

BYLAWS OF THE GREATER HOUSTON INTERPRETERS FOR THE DEAF

ARTICLE I MEETINGS

1. Election of officers shall be held during the GHID Annual May Membership Meeting.
2. The Board members and membership shall be notified fourteen (14) days in advance of all scheduled general meetings and two (2) days prior to any called general meeting.
3. Only Certified and Associate voting members of GHID may make motions at any scheduled general meetings of the membership. During Board meetings, only Board Members may make motions. Non-voting members may address the Executive Board and/or the GHID membership at any meeting with the approval of the President or any two (2) members of the Executive Board.
4. At all scheduled or called general meetings, a quorum shall consist of ten percent (10%) of the Certified and Associate voting members.
5. The current edition of *Robert's Rules of Order* shall be the parliamentary authority in all cases where there is no conflict with the Constitution and/or Bylaws.
6. At all Board meetings, a quorum shall consist of five of the Board members
7. The President or any two (2) Executive Board Members may call meetings of the Board.
8. All Executive Board meetings and all general meetings shall follow a *Robert's Rules of Order* Business Agenda.

ARTICLE II MEMBERSHIP

- A. The membership year shall extend from July 1 to June 30. A statement shall be sent to any member who is thirty (30) days delinquent in payment of dues. Should any member remain in default by August 31, his/her membership shall automatically be terminated. Payment of dues shall reinstate membership.
- B. Voting Rights
 1. A voting member must wait thirty (30) days after becoming a member to exercise their rights to vote in any meetings, referenda, and elections.
 2. A voting member in good standing is an individual whose GHID dues are current.
 3. Proxy votes may be assigned to and carried by voting members only and must be in written form to the First Vice President. Each voting member may represent by proxy up to ten voting members in his/her membership category. Proxies in excess of ten voting members shall be re-assigned by the member carrying the proxies to another voting member in the same category of membership.
- C. Qualifications of Membership
 1. Certified Member:
Certified Members are those persons with current certification in the interpreting profession.

Certified Members shall be entitled to two (2) votes at all GHID General Meetings. Certified Members may be elected to an office in GHID and serve on committees.

2. Associate Member:

Associate Members are those persons over the age of eighteen (18) possessing skill or desiring to become skilled in interpreting, or persons involved in the field of deafness. Associate Members shall be entitled to one (1) vote at all GHID General Meetings. Associate Members may be elected to an office in GHID and serve on committees.

3. Honorary Member:

Persons so elected at a GHID Board Meeting, for a period of one (1) year, in recognition of outstanding service to GHID, who shall not pay dues, vote, nor hold an office.

4. Lifetime Member:

Persons so elected at the May general meeting of GHID, in recognition of continued outstanding service to GHID, who shall not pay dues, or hold office, but shall have one (1) vote at all GHID General meetings. If Lifetime Members wish to hold an office, appropriate membership dues must be paid in order for that person to hold an office.

5. Student Member:

Those persons who pay student membership dues to GHID, shall not vote nor hold office (except for Student Liaison) but may serve on committees; must be a currently registered student in one of the following: an interpreter training program, , high school ASL class or club, Deaf Education, or in the field of Deafness (i.e., Audiologist, Speech/Hearing Pathologist).

D. Membership Dues

Certified Member - \$15

Associate Member - \$12.50

Student Member - \$10

ARTICLE III

GHID EXECUTIVE BOARD

The GHID 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. It shall act as custodian of funds, properties, and records of GHID; shall do anything proper to carry out the purposes of GHID, subject to the limitations of these Constitution/Bylaws. The Executive Board consists of President, First Vice-President, Second Vice-President, Treasurer, and Secretary.

ARTICLE IV

OFFICERS

A. Authority and Responsibilities:

All Board members of GHID shall hold regular membership with both GHID and TSID.

1. President

The President shall preside at all meetings of GHID and the Executive Board; shall be an ex-officio member of all committees except the Nomination Committee; shall be the official agent of GHID and shall be responsible for maintaining cooperation and affiliation with TSID. The President may also serve as the GHID Chapter Representative to the TSID Executive Board (for these duties, See Article IV-A-9 of these Bylaws) and will serve as community liaison. The outgoing President shall also be required to transfer all data material (such as board manuals,

policy/procedures manuals) as well as provide training to the incoming President within thirty (30) days following termination of office.

2. First Vice-President

The First 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 automatically become the President in the event that the office of President is vacated;) The First-Vice President shall oversee the membership and voting credentials and will check to ensure quorum at all meetings. The outgoing First Vice-President shall also be required to transfer all data material (such as board manuals, policy/procedures manuals) as well as provide training to the incoming First Vice-President within thirty (30) days following termination of office.

3. Second Vice-President

Second Vice-President shall be a regular member of GHID and shall liaise between GHID and programs and organizations that include the Deaf Community and shall report such activities to the Executive Board and the General membership. They shall help with the observance of Parliamentary procedure during the General Membership and Executive Board meetings, and may obtain help in these duties from other Board or General members. The outgoing Second Vice-President shall also be required to transfer all data material (such as board manuals, policy/procedures manuals) as well as provide training to the incoming Second Vice-President within thirty (30) days following termination of office.

