

**BYLAWS OF  
THE NEW MEXICO TRANSLATORS AND INTERPRETERS ASSOCIATION**

**Article I: Name**

The name of the association shall be the New Mexico Translators and Interpreters Association, which may be abbreviated as "NMTIA."

**ARTICLE II: Purpose**

NMTIA is organized as a non-profit independent organization which may constitute a cooperating group of the American Translators Association (ATA), for the following purposes:

1. To maintain high standards of professional ethics, practice, and competence;
2. To protect and safeguard the legitimate rights and interests of individuals engaged in the practice of translation and/or interpretation;
3. To advocate and promote public awareness of translation and interpreting and their importance in international and intercultural communication;
4. To publish a directory of its members annually, a newsletter as often as may be possible, but in no event less than every other month, and such other publications as may advance translation and/or interpretation and the interests of translators and interpreters; and
5. To facilitate professional contacts among translators and interpreters in the region and to provide a forum for cooperation and mutual assistance.

**Article III. Membership**

**1. Eligibility**

Membership in NMTIA shall be open to any person without regard to sex, race, creed, or national origin.

**2. Classes of Membership**

There shall be four classes of membership: student, active, corporate, and honorary.

- a. **Student:** Any person engaged in interpretation or translation studies or fields related therewith who wishes to increase skills and knowledge in translation or interpretation;

- b. **Active:** Any individual actively engaged in translating, interpreting or closely related work who agrees to abide by the Bylaws of the NMTIA and any code of ethics subscribed thereby.

Active membership is in the name of the individual only, and confers no corporate or institutional membership on any company, employer or institution of the individual;

- c. **Corporate:** Corporate membership is a non-voting membership available to corporate entities or institutions with an interest in translation or interpretation; and
- d. **Honorary:** Persons who have performed outstanding service to NMTIA or to the profession, or have attained extraordinary accomplishment in the field of interpretation and/or translation, may be nominated for honorary membership in NMTIA as recognition for such service and/or accomplishment.

### 3. Rights and Privileges

- a. Any member shall have the right to attend any NMTIA meeting and to receive all of its publications either without cost or at special membership rates.
- b. Active Members shall have the right to vote on all matters that come before the membership.
- c. Active Members shall have the right to hold office and serve on committees.
- d. Active Members shall have the right to be listed as practitioners in the Membership Directory. Student members may also be included in the Directory.

### 4. Membership Application and Dues

- a. **Membership Dues:** The annual dues applicable to each class of member shall be due and payable from January 1 to February 28 (or 29, as applicable) of each year (the Open Membership Period). Any person may apply for membership from March 1 through December 31 of any year, provided however, that the amount for membership dues shall be increased after the Open Membership Period by an amount determined by the membership at the Annual Meeting.
- b. **Application process.** Any person who wishes to join NMTIA must (1) complete a membership application and (2) submit it with the applicable current year's dues, stating the class of membership sought, eligibility for which may be verified by the Membership Chair.

## **5. Resignation and Expulsion**

- a. Any member may withdraw from NMTIA after fulfilling any pending obligations thereto, through written notice of such intent to NMTIA, provided however, that dues once paid are non-refundable.
  
- b. A member may be expelled from NMTIA for any of the following reasons:
  1. Malfeasance in office in NMTIA;
  2. Conduct or public statements injurious to NMTIA, or to the profession;
  3. Falsification or misrepresentation on his or her membership application;
  4. False claims of or misleading implication of holding accreditation, certification, diplomas or other professional credentials;
  
  5. Violation of any code of ethics to which NMTIA subscribes;
  6. Criminal activity, when so adjudged by a court of law, harmful to NMTIA or to the profession.
  
- c. Expulsion may only be done on the following procedure:
  1. Written charges must be made to an officer of NMTIA;
  2. The officer must cause the issue to be included on the agenda of the next following Board of Directors meeting;
  
  3. Notice must be provided to the member against whom the charges are made, with note of the Board of Directors meeting that will consider the charges;
  
  4. The member against whom allegations have been filed shall be heard at the Board meeting where the matter is considered if he or she so desires; immediately thereafter, the Board shall, out of the presence of said member, discuss the charges and action to be taken, and shall voted on same; if the Board finds that expulsion appears to be warranted, it shall cause the matter to be included on the agenda for the next following Membership Meeting. The Board may alternatively refer the matter to the Grievance Committee if, in its judgment, this be the proper forum to decide on the issues involved.
  
  5. The member against whom allegations have been filed shall be immediately advised of the decision of the Board; if the matter is to be referred to the Membership, said member shall be advised thereof and afforded a second opportunity to hearing at said Membership Meeting.

