**Texas Society of Interpreters for the Deaf**

**2021 TSID Restructuring Committee**

**Final Report and Recommendations**

Respectfully Submitted by

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# **Rationale**

Membership organizations undertake restructuring for multiple reasons. Often it’s a desire to improve management in order to better address and serve the needs of the organization’s members. By reviewing the structure we can look inward and assess whether the right infrastructure, tools, and key players are in place.

The charge to consider restructuring the Texas Society of Interpreters for the Deaf (TSID) came from discussions between members regarding the lack of participation by TSID local chapters at TSID Board meetings, and lack of participation by special interest groups, in general. Additionally, concerns regarding the loss of revenue from several TSID conferences over the last ten years and the dwindling number of participants at the TSID annual conference. It has been almost 20 years since a deep dive into the structure and functions of TSID was performed, thus, several members believed it was time to take another look at the functions of TSID. The motion below passed at the 2019 TSID Annual Conference.

### Restructure Committee (RSC) Charge

Move that a special committee be established to study and draft a proposal with recommendations for TSID functions and organizational restructure and consist of 5 members, of which at least two shall be past TSID Board Officers, and be selected by the membership at the 2019 business meeting. The committee will

* select the Chair,
* have at least one in-person meeting, if needed, during FY 2020, to have travel and meeting location expenses be reimbursed by TSID with an approved budget,
* develop motions for implementation (including constitution and/or bylaws changes) to be voted upon by the membership at the TSID 2020 business meeting.

Any Constitution or Bylaw changes are to be due to the President 70 days prior to the 2020 annual business meeting.

The proposal will include a review of:

* TSID Constitution and Bylaws
* officer and committee duties
* duties appropriate for staff/contract personnel
* fiscal impact
* strategic plan to implement the changes

(FY 2019- Passed)

The RSC met three times face to face, on site, and numerous times virtually between 2019 and July 2021.

# **Current Iteration**

## Executive Board (voting members)

Currently, the organization of TSID is as follows. The Executive Board is composed of President, President Elect, Vice President, Secretary, Treasurer and Past President. The remaining Board members are the Local Chapter Representatives. The chart below depicts the number of years the Executive Board positions are held and in which years they are elected.

|  |  |  |
| --- | --- | --- |
| **Board Position** | **Length of Term** | **Elected Year** |
| President Elect\* | 4 years (serves 2 years as President Elect & 2 years as President) | Odd numbered years |
| Vice President | 2 years | Even numbered years |
| Secretary | 2 years | Odd numbered years |
| Treasurer | 2 years | Even numbered years |
| Past President | 2 years | Even numbered years |

\*Please note that the office of President is not a specifically elected position; but is elected and serves the first two years as President Elect, and then serves the last two years as President.

## Local Chapters and Chapter Representatives (Voting members)

Local chapters around Texas are established to provide representation of members in those areas. Throughout the years, chapters have been created, run strong, have an ebb and flow of membership and activities, and hopefully continue the cycle with a fresh board and batch of members. Some chapters have not fared well and have folded or gone inactive for years at a time. Several chapters have stayed afloat with the same 5 or 6 members that recycle board positions but do struggle with sustainability.

The following are a list of the current local chapters and the areas they serve:

* BVID – Brazos Valley Interpreters for the Deaf (College Station area)
* CCID – Corpus Christi Interpreters for the Deaf (Corpus Christi area)
* CSID – Caprock Society of Interpreters for the Deaf (upper Texas panhandle)
* ETGID – East Texas Guild of Interpreters for the Deaf (East Texas area)
* GBID – Greenbelt Interpreters for the Deaf (Far north Houston area)
* GHID – Greater Houston Interpreters for the Deaf (Houston area)
* GTID – Golden Triangle Interpreters for the Deaf (Beaumont area)
* HOTID – Heart of Texas Interpreters for the Deaf (central Texas, Waco area)
* NCTID – North Central Texas Interpreters for the Deaf (Dallas/Ft Worth area)
* RCID – River City of Interpreters for the Deaf (San Antonio)
* Rio Grande Valley Interpreters for the Deaf (far south Texas)

Currently there is no representation in Austin, formally known as AID and El Paso, formally known as EPRID.

## SIG Chairs (Non-voting members)

SIG’s, or Special Interest Groups, are created to serve members with shared interests in a specific area of knowledge, community, or learning. Similar to local chapters, SIG’s may have quite a bit of activity for a time, but due to any number of reasons, may fluctuate in the number of members.

The following are TSID’s current list of SIG’s:

* BLeGIT
* Contract Interpreters
* Deaf Parented Interpreters
* Educational Interpreters
* Interpreter Coordinators
* Interpreter Educators
* Legal/Court Interpreters
* Multicultural
* Oral Interpreters & Transliterators
* Professional Deaf Interpreters
* Religious Interpreters
* Student
* Trilingual

## Committees Chairs (Non-voting members)

TSID currently has six Standing Committees and the chart below depicts the number of years the Standing Committee Chair positions are held and in which years they are elected.

|  |  |  |
| --- | --- | --- |
| **Standing Committee Chair** | **Length of Term** | **Elected Year** |
| Conference Committee/Chair Elect\*\* | 3 years | Annually |
| Communications Committee | 2 years | Even numbered years |
| Forums Committee | 2 years | Odd numbered years |
| Legislative Committee | 2 years | Odd numbered years |
| Scholarship & Awards Committee | 2 years | Even numbered years |
| Mentorship Committee | 3 years (first two years as Vice-Chair) | Even numbered years |

\*\*Conference Chair Elect has a three-year term and is elected annually; will become Conference Committee Chair and then Conference Past Chair

## Select Committee & Chairs: (Non-voting members)

There are three Select Committees, two of which the Chairpersons are elected annually at conference, the Annual Nominations Committee and the Audit Committee. The Motions & Resolutions Committee is Chaired by the President Elect and any voting member may serve on this committee at the annual conference.

## Trust Funds Trustees (Non-voting members)

The TSID Trust Funds Trustees serve a two-year term and are elected annually at conference.

## 

# **Current Challenges/Member Input**

TSID has been facing challenges like many other professional organizations over the last decade. These challenges include limited participation by members, financial concerns, maintaining relevance to the profession, and organizational sustainability. In order to identify the specific challenges facing TSID, the committee developed and disseminated a survey to interpreters working and residing in Texas. The individuals received this survey via email using the email addresses that were on file with the Texas Board for Evaluation of Interpreters, the Registry of Interpreters for the Deaf (limited to those with an address in Texas), and the Texas Society of Interpreters for the Deaf. The survey was also disseminated through interpreter training programs throughout the state to elicit student perspective.

The survey received 339 responses. From these 339 responses, the committee determined what professional interpreters wanted from their professional organization. There was an overwhelming response expressing the desire for more training--more variety, more specialized, more frequent, more modalities. Additionally, respondents expressed disappointment with the current communication strategies of the organization, and indicated that they were unaware of many of the offerings and benefits of TSID. The responses to this survey also indicated that many people are not utilizing the current local chapter structure--either there is not a local chapter in their area, or, if there is a local chapter, many individuals are not members or see little benefit in being members of the local chapters. In the survey, 69% of respondents indicated that they are not involved in local chapters, and as of March 2021, of the current TSID members, 73% are not members of their local chapters.

