifies the voting body that the motion they received has been

properly seconded and that the issue is open for debate for a period determined by the President. The Secretary records any motions and amendments in the official minutes.

f) During the debate period, if any proposed amendment (directly relating to the main motion) is made, members then hold the motion in abeyance and consider the amendment with a given time for the amendment to be considered and voted upon.

g) Upon closing the debate on the amendment within the given time, the President will restate the amendment(s) and call for an e-mail vote on the amendment(s) within a period determined by the President. When this has been completed, the main motion will be restated or the main motion as amended will be restated and the members of the voting body will make a final e-mail vote within another time to be determined by the President.

h) Voting members will send their e-mail vote(s) to the President and Parliamentarian for verification of the votes. The Parliamentarian shall submit the verified e-mail results to the Secretary for recording and reporting.

i) Following all the time limits and within the procedures established in these guidelines, the final results of the e-mail vote(s) will be reported to the voting body by the Secretary and the results of the voting will be recorded in the minutes of the current electronic meeting.

G. Election of Officers

The election of officers shall be held during BVID's Spring meeting each year. Board members shall take office at the beginning of the next membership year. The term of service ends at the end of the membership year.

Article II: MEMBERSHIP

A. Term of Membership

The membership year shall extend from June 1 to May 30 of the calendar year. To be in good standing, a member must maintain current dues and attend at least half (1/2) of the stated and /or called meetings per membership year, and participate in at least two-thirds (2/3) of all electronic motions [Participation can be voting on a motion (including sending and abstention) or engaging in debate or seconding a motion or proposing a motion that receives a second]. Members must be a certified interpreter or be working in the field of deafness and/or enrolled in an accredited school program in ASL, deaf education, interpreter training or mentorship program, or interested in the interpreting profession.

B. Qualifications of Membership

1. Regular Member:

Those persons, age 18 and over, who pay Regular Membership dues in BVID

and who also hold Regular membership in TSID shall have voting privileges in BVID; may serve as the BVID Chapter Representative to the TSID Executive Board if also a member of RID; may be elected to office in both BVID and/or TSID; may chair BVID committees. Each Regular Member shall have two (2) votes.

2. Associate Member:

Those persons, age 18 and over, who pay Associate Member dues in BVID and also hold membership in TSID shall have voting privileges in BVID; may serve as the BVID Chapter Representative to the TSID Executive Board if also a member of RID; may be elected to office in BVID; may chair BVID Committees. Each Associate Member shall have one (1) vote.

Article III: OFFICERS

A. Authority and Responsibilities:

1. President:

The President shall chair all meetings of BVID and the Executive Board and shall be an ex-officio member of all committees except the Nominating Committee; shall appoint Standing Committees and Special Committees with the approval of the Executive Board; shall appoint the Chair for Special or Standing Committees; shall be the official agent of BVID and shall be responsible for maintaining cooperation and affiliation with TSID which includes submitting BVID Chapter Reports to all TSID Board Meetings; shall perform other duties as designated by the Executive Board and/or membership; shall submit a written report to the Secretary during Board meetings. The President will also serve as the BVID Chapter Representative to the TSID Executive Board or may appoint a designee; shall carry out the goals of BVID. The President shall be elected in odd numbered years by the membership at the BVID Annual meeting for a term of two years.

2. Vice President:

The Vice-President shall assist the President with the duties of that office and shall perform other duties as designated by the President; shall preside at all meetings in the absence of the President; shall act as Chairman of the Workshop Committee; shall automatically become President in the event that the office is vacated; shall submit a written report to the Secretary during Board meetings. The Vice President shall be elected in even numbered years by the membership at the BVID Annual meeting for a term of two years.

3. Secretary:

The Secretary shall keep accurate records of the proceedings of all the meetings of BVID; shall conduct the primary correspondence of BVID; shall issue notices of meetings or phone members as directed by the President; shall be responsible for sending quarterly BVID Chapter Updates to the TSID Interpreter for each publication. The Vice President shall keep an up to date roster of the membership and standing of each member; shall give copies of the

same to BVID's President and TSID's Vice President. The Secretary shall be elected in even numbered years by the membership at the BVID Annual meeting for a term of two years.

4. Treasurer:

The Treasurer shall receive, deposit, and disburse all monies; the President and/or Executive Board shall approve all bills before payment; the Treasurer and a second BVID Board member shall sign all drafts. The Treasurer shall keep accurate records of all monetary transactions. The Treasurer shall present his/her records to the Audit committee: 1) at the end of the fiscal year prior to BVID's Annual Meeting, 2) upon request by the President and/or Executive Board, and/or 3) upon termination of office. The Treasurer shall submit a report to the BVID Secretary at Board meetings. The Treasurer shall submit BVID's Annual Treasurer's Report to the TSID Treasurer at the end of BVID's Fiscal Year. The Treasurer shall be elected in even numbered years by the membership at the BVID Annual meeting for a term of two years.

5. Parliamentarian/ President Elect:

The Parliamentarian will rule on questions involving parliamentary procedure; shall chair the Nominating Committee; shall be responsible for all voting by ballot, show of hands, electronically, and other methods of voting. The Parliamentarian shall chair any Revisions Committee; shall submit a written report to the Secretary during Board meetings when serving on a committee. The Parliamentarian shall be in training to assume the presidency of BVID if elected the following term. The Parliamentarian/President Elect shall be elected in odd numbered years by the membership at the BVID Annual meeting for a term of two years.