6. The Membership Meeting shall hear the report of the Board and the statement of the member in question; it shall immediately discuss the matter out of the presence of said member, and thereupon vote whether to expel the member. Expulsion may be effected only by a two-thirds majority vote of members present and voting.

#### **Article IV: Elected Officers**

The NMTIA officers shall be a President, a Vice-President, a Secretary and a Treasurer.

The duties of the officers shall be as follows:

- a. **President:** The President shall represent the NMTIA, and shall preside at all meetings thereof. S/he shall execute all documents, obligations, contracts or other instruments upon authorization by vote of the members to do so, or in emergency cases, upon vote of the Board of Directors on issues on which it is empowered to act;
- b. **Vice-President:** Shall assist the President in all duties inherent in that office, and shall replace the President in any temporary absence thereof. In the event of a vacancy in the office of President, the Vice-President shall assume said office until a new President may be elected;
- c. **Secretary:** The Secretary shall perform the usual duties inherent in said office, including but not limited to responsibility for recording the minutes of meetings, maintaining all records other than financial, and handling correspondence for NMTIA that does not require the President's signature or signature of any specified committee member;
- d. **Treasurer:** The treasurer shall keep NMTIA financial records, sign all checks for ordinary operating expenses as defined by the annual budget, sign all checks for other expenses approved by the membership, or, in emergencies, for expenses approved by the Board of Directors when it has been so authorized. S/he shall be responsible for management of bank accounts with the bank selected by the Board of Directors. S/he must assume responsibility for incoming correspondence as follows: (1) s/he shall visit the post office box at least once each month to collect incoming mail, and once each week during the Open Membership Period; (2) s/he shall deposit any funds received in the NMTIA bank account within a period not to exceed 7 days from receipt, and record the source, date and amount thereof; (3) s/he shall distribute accompanying correspondence to the appropriate officer(s) within a period not to exceed 15 days. S/he must provide an up-dated financial report at each membership meeting, and on request of any officer or of the Board of Directors, for inclusion in the NMTIA files.

Officers must attend all Membership Meetings, and if members of the Board of Directors, all Board Meetings. If an officer is unable to attend a meeting, he or she must give timely notice thereof to any of the other officers and must arrange to consult with an officer who attended regarding the business transacted and the action taken within a reasonable time following such meeting. Failure to attend three meetings without providing notice thereof is grounds for removal of the non-performing officer.<sup>1</sup>

#### **Article V: Elections/Annual Membership Meeting**

Elections for officers shall be held at the first meeting of any calendar year which shall be the Annual Membership Meeting. Any member in good standing may submit nominations for officers prior to said meeting, which shall be announced in the month prior thereto in the NMTIA newsletter.

All active members shall be entitled to one vote, which may be cast personally or by proxy. Proxies must be appointed prior to the meeting, and notice of conferral of proxy provided to any of the sitting officers, who shall record said proxies and verify them at opening of the Annual Meeting.

Officers shall be elected by majority vote of all members present personally or by proxy at said Annual Meeting, and shall serve for two years. They may be reelected, without limitation.

#### **Article VI: Appointed Officers/Committees**

1. Upon election of the NMTIA Officers, the President, with the advice and consent of the membership present, shall appoint the following:
  - a. **Newsletter Editor:** S/he shall be responsible for drafting and editing the newsletter at least six times per year.
  - b. **Directory Editor:** S/he shall be responsible for compiling the membership/data form information and preparing the membership directory to be published no later than June 30 each year.
  - c. **Membership Chair:** Duties of the membership chair are:

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<sup>1</sup> Amendment adopted 9/13/97.

- i. S/he shall be responsible for making the first contact by NMTIA to a potential member who inquires about membership;
- ii. S/he shall prepare and send out the application package, which shall include a membership/data form, NMTIA brochure, and expression of appreciation for the interest shown in NMTIA;
- iii. S/he shall be responsible for a follow-up phone call and/or welcome letter, and upon receipt of the membership application and dues, providing the membership package which shall include at least: a directory, membership card, copy of the last newsletter, and ATA model contract.

2. **Board of Directors:**

Additionally, a Board of Directors shall be named which shall include the President in its membership and which shall be organized and function in accordance with Article VIII hereof.

3. **Grievance Committee**

A Grievance Committee may be named to address the following matters:

- a. Complaints lodged by clients against NMTIA members;
- b. Claims of unfair practices among members;
- c. Disputes relating to NMTIA issues.

The Grievance Committee shall consist of an odd number of members which may not be less than three nor more than five, and who must have the following qualifications:

- a. Must have earned ATA accreditation or court certification;
- b. Must have engaged in the practice of translation and/or interpretation to the extent of at least 50% of their earned income within the past three years;
- c. Must be active members in good standing in NMTIA.