Another challenge is competing demands--specifically, the desire for TSID to do more than host a fantastic conference every year. Some respondents indicated that they did not know that TSID was an organization that did more than host a conference. Others indicated that they would like TSID to do more advocacy. The TSID conference has not been as profitable in the last decade as it was previously. This aligns with current trends in the event/conference arena. Attendance at professional conferences has decreased dramatically over the last 10 years, and this is not an issue faced solely by signed language interpreting organizations.

For an in depth look at the data collected by this survey, please watch our survey data report here: <https://youtu.be/XgjrkdzMWgA>.

# **Proposed Structural Changes**

From the data collected from the survey, current TSID board members, students, and the TSID guiding documents, this committee has proposed the following changes:

* Limit board membership to increase efficiency
* Eliminating the distinction between Executive and non-executive board. All elected board members will have the ability to be involved in all decisions of the board of the organization.
* The President-Elect position will no longer be separately elected, but will be the person elected to the presidency during odd numbered years. Year 1 of their term, they will serve in a learning capacity, learning the organization norms and expectations under the guidance of the current president. They will be sworn in as the President at the beginning of Year 2 (even numbered years), and will serve Year 2 and Year 3 as the President of the organization.
* The Vice President will be responsible for chairing the motions and resolutions committee, and will serve as the chair of meetings in the absence or incapacity of the President, or President-Elect (if one is in office). They will assist the Parliamentarian, and monitor membership systems for accuracy and business meeting credentialing.
* We are recommending adding a Member-at-Large position to represent the broader needs of the membership. This individual will also be the chair of the communications committee, and will be the board member responsible for TSID communications. This individual will also be the main point of contact for member sections and TSID members who reside out of state. They can also host statewide forums.
* Local chapters will be disaffiliated under this proposed structure. They will be replaced by 6 Region Representatives drawn from larger geographic and population based areas. These local chapters will be encouraged to join TSID as an organizational member, but will be independent, self-sustaining organizations.
* The committee recommends 6 Regional Representatives be chosen from the proposed regions identified based on geography and population. These individuals will be responsible for hosting at least 1 region based training during odd numbered years. They will also be members of the Professional Development Committee.
* The committee also recommends removing board voting proxies. Board members should be held accountable for their attendance and their vote. Voting proxies will remain for general membership meetings.
* It is recommended that an ex-officio non-voting position be created for a Texas Association of the Deaf representative.
* The committee is proposing adding several standing committees. The membership of these committees will be decided on the board from the slate proposed by the Nominations Committee. The Nomination Committee members are the only committee members elected by the general membership except for the Professional Development Committee (which are the regional representatives) and the Motions and Resolutions Committee (which is chaired by the Vice President):
  + Diversity, Equity and Inclusion
  + Professional Development
  + Philanthropy
  + Motions & Resolutions
    - The M&R committee will be changed to a standing committee to encourage year round participation and debate.
  + Policy & Advocacy
    - Legislative committee will be changed to Policy & Advocacy to provide more transparency as to their purpose.
  + Finance
    - The Audit committee will be changed to the Finance committee for more transparency and a clearer purpose.
* Special Interest Groups (SIGs) will be renamed Member Sections (MSs) to align with our parent organization- the Registry of Interpreters for the Deaf.

**Proposed Functional Changes**

One of the most significant changes the committee is recommending is shifting the current annual conference to a biennial conference. Hosting an annual conference requires significant organizational resources and leaves limited capacity for the organization to address other needs of interpreters and Deaf people in the state of Texas. Conference is also designed to appeal to the broadest audience, thereby attracting enough attendance to make the endeavor profitable.

The biennial conference will be held in even numbered years, so as not to conflict with the Registry of Interpreters for the Deaf’s conference. During odd numbered years, the TSID Regional Representatives will host smaller trainings more aligned with the needs of their constituency and in preferred modality. These may be one or two day trainings that are more affordable to host and to attend. Regional trainings are open to all members of the organization, regardless of region of residence. This ensures more local training opportunities provided by the organization. The Regional Representatives will not have separate accounts that dictate their abilities to provide training. The budget for each training will be determined by the TSID Board.

The annual business meeting will be hosted during the biennial conference in even numbered years, and at a regional training during odd numbered years. The hosting region will alternate in numerical order every two years.

## 

## **Policy and Procedure Changes**

The RSC made a review of all policies and procedures in an effort to identify any necessary changes as a result of the proposed recommendations should they pass a vote of the membership. The below policy revisions are not intended to be fully inclusive of other changes or edits that may be deemed necessary or required from the Forums Committee “Statement of Marginalization.” It is also possible that there is an oversight and the Board may catch other necessary changes during their annual review of policies. It is the hope of the RSC that, should the recommendations be adopted by membership, this will save the Board much time during their annual policy review/revision during Board training. The RSC edits and notes are highlighted in yellow. The entire policy was pasted into this document where necessary and feasible. See [Appendix E](#_Appendix_E_-).

## **Financial Impact**

Part of the charge for the restructuring committee was to also understand and provide any fiscal impact to recommendations made. This was done through researching past treasurers reports as well as making some projections. Below is the result of our work related to financial implications.

### 

### Annual Conference

The Annual Conference has a net loss of $46,663.44 for the period of 2011-2019 (excluding the year 2012 as there is lack of clarity, at the time of this report, about that year’s profit or loss).

Conference has a net **average** **loss** of $5,832.93 for 8 out of the last 9 conferences held.

Another conference expense consideration is that the Executive Board are often provided with rooms (either comped or paid for) and travel to the conference as there are Board meetings and responsibilities associated. Changing the size of the Board affects this conference room expense which could increase any loss or reduce any profit. Unless this sum in its entirety is allocated under Board Travel and is not factored into conference expenses.

Changing to a biennial conference reduces the fiscal risk to TSID. There is the belief that the days of having 500-600 people attend a conference of any kind is long gone. An in-person biennial conference would likely still garner a good attendance due to the unique nature of our visual learning needs and for the valuable in-person networking opportunities afforded with face-to-face interactions. With two years to plan and better automated controls of registration numbers, the Board should be able to more closely monitor expenses and ensure a profit.

### Annual Board Training

Annual Board Training is usually held in person as this is a rather intense hands-on training with a lot for new members to learn and acclimate. The below fiscal information is not intended to imply that this process should be eliminated, rather will show potential savings with the proposed restructure of the Board.

* 2018 costs for travel and lodging $4,842.09.
* 2019 costs for travel and lodging $6,710.42.

Two-year average expenses for board training under current structure $5,776.25. Based on FY 2018 & 2019 average cost per person who attended translates to an average of $251 per person. The travel and lodging for annual board training for the 13 proposed new member structure will be approximately $3,263 for a savings of $2,513 annually.

