



**Bylaws of the  
New Mexico Translators and Interpreters  
Association**

**[As amended March 2017]**

**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 nonprofit independent organization, which may constitute a cooperating group of the American Translators Association (ATA), for the following aims:

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, in print and/or electronically, a current directory of its members and other publications as may advance the practice of 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 individual with an interest in translation or interpretation and supportive of furthering these professions.

**2. Classes of Membership and Rights and Responsibilities of Membership.**

There shall be two classes of membership: Active and Student. All Members agree by their acceptance of membership to abide by the NMTIA Bylaws and any code of ethics subscribed thereby.

- a. **Active:** Any individual actively engaged in translating, interpreting or other closely related work is eligible for Active Membership. Active Membership is in the name of an individual only, and confers no corporate or institutional membership on any company, non-individual employer or institution;

Honorary Active Membership may be conferred upon an individual in recognition of outstanding service to NMTIA or to the profession, or upon individuals who have attained extraordinary accomplishments in the field of interpretation and/or translation, following nomination by a Member and a majority vote at a membership meeting. No dues will be charged to Honorary Members.

- b. **Student:** Any person engaged in interpretation or translation studies or related fields who wishes to increase his/her skills and knowledge in translation and/or interpretation and who is not currently working in translation or interpretation as a primary professional activity is eligible for Student Membership.
- c. All Members shall have the right to attend any NMTIA meeting, to receive notice of meeting locations and times, and to attend NMTIA workshops, either without cost or at special membership rates.
- d. All Members shall have the right to be listed as practitioners in the membership directory. Student and Honorary Active members will be labeled as such.
- e. Active Members, including Honorary Active Members, shall have the right to vote on all matters that come before the membership and to hold office and serve on committees.
- g. **Associates:** NMTIA also welcomes individual and organizational associates with an interest in translation and/or interpretation. Associates may attend meetings and receive electronic copies of NMTIA publications. They shall not be considered Members and shall not have membership rights.

### 3. Membership Application and Dues

- a. **Application Process:** Any person who wishes to join NMTIA must (1) complete and submit a membership application on paper or online, and (2) submit the applicable current year's dues, stating the class of membership sought, eligibility for which may be verified by a designated Board member.
- b. **Membership Dues:** The annual dues applicable to each Member class shall be set by majority vote at a membership meeting, following notice to members (electronic or otherwise) at least two (2) weeks prior to the meeting. Dues may be paid at any time of the year, and membership privileges will commence

upon NMTIA acceptance of application. Annual Membership expires ~~on~~ ~~January 15 of the following year~~ one year (365 days, usually) from the date of NMTIA acceptance of membership application. [Revised per Membership Meeting vote, March 11, 2017.]

#### **4. Resignation and Expulsion**

- a. Any Member may withdraw from NMTIA after fulfilling any binding 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:
  - i. Malfeasance while an officer of NMTIA;
  - ii. Conduct or public statements injurious to NMTIA, or to the profession;
  - iii. Falsification or misrepresentation on his or her membership application;
  - iv. False claims of or misleading implication of holding accreditation, certification, diplomas or other professional credentials;
  - v. Violation of any code of ethics or code of good business practices to which NMTIA subscribes;
  - vi. Criminal activity, when so adjudged by a court of law, harmful to NMTIA or to the profession.
- c. Expulsion procedures shall be as follows:
  - i. Written charges must be made to an officer of NMTIA;
  - ii. The officer must include the issue on the agenda of the following Board of Directors meeting;
  - iii. Notice must be provided to the Member against whom the charges are made of the charges made and the date, location and time of the Board of Directors meeting at which the charges will be considered;
  - iv. 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 any action to be taken, and shall vote on the same. If the Board finds that expulsion appears to be warranted, it shall cause the matter to be included on the agenda for the 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;

- v. 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 the accused Member shall be afforded a second opportunity to a hearing at said membership meeting.

## **ARTICLE IV. BOARD OF DIRECTORS**

### **A. Composition**

1. The Board of Directors (Board) shall consist of the Officers and shall include as many Board Members at Large as the Membership Meeting deems necessary to accomplish the goals of the organization. The NMTIA Officers shall be a President, a Vice-President, a Corresponding Secretary, a Recording Secretary, and a Treasurer. Special Committee Chairs are non-voting ex-officio members of the Board.
2. The quorum for meetings of the Board of Directors shall be the participation in person, by telephone or by electronic means of fifty percent of its members, which must include the President or Vice President. When the Board must adopt a decision, said decision shall be taken by simple majority of those present and voting.
3. The Board of Directors shall be fully constituted at all times. In the event of the resignation of a member, a replacement shall be voted on at the next scheduled Membership Meeting. The Board may designate a volunteer Member (meeting all necessary requirements) to complete the term of a Board Member who vacates his/her position on the Board until such time as the following election shall be held.