4. Secretary

The Secretary shall keep accurate records of the proceedings of all meetings of GHID, including the Executive Board; shall conduct all correspondence of GHID (and shall issue notices of meetings as directed by the President/Executive Board). The outgoing Secretary shall also be required to transfer all data material (such as board manuals, policy/procedures manuals) as well as provide training to the incoming Secretary within thirty (30) days following termination of office.

5. Treasurer

The Treasurer shall receive, deposit, and disperse all monies. Bills shall be approved by the President and/or Executive Board before payment. All bank drafts should be signed by the treasurer and co-signed by the President and/or a designated member. The Treasurer shall keep accurate records of all monetary transactions, including the annual financial report to TSID. The Treasurer shall present his/her records to the Audit Committee at the end of a fiscal year prior to GHID's Annual Meeting, upon request by the President and/or Executive Board, and/or upon termination of office. The outgoing Treasurer shall also be required to transfer all data material (such as board manuals, policy/procedures manuals) as well as provide training to the incoming Treasurer within thirty (30) days following termination of office.

6. Social Events Chairperson

The Social Events Chairperson shall be the chair of the Social Events Committee and is responsible for planning and executing social activities including Social Events. The outgoing Social Events Chairperson shall also be required to transfer all data material (such as board manuals, policy/procedures manuals) as well as provide training to the incoming Social Events Chairperson within thirty (30) days following termination of office.

7. Professional Development Chairperson

The Professional Development Chairperson shall be responsible for the planning of workshops and interpreter trainings. The Professional Development Chairperson shall be the

chair of the Professional Development Committee. The outgoing Professional Development Chairperson shall also be required to transfer all data material (such as board manuals, policy/procedures manuals) as well as provide training to the incoming Professional Development Chairperson within forty-five (45) days following termination of office.

8. Chapter Representative

GHID's Chapter Representative to the TSID Board shall be required to attend at least three (3) TSID Board Meetings in order for GHID to remain in good standing as a local chapter of TSID according to Article V of the TSID By-Laws. They will advise the GHID Board on steps necessary to remain a chapter in good standing with TSID. GHID Chapter Representative shall vote on behalf of GHID; report to GHID any issues discussed on the State level; report to GHID any information disseminated at the TSID Executive Board meetings; inform the TSID Executive Board of GHID's needs; act as liaison between TSID and GHID; assist in maintaining cooperation and affiliation between GHID and TSID. GHID's Chapter representative also must hold current regular membership in RID. The Chapter Representative to TSID will be required to file an annual written report to TSID at the appointed times. This position can be held by any person holding another office in GHID. The outgoing Chapter Representative shall also be required to transfer all data material (such as board manuals, policy/procedures manuals) as well as provide training to the incoming Chapter Representative within thirty (30) days following termination of office.

9. Student Liaison Committee Chairperson

Shall be responsible for communicating GHID programs and promoting membership among students of various area interpreting and ASL programs. . The outgoing Student Liaison Committee Chairperson shall also be required to transfer all data material (such as board manuals, policy/procedures manuals) as well as provide training to the incoming Student Liaison Committee Chairperson within thirty (30) days following termination of office.

10. Scholarship Committee Chairperson: Shall oversee the scholarship committee and aid in developing and implementing the policies and procedures to award the Barbara Lee scholarship. The outgoing Scholarship Committee Chairperson shall also be required to transfer all data material as well as provide training to the incoming chairperson within thirty (30) days following termination of office.

11. Communication Committee Chairperson: Shall oversee the communication committee which is responsible for the marketing and promotion of GHID. They shall work with the Professional Development Committee and Social Events Committee on the promotion of social events and workshops, see to the securing of GHID promotional items, as well as keeping all email lists and social networking groups up to date. The outgoing Communication Committee Chairperson shall also be required to transfer all data material as well as provide training to the incoming chairperson within thirty (30) days following termination of office.

B. Vacancies in Office:

1. Vacancies in office, due to death, resignation, or other causes, other than that of the President, shall be filled by the Executive Board.
2. Resignations shall be submitted in writing to the Executive Board and shall not require a vote of acceptance.
3. Should a member of the Executive Board fail to perform the duties as outlined in these Constitutions/Bylaws, such a member may be replaced by action of the Executive Board.
4. Officers are required to attend seventy-five percent (75%) of all membership and Executive

Board meetings. Failure to comply with this shall be basis for replacement by action of the Executive Board. Proxies do not constitute attendance.

5. The outgoing officers shall be required to transfer all data and materials of the office in which they held, to the incoming officer within fifteen (15) days following termination of office when necessary.

6. The outgoing President may serve one year as Immediate Past President of GHID, will not have voting privileges on the Executive Board, but may conduct the business meetings of both the Executive Board and the General meetings in the absence of both President and First Vice-President; may serve as an Ex-Officio member to the Executive Board and/or committees.