### Mail expenses

TSID has been paying someone to travel to pick up mail and disperse as needed via scanning or direct mail. This costs TSID an average of $420 per year based on 2018 and 2019 expenses. This does not include the cost of the PO Box at $204 annually.

We do believe for fiscal year 2021 this process has changed, and those travel fees may have gone away. TSID could consider utilizing a local scan mail service if necessary. Additionally, TSID should keep record of how much mail is sent to the PO Box to see if it is still necessary to keep it now that more services (membership and conference registration) are automated.

Savings of $420 average annually based on 2018 and 2019 average cost to pay someone to pick up mail. Potential savings of an additional $204 annually.

### Storage Unit

Currently paying $774 annually to store TSID historical and other items. A search for other units showed that a move to a different facility could result in at minimum $318 annual savings.

### Budget Considerations

Propose a line item of $1000 per region for start-up money to be used for at least one regional training per year (in lieu of current line item for workshop sponsorships to chapters). Any funds earned from regional trainings will belong to TSID’s general operating account which can be allocated for trainings or other operating expenses as deemed appropriate by the Board.

### Cost of a bookkeeper

The treasurer’s position has long been one that has been hard to fill due to the enormous amount of work required. The current Treasurer, Shannon Whitley, has done a great job of streamlining and cleaning up things, which has likely reduced some of the work, but it is still a lot to ask of one volunteer person. Professional bookkeeping would alleviate the overwhelming nature of the treasurer’s position and thus better enables future recruitment of candidates for this position.

Cost would be dependent upon exactly how much work TSID would request. It should be noted that TSID’s current budget has $2000 allotted for CPA. This is likely for more than just the annual audit as Shannon has had to seek guidance on numerous things to keep TSID in good standing with the IRS and state.

### Member Benefits

A recent survey related to member benefits yielded 376 responses with 84.8% indicating they would be interested in purchasing professional liability insurance through TSID if that were offered as a member benefit. Other large numbers are interested in other types of insurance packages as well. While TSID would not garner income from the actual insurance, it would likely increase membership numbers thereby increasing revenue. 53.7% of respondents said they would join TSID to access reduced rates for various insurance options and 41.5% said they might join for those benefits.

The initial survey sent out had some respondents wanting to purchase some TSID “swag” products. TSID could consider this through a fundraising committee. This could be done through an online store (which was mentioned in the survey) and by way of a physical booth at any TSID sponsored in-person training. A renewed emphasis needs to be placed on current (passive) fundraising options such as Amazon smile, Kroger cards, etc.

Other fiscal impacts may be changed or controlled by policy or Board decision.

## **Proposed Board Changes and Position Duties**

The TSID Restructure Committee recommends the following board changes to improve board efficiency and accountability.

### President Elect

The office of President and President Elect will be very similar to the current structure, however, the number of years this position will serve will be one less for a total of 3 years instead of 4. Year 1 will serve as the elect year. During this time, the President Elect will learn the role and responsibilities of the President. They will become familiar with the operation of the organization, including Parliamentary procedures, policies, and timelines. President Elect will Co-Chair the Motions & Resolutions Committee along with the Vice President.

Additionally, the President Elect will chair meetings if the President is absent. Should the President resign or be removed from office during this year, the President Elect will assume the office early. In year 2, the President Elect will be sworn in as President during conference and will continue these duties in year 3.

### Vice President

With system automation, the office of Vice President will not need to have as much focus on membership as it currently does and can now help with maintaining and representing the organization. The VP will co-chair the Motions and Resolutions Committee, will serve as the chair of meetings in the absence or incapacity of the President or President Elect and will assist the Parliamentarian.

### Past President

The Past President will continue to serve as Historian but will additionally serve as Parliamentarian. This person on the board will ideally be the one who is very experienced with TSID’s roles, responsibilities, and previous TSID history.

### Member at Large

The office of Member at Large is a new position being added to the board, which will represent the needs of the membership, including the needs of non-Texas resident members. This position will serve as the Communications Committee Chair and the main point of contact for Member Sections (SIGs) and Standing Committees.

## **Committee Responsibilities**

The restructuring committee also considered the purpose and efficacy of the committees of TSID. The following are the committees proposed to meet member needs as well as the roles and responsibilities of each committee:

### Professional Development

* This committee is composed of the 6 Regional Representatives and the RID CEU administrator.
* They are responsible for identifying current training needs across the state and providing trainings to meet those needs. They are also responsible for helping select appropriate presenters for the TSID Biennial Conference.

### Communications

* This committee is chaired by the Member-at-Large
* This committee is responsible for disseminating information to the membership in the method most readily consumed-email blasts, newsletters, social media, etc.

### Nominations

* The members are elected by the general membership.
* Responsible for recruiting appropriate individuals for the committees and submitting a slate of names to the TSID Board to determine committee chair and members.
* Responsible for identifying qualified and interested individuals to serve on the Board.

### Conference

* Responsible for planning and hosting the Biennial conference.
* Recommends a slate of presenters in conjunction with the Professional Development Committee.
* Develops a budget to be approved by the TSID Board.
* Submits a final report to the TSID Board within 90 days of conference completion.

### Diversity, Equity and Inclusion

* Ensures fair treatment, equitable opportunity and fairness in access to information and resources to all TSID members.
* Reviews TSID public communications, programming and content
* Membership includes Deaf interpreters and interpreters of Color.

### Policy and Advocacy

* Responsible for providing support to members on legislative and policy issues.
* Responsible for educating legislators and aides within the parameters of the organization’s bylaws.
* Develops reports and white papers to support interpreter issues.
* Focuses on the promotion of the interpreting profession and the Deaf community throughout the state.

### Philanthropy

* Responsible for identifying and organizing opportunities to give back to the Deaf community and the interpreting profession, including working and student interpreters.
* Must coordinate at least 2 philanthropic events per fiscal year.
* Committee will be composed of at least 4 members from different regions.

### Motions and Resolutions

* This committee will become a standing committee co-chaired by the President-Elect (when in office), and the Vice President.
* Encourages year-round participation and thoughtful deliberation of current issues in the organization and within the Texas interpreting profession.
* Meets at least 4 times per fiscal year.

### Finance

* Responsible for monitoring organizational funds, and making suggestions for possible investments, as well as researching potential revenue streams.
* Reviews the overall financial standing of the organization yearly.

## **Implementation**

Implementation will begin in 2021. The motions will go before the membership, and if they pass, implementation begins immediately.

If all the recommendations are accepted by the membership the following positions will be elected during the 2021 conference: Secretary, Member at Large, and Regional Representatives 1-6. The representatives for regions 1, 3, and 5 will be elected for a 2 year term, and the representatives for region 2, 4, and 6 will be elected for a one-time 3-year term. After this first iteration, all representative terms will be 2 years. In 2022, the organization will elect the President (to serve a 3 year term, Year 1 as the President-Elect), the Vice-President, the Treasurer, and the Past President. In 2023, the positions up for election are the Secretary, Member-at-Large, and Regional Representatives 1, 3, and 5. In 2024, the electable positions will be the President, Vice President, Treasurer, Past President, Region 2, Region 4, and Region 6.