### **B. Requirements**

1. **All Board Members** shall be subject to the following requirements:
  - a. They shall be Active Members of NMTIA; and
  - b. They shall earn at least part of their income from paid work in translation, interpreting, or related fields.
2. **Additional Requirements for President and Vice President:** The President and Vice-President shall be subject to the following additional criteria:
  - a. They shall be certified by a state, national or foreign certifying body, including but not limited to ATA (American Translators Association), AOUSC

(Administrative Office of the the United States Courts), NMAOC (New Mexico Administrative Office of the Courts), NAJIT (National Association of Judicial Interpreters and Translators), IMIA (International Medical Interpreters Association), United States Department of State; **or**

- b. They shall have at least one of the following levels of education and/or experience:
  - i. A Bachelor degree or equivalent in translation and / or interpreting; **or**
  - ii. Any Bachelor or more advanced degree or equivalent **and** a certificate of completion in translation or interpreting from a translation or interpreting program (including the New Mexico Center for Language Access, interpreter tracks only); **or**
  - iii. Any Bachelor or more advanced degree or equivalent **and** at least three (3) years of full-time or five (5) years of regular part-time paid work as a translator or interpreter; **or**
  - iv. At least four (4) years of full-time or six (6) years of regular part-time paid work as a translator or interpreter; **or**
- c. In special circumstances, other qualifications if approved by a majority vote of the Membership Meeting.

### **C. Duties**

In order to pursue the stated aims of the Association, the Board shall act in accordance with the directives of the Membership Meeting to manage the affairs of the NMTIA on an ongoing basis. Board Members are expected to attend all membership meetings and all Board meetings. If a Board Member is unable to attend a meeting, he or she shall give timely notice thereof to any of the other Board Members and shall arrange, within a reasonable time following such meeting, to consult with a Board Member who attended regarding the business transacted and the action taken. Failure to attend three meetings without providing notice thereof shall be grounds for removal of the nonperforming Board Member.

- 1. **Collectively** Board Members 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 the membership meetings;

- c. To formulate 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;
  - d. To report on its actions at each Membership Meeting;
  - e. To approve the format, design, and cost of the Directory, as well as to act as editorial board for NMTIA publications, including the website.
2. In addition, specific **Officers** have the following duties:
- a. **President:** The President shall represent the NMTIA and shall preside at all meetings thereof, unless s/he has made prior arrangements for the Vice-President or another duly elected officer to preside as a substitute for a given meeting. 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 upon which it is empowered to act. The President may sign checks as required to conduct the business of the Association;
  - b. **Vice-President:** The Vice-President shall assist the President in all duties inherent in that office, and shall replace the President in his/her temporary absence. 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. **Corresponding Secretary:** The Corresponding Secretary shall handle correspondence for NMTIA that does not require the President's signature or signature of any specified committee member and s/he shall send welcome materials to new members. S/he and the Treasurer are expected to coordinate, along with the Web Administrator, in order to effectively manage new and renewing memberships. S/he shall assume responsibility for the P. O. Box, and shall assume responsibility for incoming correspondence as follows: (1) S/he shall visit the P.O. Box as often as necessary to facilitate efficient communication, but not less than once each month to collect incoming mail; (2) S/he shall forward all payments to the Treasurer immediately; (3) S/he shall distribute accompanying correspondence to the appropriate officer(s) within a period not to exceed 15 days.
  - d. **Recording Secretary:** The Recording Secretary shall perform the usual duties inherent in said office, including but not limited to responsibility for recording and archiving the minutes of meetings. Minutes shall reflect items addressed, decisions made (including who moved and seconded a motion and whether the motion passed or not), and any pending action items along with responsible persons and deadlines for same. S/he shall send out minutes to membership in a timely fashion. The Recording Secretary shall keep an electronic file of all minutes, and shall make this file available to other officers and members as requested.

- e. **Treasurer:** The Treasurer shall keep NMTIA financial records, shall sign all checks for ordinary operating expenses as defined by the annual budget, shall sign all checks for other expenses approved by the membership, and in emergencies, sign checks for expenses approved by the Board of Directors when s/he has been so authorized. S/he shall be responsible for management of NMTIA bank accounts with the bank selected by the Board of Directors. S/he shall deposit any funds received in the NMTIA bank account, within a period not to exceed 7 days from receipt, and shall record the source, date and amount thereof. S/he shall provide an updated financial report at each membership meeting, and upon request by a Board member, for inclusion in the NMTIA files. S/he and the Corresponding Secretary are expected to coordinate, along with the Web Administrator, in order to effectively manage new and renewing memberships.