6. Webmaster

The BVID Webmaster shall be responsible for developing and maintaining the BVID Website. The Webmaster shall update the website as directed by the BVID Board to ensure that calendar information is current for all BVID meetings and workshops and that BVID minutes are available for review. The BVID Webmaster will maintain contact with the TSID Webmaster to ensure compliance with TSID. The BVID Webmaster shall assist the BVID President and/or the BVID Chapter Representative in uploading and/or downloading reports. The BVID Webmaster shall serve on the Workshop Committee. The Webmaster shall be elected in odd numbered years by the membership at the BVID Annual meeting for a term of two years.

Article IV:

A. Chapter Representative:

The BVID President shall serve as the Chapter Representative. A designee shall be appointed to serve as an alternate when the President cannot attend TSID Executive Board meeting. The BVID Chapter Representative to the TSID Executive Board shall attend at least 3 official TSID Executive Board meetings;

shall report to BVID any issues being discussed at the TSID Executive Board meetings; shall inform the TSID Executive Board of BVID's needs; shall act as liaison between TSID and BVID and shall assist in maintaining cooperation and affiliation between BVID and TSID; shall submit a written report to the Secretary of TSID; shall be a member of RID. Any travel expenses incurred attending TSID Executive Board meetings shall be reimbursed as funds are available and are approved by BVID's Executive Board.

B. Vacancies in Office

1. The Executive Board, with membership approval, shall fill any vacancies in office due to death, resignation or other causes, other than the President.
2. Resignations shall be submitted in writing to the Executive Board.
3. Executive Board Officers failing in their prescribed duties shall receive written warning from the Executive Board .If they continue to fail in their prescribed duties they will be replaced by action of the Executive Board.
4. Officers are required to attend three-fifths (3/5) of all face-to-face/video conferencing Membership and Executive Board meetings and participate in at least four-fifths (4/5) of electronic motions (as defined in Article II. A. Term of Membership). Failure to comply shall be basis for replacement action.
5. The outgoing officers shall transfer all data and materials of the office within 14 ays following termination of office.

C. Eligibility of Office

A person may be eligible for nomination to office provided he/she has been a Regular or Associate member in good standing of TSID and BVID.

D. Elections to Office

1. Election of officers shall take place at BVID's Spring meeting.
2. Voting privileges for elections shall be restricted to Regular or Associate members in good standing.
3. Officers shall be elected for two (2) years; term being from the start of the membership year until the end of the next membership year.
4. The election of officers shall take place annually with half of the executive board positions being elected in odd numbered years and the other half being elected in even numbered years. In odd numbered years, President, Parliamentarian/President Elect, and Webmaster positions shall be elected. In even numbered years, Vice President, Secretary, and Treasurer shall be elected.

5. The Nominating Committee shall present a slate of nominations for officer positions. Other nominations may be made from the floor, provided the person nominated has been asked and is eligible and willing to serve.

6. Voting shall be done by ballot unless there is only one (1) candidate for the office.

7. A majority of those present and voting is required for election.

Article V: STANDING COMMITTEES

A. Nominating Committee:

There shall be a Nominating Committee of no less than three members chaired by the Parliamentarian. The members of the committee shall be nominated by and from the membership; simply majority vote shall be required for election to this committee. The Nominating Committee shall be responsible for the presenting a slate of eligible persons to the membership for any election.

B. Workshop Committee:

The Workshop Committee shall be Chaired by the BVID Vice President and shall consist of the BVID Webmaster and at least one other member. The Workshop Committee shall prepare a budget for all BVID Workshops to be approved by the Executive Board. The Workshop Committee shall enter into contracts with workshop presenters with the approval of the BVID President, and shall follow the BVID Workshop Policy.

C. Audit Committee:

The Audit Committee shall audit the Treasurer's records at the end of the fiscal year every two years; upon request of the President, and/or upon the election of the new Treasurer the books will be audited prior to the beginning in the Treasurer's term and report to the membership their finding at the next stated or called meeting. The Executive Board shall appoint the Audit Committee Chairperson. The Audit Committee shall have three members. The members of the committee shall be nominated by and from the membership; simply majority vote shall be required for election to this committee.

Article VI: MONIES

A. Dues

1. Regular Membership dues:
 - a. \$60 per annum (includes annual TSID dues)
 - b. \$25 per annum (for those already holding TSID Membership)
2. Associate Membership dues:
 - a. \$60 per annum (includes annual TSID dues)
 - b. \$25 per annum (for those already holding TSID Membership)
3. Chapter Membership dues: \$20 per annum

Dues are payable prior to September 1 of the current membership year in order for a member to be eligible for voting privileges and/or to hold an office.

Article VII: AMENDMENTS

These Bylaws may be amended or new Bylaws adopted by vote of two-thirds (2/3) of the voting members present at the Fall or Spring meeting of BVID, provided the proposed amendment is submitted to the Executive Board for study or review prior to the presentation to the membership for adoption. Proposed amendments must have a sponsor and cosponsor signature, or be proposed by a committee.

These Bylaws approved as a replacement of BVID Bylaws on 3/25/19.