The Nominations committee will be elected during the 2021 business meeting, and then will have 60 days to submit a slate of committee members for appointment consideration to the TSID board.

If a local chapter intends to dissolve, then they will need to adhere to what is in their bylaws. Disaffiliation will take effect August 1. We encourage local chapters to continue their work and efforts to their local colleagues and students and to become TSID organizational members.

## 

## **General Recommendations**

Additional Recommendations for the TSID Board

1. Fix the automated membership process so it is accurate
   1. Errors in the process existed in 2019 and 2020 where members could not get into their account because the system closed the account on June 30, but members were not allowed to pay dues in advance
   2. Add the ability to make payment of dues in advance.
2. Create a membership list that can be seen by the public where members can select what information they want to keep confidential.
   1. Helps regional representatives identify who is in their region
   2. Membership sections can easily contact their members
   3. Nominations Committee will know who is qualified to run for office
3. The President appoint a BEI Representative each FY keeping the board up to date on BEI activity.
4. Establish an Archive Committee or Historian to maintain TSID history
   1. Storage shed - gather TSID history, compile and scan documents, organize electronically and make available to members.
   2. Historian could create/update the list of all conference motions that was started by Nancy Thomas.
5. Strike the board manual – it is not used.
6. Strike these policies – not needed if restructure passes:
   1. Chapter Guidelines for co-sponsored workshops policy,
   2. Local chapter establishment policy,
   3. Good standing policy,
   4. Local Chapter representatives policy,
   5. Local Treasurer Oversight policy
   6. Host chapter guidelines policy
7. Add line item in the budget to support regional representatives training sessions.
8. Establish a discussion forum section on the website, for membership only, as membership benefit.
9. Add to the SIGs/Member Sections (MS) policy
   1. Maintain minimum number of members to continue.
   2. Attend minimum number of meetings to continue.
   3. Dissolve inactive SIG/MS as evidenced by 2 consecutive failures to elect chairs or not functioning or meeting.
      1. Finding space at conference for meetings can be difficult and some MS don’t meet, or do not have communications with members during the year.
10. Contract for a paid external bookkeeper to assist the Treasurer.
11. Every three years conduct an external professional audit with an external financial review the other years.
12. Add a search tool to website. Review website for ease of usability.
13. Consider making the flag rise above the bottom of the page when it opens. It appears there is no information below the flag.
14. Develop a procedure to rotate annual business meeting through each region during odd numbered years.
15. Create an ex-officio non-voting position for a TAD representative.
16. Provide all Committee Chair’s with a membership list with contact information, when requested.

## **Appendix:**

1. [Survey Results](#_Appendix_A_–)
2. [General Restructure Motions](#_Appendix_B_-)
3. [TSID Constitution Amendment Recommendations](#_Appendix_C_-)
4. [TSID Bylaws Amendment Recommendations](#_Appendix_D_–)
5. [Policy Recommendations](#_Appendix_E_-)
6. [Conference Profit and Loss](#_Appendix_F_–)
7. [Regional Restructure Recommendation](#_Appendix_G_-)

### **Appendix A – Survey Results**

#### TSID Feedback Survey Fall 2019

Background

* Survey Development & Dissemination
* Brainstormed questions
* Demographic categories came from the US Census office
* Committee Review
* BEI Review
* Sent out via BEI list, RID list on website, and TSID lists.
  + Also sent out to all ITPs for student’s perspective
* 341 responses
  + Not all respondents answered each question.
* Results are based on the total number of answers provided, NOT the total number of respondents.

Demographics

Age

* 18-25 = 8%
* 26-30 = 9%
* 31- 35 = 14%
* 36-40 = 10%
* 41-45 = 9%
* 46-50 = 10%
* 51-55 = 10%
* 56-60 = 13%
* 61-65 = 10%
* 66-70 = 5%
* 71-75 = 2%
* 75+ = 0%

DDBDDHH or Hearing?

* Deaf, DeafBlind, DeafDisabled, Hard of Hearing (DDBDDHH) = 5%
* Hearing = 95%

Gender Identity

* Female = 83%
* Male = 16%
* Non-binary = 1%

Race

* American Indian or Alaskan Native = 1%
* Asian = 1%
* Black or African-American = 6%
* White = 92%

Ethnicity

* Hispanic or Latino = 16%
* Not Hispanic or Latino = 84%

Professional Level

* BEI and RID Certified = 21%
* BEI Certified = 65%
* Non-certified = 1%
* Pre-Certified (students who have finished their ITP, but have not yet passed a certification test) = 0%
* Retired = 3%
* RID Certified = 4%
* Student = 6%

Years of Interpreting Experience

* + 0-1 years - 2%
* 10-15 years - 12%
* 15-20 years - 11%
* 20-25 years - 15%
* 2-5 years - 9%
* 25-30 years - 13%
* 30+ years - 18%
* 5-10 years - 14%
* Still a student - 6%

Hours Worked per Week

* 0-5 hours - 24%
* 10-15 hours - 5%
* 15-20 hours - 9%
* 20-30 hours - 13%
* 30-40 hours - 22%
* 40+ hours - 19%
* 5-10 hours - 8%

Professional Activity

RID Membership

* No – 62 %
* Yes – 38%
* Historically a member
* No – 39%
* Yes – 61%

TSID Membership

* No - 58%
* Yes - 42%
* Historically a member
* No - 20%
* Yes - 80%

Membership Duration

* 0-5 years - 22%
* 11-15 years - 7%
* 16-20 years - 5%
* 21-25 years - 6%
* 26-30 years - 30 years - 4%
* 6-10 years - 12%
* I am not a member - 40%

Tsid Membership Affordability

* No - 23%
* Yes - 77%

Have you been in a volunteer leadership role with TSID (committee chair, SIG, Chapter rep., task force, etc.)?

* No - 73%
* Yes - 27%

SIG Involvement

SIG Membership

* No - 73%
* Yes - 27%

How beneficial is your SIG membership to your professional practice? (1 is not at all, 3 is neutral, 5 is extremely)

* 1 - 34%
* 2 - 16%
* 3 - 25%
* 4 - 14%
* 5 - 11%

Local Chapters

* Membership in local chapters
* No - 58%
* Yes - 25%
* There isn't one available in my area - 17%

How beneficial is membership in your local chapter? (1 is low, 5 is high)

* 1 - 49%
* 2 - 11%
* 3 - 24%
* 4 - 7%
* 5 - 9%

How would you rate involvement in your local chapter? (1 is low, 5 is high)

* 1 - 69%
* 2 - 11%
* 3 - 9%
* 4 - 4%
* 5 - 7%

Local Chapter Relevancy & Necessity (1 is not at all, 3 is neutral, 5 is extremely)

* 1 - 26%
* 2 - 7%
* 3 - 33%
* 4 - 12%
* 5 - 22%



Have you attended a TSID conference?