The Grievance Committee shall offer hearing to all parties to a dispute; hearings shall be closed and a record kept thereof. Decisions of the Grievance Committee may be appealed to the Board of Directors, with opportunity for hearing the parties.

NMTIA members shall be bound by decisions of the Grievance Committee, unless the Board of Directors sets aside the decision of the Grievance Committee for good cause.

4. Any committees that the membership deems advisable may be named at the Annual Meeting, or at any later meeting, provided however that if a newsletter or directory committee is to be organized, it shall be done at the Annual meeting.

5. From time to time, special committees may be appointed by the President, with the advice and consent of the membership, for specified periods to address specific issues.

#### **Article VII. Membership Meetings**

1. The Membership Meeting is the decision-making authority for NMTIA. A quorum for any such meeting to transact business is five voting members present, provided that at least two duly elected officers of NMTIA be present.
2. Meetings shall be held no less than five times during the year, and the first meeting of any calendar year shall be held the second Saturday in January and shall be the Annual Membership Meeting. No later than the April newsletter, a meeting schedule for the calendar year shall be published.
3. From time to time, the schedule adopted for meetings may be changed to accommodate meetings arranged jointly with other groups or in response to specific issues. In the event of such change, notice shall be given in the newsletter preceding the month when such meeting is to be held, or the membership shall be otherwise notified.
4. Notice of all meetings shall be given no less than ten days prior thereto in the NMTIA newsletter, which must include date, time and place of said meeting, and a tentative agenda of business to be addressed by said meeting.
5. All decisions shall be made by majority vote of those present either personally or by duly constituted proxy.

#### **Article VIII. Board of Directors**

1. The Board of Directors named at the Annual Membership Meeting shall be chaired by the President of NMTIA. The Vice-President shall also be a member, and shall act as Chair in the absence of the President. The Secretary and Treasurer need not sit on the Board, but must submit information requested by the Board in order that it may fulfill its functions.
2. The Board shall be composed of as many members as the Membership Meeting deems necessary, but in no case may there be less than three members.
3. It shall act in accordance with the directives of the Membership Meeting to manage the affairs of the NMTIA on an ongoing basis, and shall have the following duties:
  - a. To study policy issues entrusted to it by the membership and prepare recommendations thereon for consideration by the membership;

- b. To adopt decisions pursuant to the stated policy of NMTIA in those cases where such decision is required during a period between membership meetings;
  - c. To formulate during January of each year a tentative budget according to the priorities adopted by the Annual Membership Meeting for that year for submission to the membership at the next following meeting based on funds received during the Open Membership Period.
  - d. To report on its actions at each Membership ;
  - e. To act as editorial board for the newsletter, establishing editorial policy and priority and deciding on submissions for publication by members.
  - f. To approve the format and design of the Directory, and within the budget allocation provided therefor, to approve the costs of said Directory.
4. The quorum for meetings of the Board of Directors is the presence of three of its members, which must include the presence of the President or Vice-President. When the Board must adopt a decision, said decision must be taken by simple majority of those present and voting.<sup>2</sup>

#### **Article IX. Amendments to Bylaws**

- 1. Any active member may propose changes to these bylaws at any time by submitting said proposal in writing to any officer of NMTIA.
- 2. The proposed change shall be notified to the membership through the newsletter prior to the next scheduled meeting; it shall be distributed and discussed at said meeting. If there is unanimous agreement on the change, it may be adopted by the members present; otherwise, the principal issues for disagreement shall be summarized in the next following newsletter, and a vote shall be taken at the next following scheduled meeting.
- 3. Approval of bylaw changes in such a subsequent meeting shall require at least a two-thirds majority vote.

#### **Article X: Dissolution**

NMTIA may be dissolved by a majority vote of the members for such reasons as it may deem necessary, and the dissolution and disposition of the resources of the NMTIA shall be carried out in accordance with the applicable laws of the State of New Mexico.

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<sup>2</sup> Amendment adopted 9/13/97.

## AMENDMENTS

Proposed by Ileana Johnson for the August 1997 newsletter:

Amendment to Article IV, addition of new paragraph:

Officers must attend all Membership Meetings, and if members of the Board of Directors, all Board Meetings. If an officer is unable to attend a meeting, he or she must give timely notice thereof to any of the other officers and must arrange to consult with an officer who attended regarding the business transacted and the action taken within a reasonable time following such meeting. Failure to attend three meetings without providing notice thereof is grounds for removal of the non-performing officer.

Amendment to Article VIII: A paragraph 4 is added to this Article:

4. *The quorum for meetings of the Board of Directors is the presence of three of its members, which must include the presence of the President or Vice-President. When the Board must adopt a decision, said decision must be taken by simple majority of those present and voting.*