C. Eligibility for Office:

A person may be eligible for nomination and/or election to office provided he/she has been a Certified or Associate member in good standing with GHID prior to elections; must hold Certified or Associate membership with TSID or be willing to join the appropriate membership category with TSID upon election to office.

Eligibility for nomination and/or election to the office of Student Liaison Committee Chairperson may consist of membership with GHID in any membership category, but must be willing to join the appropriate membership category with GHID and TSID upon election of office.

D. Election of Office:

1. Election of officers shall take place at GHID's Annual General meeting in May.
2. Voting privileges for elections shall be restricted to Certified, Associate, and Lifetime members in good standing.
3. Officers shall be elected for a term of two (2) years, term of office to be July 1 through June 30, or beginning and ending with the installation of Officers at the Annual General Meeting during the month of May. First Vice-President, Treasurer, and Chapter Representative to TSID shall be elected on even years. President, Second Vice-President, Secretary shall be elected on odd years. Committee chairs shall be up for election every year.
4. A slate for elective officer positions shall be presented. Other nominations may be made from the floor, provided the person nominated has been asked, is eligible and is willing to serve.
5. Voting shall be done by the ballot unless there is only one (1) candidate for the office in which that office will be filled by acclamation.
6. A simple majority of those present and voting is required for election.
7. Only one office may be held by an Executive Board member with the exception of the TSID Representative. If an individual holds the TSID Representative office and also holds another office on the Executive Board, that individual is allowed only one vote at the Executive Board meetings.
8. Motions can be made and voted on electronically.. After the motion is made and seconded, the President will set a deadline for discussion to be made. After the deadline passes, a deadline will be set for votes to be cast. All votes must be in by deadline to count.

ARTICLE V
COMMITTEES

GHID shall have the following standing and ad hoc committees and may establish other ad hoc committees as needed. The chairs of the standing committees will be elected by the

membership. The President and/or the Executive Board shall appoint the Chairperson of each ad hoc committee. Elected chairs have the privilege to make motions and vote.

1. Standing Committees

- a. Professional Development Committee: The Professional Development Committee shall consist of individuals who are charged with, but not limited to, the planning and coordinating of workshops and forums.. The Professional Development Chairperson shall chair this committee.
- b. Communications Committee: The Communications committee shall consist of individuals who are responsible for the marketing and promotion of GHID at community and professional events as well as its own hosted events. They shall assist with the development of fliers (printed and electronic) for the Professional Development Committee, see to the securing of GHID promotional items, as well as keeping all email lists, website, and social networking groups up to date.
- c. Social Events Committee: The Social Events committee shall oversee the collection of membership dues and workshop fees, as well as securing sponsorships for events and donations for the general and scholarship funds. The Social Events Chairperson shall chair this committee.
- d. Scholarship Committee: They shall develop rules and procedures for the awarding of the Barbara Lee scholarship.

2. Ad Hoc Committees

- a. Annual Nominations Committee: The Nominations Committee shall consist of individuals from the membership with an Executive Board liaison to the committee. The Executive Board shall appoint this committee three months prior to the Annual General Meeting in which elections are held
- b. Bylaws Committee: The Bylaws Committee shall consist of individuals with an Executive Board member as the Chairperson. This committee will address Constitution/Bylaws revisions as they are submitted to the Board/Membership. The Chairperson may appoint the members of the committee as needed.
- c. Annual Audit Committee: Audit Committee shall consist of individuals to annually audit the books of the Treasurer. This committee can consist of volunteer individuals that are not members of GHID, but are in the profession of accounting/bookkeeping.

ARTICLE VI
AMENDMENTS

These Bylaws may be amended at any called or scheduled general meeting by a vote of two-thirds (2/3) of the voting members present and voting, provided the proposed amendment is presented to the membership for study and review fourteen (14) days prior to a vote.

[Drawing][Drawing][Drawing]In the event GHID is unable to convene at the scheduled or called general meeting, an email notification of the proposed amendment shall be sent to each voting member who shall vote, sign and return the ballot by email to the Executive Board. The ballots

shall be tabulated by the Executive Board or a Special Committee. The membership shall be notified of the final result of the voting within thirty (30) days. All ballots shall be maintained on file for one (1) year and shall be open to inspection upon request by any member in good standing. Ballot response must be received within a fourteen (14) day period, with quorum of the voting members responding, and two-thirds (2/3) vote in favor will adopt the proposed amendment or two-thirds (2/3) vote against will defeat the proposed amendment.

Proposals of amendments to the Bylaws for ballot vote must be in writing and signed by ten (10) or more members in good standing, presented to the Executive Board for study, or proposed by the Executive Board prior to dissemination.

These Bylaws are effective as of May 01, 1989.

Amended as of January 26, 1990

Amended as of January 11, 1991

Amended as of September 13, 1991

Amended as of November 08, 1991

Amended as of May 08, and July 10, 1992

Amended as of May 31, 2003

Amended as of May 22, 2010

Unapproved Amendments as of Sept 13, 2015

Amended as of February 20, 2016

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