* No - 19%
* Yes - 81%

InterpreTexan Readership

* No - 53%
* Sometimes - 25%
* Yes - 22%

Preferred Mode of Communication

* Email blasts - 59%
* Online newsletter - 17%
* Print (flyers/newsletters) - 6%
* Social media - 18%

Social Media Followship

* No - 59%
* Yes - 41%

How satisfied are you with TSID legislative work? (0 is not at all, 3 is neutral, 5 is extremely)

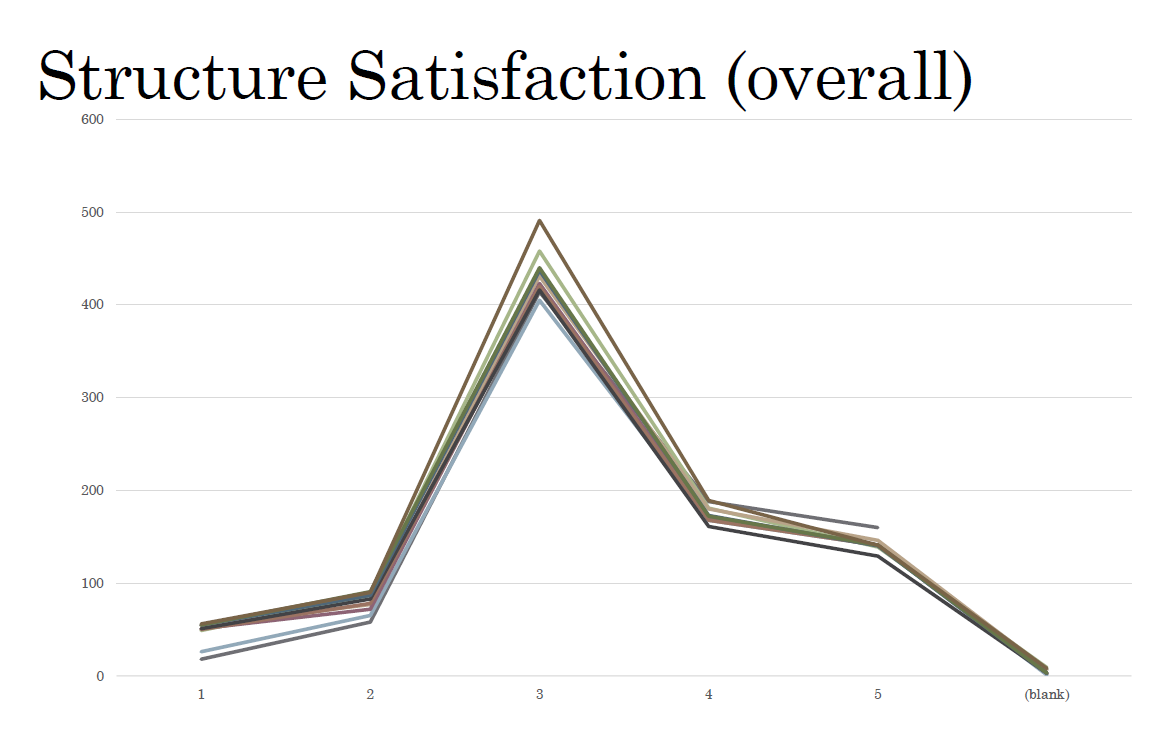
* 0 - 54%
* 1 - 8%
* 2 - 8%
* 3 - 18%
* 4 - 6%
* 5 - 6%

Likelihood of Renewal (1 is low, 5 is high)

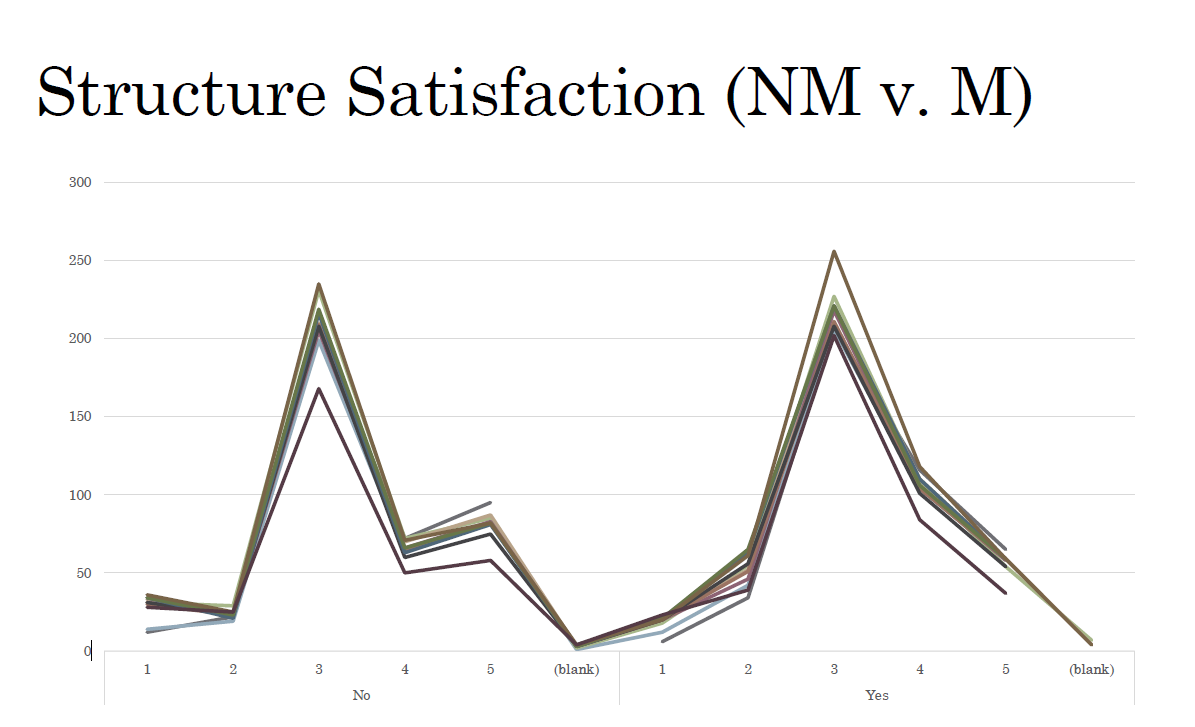
* 1 - 15%
* 2 - 8%
* 3 - 29%
* 4 - 12%
* 5 - 36%

**Structure Responses**

The TSID structure of the board meets my needs. (overall) (1 is not at all, 3 is neutral, 5 is extremely)



I feel represented well by the current structure of the board. (Non-Member v. Member - 1 is not at all, 3 is neutral, 5 is extremely)



The current structure of the board meets my needs. (1 is not at all, 3 is neutral, 5 is extremely)

1 - 7%

2 - 11%

3 - 52%

4 - 18%

5 - 12%

I feel I am represented well in the current structure of the board. (1 is not at all, 3 is neutral, 5 is extremely)