## **Article V. ELECTIONS/ANNUAL MEMBERSHIP MEETING**

1. **Elections:** Elections for Officers and for Board Members at Large 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. Names of candidates shall be announced to the full membership in the month prior thereto.
2. **Eligibility to Vote:** All Active Members shall be entitled to one vote, which may be cast personally or by proxy. Prior to the meeting, Members may appoint their proxy, who shall be a voting member, and written notice of conferral of proxy shall be provided to any of the sitting officers, who shall record said proxies and verify them upon opening of the Annual Meeting.
3. **Vote Requirements and Length of Terms:** Board Members shall be elected by majority vote of all members present personally or by proxy at said Annual Meeting. They serve for two (2) years and they may be reelected, without limitation. The terms of service of Board Members shall be staggered to assure continuity.

## **Article VI. APPOINTED OFFICERS / COMMITTEES**

1. Upon election of the NMTIA Board of Directors, the President, with the advice and consent of the membership present, may appoint the following:
  - a. **Newsletter Editor:** S/he shall be responsible for drafting and editing the newsletter.
  - b. **Directory Editor:** S/he shall be responsible for compiling the membership / data form information and preparing the membership directory.

- c. **Communications Manager:** S/he shall establish and maintain a current list of Members' email addresses. S/he shall forward any communications approved by the Board to Members in a prompt and expedient manner.
- d. **Web Administrator:** S/he shall manage the web site and make all necessary changes/updates and corrections. S/he shall be responsible for keeping the website current and make changes as needed.

2. **Grievance Committee**

- a. **Subject Areas:** A grievance committee may be named by the Board to address the following matters:
  - i. Complaints lodged by a Member's clients or others against NMTIA Members;
  - ii. Claims of unfair practices among Members;
  - iii. Disputes relating to NMTIA issues.
- b. **Membership:** Grievance Committee shall consist of an odd number of members which may not be less than three or more than five, and who shall have the following qualifications:
  - i. Shall have earned ATA certification or court certification;
  - ii. Shall have engaged in the practice of translation and/or interpretation to the extent of at least 50 percent of their earned income within the past three years; and
  - iii. Shall be an Active Member in good standing of NMTIA.

c. **Procedures:**

The Grievance Committee shall offer a hearing to each of the parties in a dispute. Hearings shall be closed and a record kept thereof. The Grievance committee shall attempt to mediate and resolve the conflicts that have arisen. If warranted, the Grievance Committee may refer the matter to the Board of Directors to review for expulsion. Decisions of the Grievance Committee may be appealed to the Board of Directors by any party with an opportunity for hearing before the Board by 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.

3. **Special Committees:** From time to time, special committees may be appointed by the President, with the advice and consent of the membership, for specified periods

and to address specific issues. Any committee that the Membership Meeting deems advisable may be appointed as needed.

**Article VII. MEMBERSHIP MEETINGS**

1. The Membership Meeting is the decision-making authority for NMTIA. A quorum for any such meeting to transact business shall be ten percent of the voting Members of the Association, provided that at least two duly elected officers of NMTIA are present.
2. Meetings shall be held no less than five (5) times during the year. The first meeting of any calendar year shall be held the third Saturday in January and shall be the Annual Membership Meeting. No later than April, a meeting schedule for the calendar year shall be published.
3. From time to time, the schedule adopted for Membership 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 month preceding the month when such meeting is to be held or the membership shall be otherwise notified as timely as possible.
4. Notice of all Membership Meetings shall be given no less than 10 days prior to the given meeting via the form of communication most likely to effectively reach most members, which shall include date, time and place of said meeting, and the tentative agenda of business to be addressed by said Membership Meeting.
5. All decisions shall be made by majority vote of Active Members present either personally or by duly constituted proxy.

**Article VIII. 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. Proposed change(s) shall be distributed to the membership via the form of communication most likely to effectively reach most members at least two weeks prior to the meeting at which said change(s) will be voted upon. Change(s) shall be discussed at said meeting, and if there is unanimous agreement by the Members present on the change(s), they may be adopted; otherwise, the principal issues of disagreement shall be summarized no later than 2 weeks prior to the next meeting, and the votes shall be taken at the following scheduled meeting.
3. Approval of Bylaw changes in such a subsequent meeting shall require at least a two-thirds majority vote of those present.

**Article IX. DISSOLUTION**

**NMTIA may be dissolved by a majority vote of a Membership Meeting 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.**