1 - 10%

2 - 16%

3 - 46%

4 - 16%

5 - 12%

I feel that 15 voting members, with the President voting in case of a tie is sufficient. (1 is not at all, 3 is neutral, 5 is extremely)

1 - 4%

2 - 11%

3 - 38%

4 - 24%

5 - 23%

I feel the current roles are appropriate and should be kept as is. (1 is not at all, 3 is neutral, 5 is extremely)

|  |  |  |  |
| --- | --- | --- | --- |
| President | President Elect | Vice President | Treasurer |
| 1 - 2%  2 - 5%  3 - 52%  4 - 22%  5 - 19% | 1 - 3%  2 - 7%  3 - 53%  4 - 22%  5 - 15% | 1 - 2%  2 - 8%  3 - 52%  4 - 22%  5 - 16% | 1 - 1%  2 - 4%  3 - 51%  4 - 22%  5 - 22% |

|  |  |  |  |
| --- | --- | --- | --- |
| Secretary | Local Chapter Representatives | Committees | SIGs |
| 1 - 1%  2 - 3%  3 - 51%  4 - 23%  5 - 22% | 1 - 2%  2 - 6%  3 - 34%  4 - 23%  5 - 35% | 1 - 16%  2 - 20%  3 - 40%  4 - 11%  5 - 13% | 1 - 21%  2 - 18%  3 - 39%  4 - 9%  5 - 13% |

Qualitative Data

Open Ended Questions

If you could design an organizational structure for TSID, what would it be?

• What are your thoughts about TSID’s current structure?

• How can TSID better serve you?

• How can TSID better serve the profession?

• How can TSID better serve the Deaf community?

• What would you like to get from your TSID membership?

• What would encourage you to become more active in TSID?

• What do you like most about TSID?

• What do you like least about TSID?

If you could design an organizational structure for TSID, what would it be?

|  |  |
| --- | --- |
| Members | Non Members |
| • Not sure (7)  • Deaf centered (6)  • More representation (6)  • Clearer roles (3)  • Keep the same structure (2) | • Not sure (10)  • Keep the same structure (6)  • Stronger local focus (2)  • Increased voting power (2) |

What are your thoughts about TSID’s current structure?

|  |  |
| --- | --- |
| Members | Non Members |
| • Need to redefine roles (5)  • Conference concerns (4)  • Need for Deaf centricity (3)  • Information/Communication issues (3) | • Information/Communication issues (5)  • Unsure (5)  • Advanced training needed (3)  • Local chapter needs (2) |

How can TSID better serve you?

|  |  |
| --- | --- |
| Members | Non Members |
| • Training (12)  • Information/communication (12)  • Online services (9)  • Clear roles (5)  • Legislative (4)  • Mentoring (3) | • Training (17)  • Information/communication (16)  • Online services (9)  • Interpreter Advocacy (4) |

How can TSID better serve the profession?

|  |  |
| --- | --- |
| Members | Non Members |
| • Legislative (11)  • Support for interpreters (11)  • Information/communication (10)  • Training (10)  • Position statements (6)  • Mentoring (6) | • Training (13)  • Support interpreters (7)  • Information/communication (5) |

How can TSID better serve the Deaf community?

|  |  |
| --- | --- |
| Members | Non Members |
| • Training (11)  • Collaboration (11)  • Deaf centered (11)  • Volunteer/support (7)  • Position statements (6) | • Deaf centered (11)  • Training (8)  • Promote the use of CDIs (5)  • Legislative (3) |

What would you like to get from your TSID membership?

|  |  |
| --- | --- |
| Members | Non Members |
| • Training (14)  • Discounts (10)  • Information/communication (7)  • Mentoring (6)  • Online services (5)  • Legislative (4) | • Training (16)  • Online services (7)  • Discounts (4)  • Networking (3)  • Mentoring (3) |

What would encourage you to become more active in TSID?

|  |  |
| --- | --- |
| Members | Non Members |
| • Information/communication (6)  • Less PPO (4)  • Location (3)  • Training (3)  • Improved diversity/inclusivity (2) | • Training (14)  • Online services (7)  • Information/communication (6)  • Local chapters (5) |

What do you like most about TSID?

|  |  |
| --- | --- |
| Members | Non Members |
| • Conferences (18)  • Networking (15)  • Training (10)  • People (7)  • Nothing (3)  • History (3) | • Conference (9)  • Training (8)  • Networking (6)  • Information/communication (5)  • Nothing (4)  • People (3) |

What do you like least about TSID?

|  |  |
| --- | --- |
| Members | Non Members |
| • Information/communication (10)  • Training types (9)  • Conference (8)  • Relevancy (5)  • Not K-12 friendly (4)  • Politics (4) | • Politics (7)  • Information/communication (4)  • Focus/purpose (4) |

#### Membership Benefits Survey

The member benefits survey showed:

Which of the following kinds of insurance would you be interested in purchasing through TSID?

* 84.8% interested in professional liability
* 41.2 % Medical
* 38.6 % Dental
* 31.4 % Life
* 23.7 % Accidental Death and Dismemberment
* 17.8% interested in policy to cover cancer
* Would you join TSID to access reduced rates for the above benefits?
* 53.7 % yes
* 41.5% maybe
* 4.8% no

### **Appendix B - General Restructure Motions**

1. Move that TSID change the organizational structure by converting from chapter representation (13 chapters) to regional representation (6 regions). Regional Reps will present issues and concerns of their region and will help govern TSID, will host at least one regional training during odd numbered years and serve on the Professional Development Committee.

Rationale: 69% of respondents to the survey are not involved in Local Chapters which leaves sustainability a concern. An average 6-7 (out of 13) Chapters attended TSID Board meeting consistently, at times making it difficult to meet quorum. Chapter travel expenses to Board meetings are not covered, while Regional Representatives will be covered. This new structure lowers quorum for board meetings will provide a better representation of the membership at large and guarantee representation from across the state for those interpreters currently underrepresented. Chapters can become organizational members and maintain a relationship with TSID. The survey supported the move to regional representation.

1. Move that TSID restructure bychanging the name of “Special Interest Groups” to “Member Sections”

Rationale: to align with RID Member Sections.

1. Move that TSID restructure byadding a Professional Development Committee comprised of regional representatives and the RID CEU Administrator, and other members as deemed necessary.

Rationale: A large number of respondents to the survey talked about the need for a variety of training opportunities including, mentoring, advanced level training, specialty training, webinars, on line training, and more. This committee could make training available and possibly raise income to generate revenue for TSID.

1. Move to Restructure TSID by establishing an Inclusion and Equity Committee.

Rationale: this aligns with the publication of the “Marginalization Statement.” The committee is to ensure fair treatment, equality of opportunity and fairness in access to information and resources for all TSID members by reviewing TSID public communications, programming, and content. The membership of this committee includes Deaf interpreters and Interpreters of Color.

1. Move that TSID restructure byestablishing a Philanthropy Committee to identify and organize opportunities for members to give back to the Deaf community and the interpreting profession.

Rationale: Allows for a coordinated effort providing an opportunity to give back to the Deaf community and the interpreting profession.

1. Move that TSID restructure by changing the “Legislative Committee” to the “Policy and Advocacy Committee”, and changing the responsibilities of the committee to work with state agencies, local governments, and the legislature on interpreter issues and educate state legislative representatives and others within the parameters of the organization’s 501(c)6 status.

Rationale: TSID needs a committee to work on policy issues not just legislative issues. All policy is not legislation but may need addressed.

1. Move that TSID restructure bychanging part of the Nominations Committee responsibilities regarding Committee nominations, to identify interested persons for committees and submit a slate to the board. The board will appoint committee chairs from the slate and/or add additional interested persons if necessary, except for Communications Committee chair who is the Member at Large, and the Nominations Committee who will continue to be elected by the membership.

Rationale: This aligns with the way RID selects committees and chairs. Officers and the Member at Large is elected by the membership. The Nominations Committee continues to be elected by the membership. Committee membership is Board appointed so that the board knows who is on each committee.

1. Move that TSID restructure bychanging the “Audit Committee” to the “Finance Committee” which will perform an annual review of the TSID finances.

Rationale: Committee membership remains the same but we recommend that TSID secure a formal outside audit at least every three years.

1. Move that TSID restructure byrequiring the Motions and Resolutions Committee to meet throughout the year, not just annually before the business meeting.

Rationale: This allows membership the opportunity to work on motions year round.

1. Move that TSID restructure bymoving to a biennial conference structure in even-numbered years.

Rationale: The annual conference has a loss of $46K - $54K over the last nine years. Changing to a biennial conference offers the board more time to coordinate conference and reduces fiscal risk. Regional trainings will occur in odd-numbered years.

1. Move that TSID restructure bychanging President’s position to a 3 year term, beginning July 1 of the next fiscal year after the election. The first year of their term shall be designated as “President-Elect” year in which they will learn the role of the President.

Rationale: This lessens the 4 year obligation to 3 years, and eliminates the position of President Elect

1. Move that TSID restructure bychanging the responsibilities of Vice President (VP) to monitoring organizational policies and procedures and to prepare to become President the following term (but not automatically).

Rationale: Membership is now handled electronically and membership functions will be moved to the Secretary. The New VP position will also preside in the absence of the President and chair the Motions and Resolutions Committee.

1. Move that TSID restructure byadding a Member at Large (MAL) position to the board, elected by the membership, to serve as the Communications Committee chair and represent the membership as a whole.

Rationale: This aligns with RID and adds another avenue for member needs to be heard. The MAL will serve as the main point of contact to the Member Sections and TSID members who reside outside the state.

1. Move that annual membership dues be determined by the TSID Board, not to increase more than 10% per annum, in any category.

Rationale: Moving the authority to make changes in policy makes it easier for the board to make changes in annual fees. Adding a cap ensure it is not taken advantage of.

### **Appendix C - TSID Constitution Amendment Recommendations**

**Move to amend the TSID CONSTITUTION, ARTICLE I**, NAME, by striking “affiliated as a chapter,” and replacing it with “an affiliate chapter.”

**Move to amend the TSID CONSTITUTION by replacing ARTICLE II**, PURPOSES, with the following:

* The primary emphasis of TSID is the development, strengthening, and enhancement of a network of professional interpreters.
* To promote the development and expansion of quality interpreting services available to persons who are Deaf, Deaf Disabled, DeafBlind, Hard of Hearing (DDDDBHH), and hearing;
* To encourage the recruitment and retention of qualified professionals in interpreting;
* To promote the highest standards in the interpreting profession;
* To offer a forum for professional interpreters to exchange ideas, opinions, and information concerning the interpreting profession;
* To provide opportunity for training in order to attain, maintain, and improve qualifications for interpreters;
* To support interests and concerns of the profession;
* To provide the means for disseminationand exchange of information.

**Move to amend the TSID CONSTITUTION by replacing ARTICLE III**, MEMBERSHIP, with the following:

TSID shall consist of individual Certified, Associate, Student, Senior, Lifetime, Organizational and Honorary Members. Students must be currently enrolled in an interpreter preparation program at an established educational institution.

**Move to amend the TSID CONSTITUTION by replacing ARTICLE IV**, TSIDBOARD with the following

TSID shall be governed by a Board comprised of the members as follows:

President, President-elect, Vice President, Past-President, Member at Large, Secretary, Treasurer and Representatives from each of the six (6) regions. Each shall be a TSID Certified or Associate Member and shall have voting privileges on the TSID Board. The President will serve no more than two consecutive terms. Other members will serve no more than three consecutive terms.

**Move to amend the TSID CONSTITUTION by replacing ARTICLE V**, MEETINGS, with the following:

There shall be annual membership meetings to address the business of TSID. Special meetings of the members of TSID may be called by the President or by an agreement of any (5) members of the TSID Board. The members of TSID shall be sent notification at least thirty (30) days in advance of any meeting. Such notice shall include the date and place of the meeting and the items of business to be addressed.

TSID Board meetings shall be held at least (4) times a year. Special meetings of the TSID Board shall require written notice sent by the Secretary at least ten (10) days prior to such meeting.

The TSID Board may hold a closed session to discuss confidential issues.

**Move to amend the TSID CONSTITUTION by replacing ARTICLE VI**, COMMITTEES, with the following:

TSID shall have the following standing committees:

Conference, Communications, Forums, Professional Development, Policy and Advocacy, Inclusion and Equity Scholarship and Awards, Philanthropy, and Mentorship.

**Move to amend the TSID CONSTITUTION ARTICLE VII**, Special Interest Groups, by striking “Special Interest Groups” and changing it to “Member Sections.”

**Move to amend the TSID CONSTITUTION by replacing Article VIII**, FEDERAL COMPLIANCE, by striking “501 (c) (3)” and replacing it with “501 (c) (6)”.

**Move to amend the TSID CONSTITUTION, ARTICLE IX**, DISSOLUTION OF TSID by striking “501 (c) (3)” and replacing it with “501 (c) (6)”; and striking “Chapter Member” and replacing it with “an affiliate chapter.”

**Move to amend the TSID CONSTITUTION ARTICLE X**, PARLIAMENTARY AUTHORITY, by striking Specific “Annual Conference,” and replace it with “Business Meeting.”

**Move to amend the TSID CONSTITUTION ARTICLE XI**, AMENDMENTS, by adding “(2/3)” after “a vote by two-thirds”

### **Appendix D – TSID Bylaw Amendment Recommendations**

**Move to amend ARTICLE I, MEETINGS**

Section A. by striking “annual” and replacing it with “biennial,” and striking “month of March, April, or June each year and replacing it with “final quarter of even numbered fiscal year”.

Rationale: Keeping conference in the final quarter, keeps the annual meeting of that year in the final quarter. Complications arise with membership votes when the annual meeting is held after the end of the fiscal year.

Move to amend Number 1, 2 and 3 by adding “business” before meeting.

Rationale: business meetings are held annually while the conference is held biennially.

Move to amend Section B. strike “the” before holding and “of” before meetings.

Rationale: language clean up

Move to amend Section E. by changing “Executive” to “Closed”

Rationale: language clean up

Move to amend Section F. by replacing the upper case “v” in votes with a lower case v, replacing the upper case “s” in secretary to lower case, and striking “Conference” and replacing it with “Business Meetings”.

Rationale: clean up and business meeting will still be held annually.

**Move to amend ARTICLE II, MEMBERSHIP**

Move to amend Section A. by striking “retroactively reinstated” and replacing it with “renewed,” and by adding “Dues will not be applied retroactively or prorated,” at the end.

Rationale: Make it clear when the membership year begins and ends.

Move to amend Section B. by striking “all dues and fees” and replacing it with: “...membership dues shall be determined by the TSID Board. Membership dues shall not increase more than 10% per annum in any category.”

Rationale: This gives the Board the authority to increase or lower dues when they believe appropriate.

Move to amend Section D. to strike completely.

Rationale: Moving to a regional representation we do not need this section.

Move to change section lettering accordingly, ie., E to C, F to D, etc.

Move to amend Section E. replace “all” with “are;” strike “and whose dues are current” and add “are” before interested; replace “deaf” with DDDDBHH; and add “chair committees” after vote.

Rationale: Clean up.

Move to amend Section F. add “are” after Members; strike “Annual Conference” and replace with “annual business meeting” in all locations.

Rationale: changing to a biennial conference but business meetings will continue annually.

Move to amend Section G. and “are” after Members; strike “$100” and replace with “determined by the TSID Board.”

Rationale: allows the Board to change dues when needed.

Move to amend Section H. strike “Annual Conference” and replace with “annual business meeting” in all locations.

Move to amend Section I, strike “Section” (in Student Section) and replace with (Student) “Members;” strike “The Past President shall be the liaison to the student members.”

Move to amend Section J. Add “s” to Members, followed by “are”.

Rationale: clean up

**Move to amend Article III TSID Board:**

Move to amend Section B by striking “and members” and adding at the end, “Regional Representatives must also reside in the region they represent.

Rationale: All members of the TSID Board are officers.

Move to amend Section C 1. by striking “at an annual conference” and by striking “25 month terms, beginning on the first day of the fiscal year following their” and replacing it with “25 month terms, beginning on the first day of the fiscal year following their election –24 months as a fully vested officer, and the last month as a non-voting advisory capacity for the incoming officer.”

And replacing “odd” with “even” numbered years; striking “President Elect, Secretary,” and adding “Past President, Vice President, Treasurer and Regions 2, 4 and 6.”

And replacing “even” to “odd” numbered years striking “Past President, Vice President, Treasurer”, and adding “Secretary, Member at Large and Regions 1, 3, and 5.”

Rationale: Making the new and old positions align appropriately.

Move to amend by replace Section C 2. With:

The President shall be elected during odd numbered years and serve a two-year term beginning July 1 of the next even numbered fiscal year after their election. The time from election to installation in office shall be designated the “President Elect” year, in which they will learn the role of President. They will then assume the office and responsibilities of the President for two years. The President will not serve more than 2 consecutive terms.

Rationale: Clarifying President’s term

Move to amend C 3, by insert “a maximum of 3” after “may serve.”

Rationale: allows for others to serve the organization and reduce the possibility of burn out from being in a position too long.

Move to amend by replace C 4 with:

The regions of TSID shall elect a representative to serve a two year term on the TSID Board. A regional representative may not serve in another position on the TSID Board during their tenure as regional representative.

Rationale: Adding new representation.

Move to amend by replacing section D with

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. If both the President and President-Elect are vacant the Vice President shall assume office of president.

Rationale: Defining President-Elect and Vice President responsibilities should the position become vacant.

Move to amend by inserting in E 1., “or electronic” after each “mail.”

Rationale: Was not changed in this section previously.

Move to amend by striking in 3., “officers of the;” replace “determined” with “approved.”

Move to amend by replacing 4. With:

chairpersons of committees may be reimbursed for their travel expenses incurred in fulfilling any required attendance at TSID Board meetings and for the responsibilities of their position as pre-approved by the TSID Board.

**Move to amend Article IV by changing the title to DUTIES OF THE TSID BOARD**

Move to amend by replacing A with:

The TSID Board members are expected to attend all Board meetings during the TSID year. They 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 business meetings.

Move to amend In B., to add “Board” before “Officers”

Move to amend the President description by striking at the end, “and shall serve as liaison to the Legislative Committee.”

Move to amend the President-Elect Description by replacing it with

The President –Elect is responsible for developing the skills and knowledge needed to assume the office of President. They shall serve as the chair of meetings in the absence or incapacity of the President. They shall monitor the timeline of TSID. They shall Co-Chair the Motions and Resolutions Committee.

Rationale: redefining the role.

Move to amend the Vice President description by replacing it with

The Vice President is responsible to monitor organizational policies and procedures and is prepared to assume the duties of the President, in the absence of a President-Elect. The Vice President shall preside in the absence of the President or the President-Elect, and shall serve as Co-Chair of Motions and Resolutions Committee.

The Vice President is also responsible for overseeing membership and voting credentials for the organization.

Move to amend the Past President description by replacing it with

The Past President maintains TSID’s historical perspective. The Past President shall serve as Parliamentarian for the organization.

Move to amend Secretary by inserting “including records of motions and membership” after “of the organization.”

Rationale: Historical recording purposes.

Move to amend Treasurer by inserting “and Finance Committee” after “Trust Fund Trustees.”

Move to amend by adding The Member at Large with this description:

The Member at Large (MAL) shall serve as the chair of the communications committee. They represent out of state members, are the primary contact person for member sections, and the general membership.

Move to amend by adding Regional Representatives and duties as follows:

The Regional Representative will present the issues and concerns of their region and will help govern TSID. The Regional Representatives are responsible to provide regional perspectives on issues before the board and to communicate information from the Board to the members of their regions. The Regional Representatives shall also host at least one regional training during odd numbered years and serve on the Professional Development Committee.

Move to amend by striking B. Duties of Members of TSID Board

Rationale: Regional representatives will replace local chapter representation

**Move to strike Article V and VI.**

Rationale: No longer needed.

**Move to amend by replacing Article VII Committees with:**

Committees: The committees (except for Nominations Committees) of TSID shall be appointed by the TSID Board from names submitted by the Nominations Committee. The committee will select a chair from the appointed members. Each committee will serve for two year terms, beginning July 1 of odd numbered years.

Any individuals interested in joining a committee mid term must indicate interest to either the chair of that committee, the nominations committee, or to a Board member. The individual must be formally appointed to the committee by a vote of the TSID Board.

Rationale: Changing how nominations are handled.

Move to amend by replacing Article VII Committees B description. with:

A committee member 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 business meetings; shall be responsible for they accomplishments of duties assigned to the committee which the chair. Standing committees shall have at least three members, one of whom will be the chairperson.

Rational: Changing how committee membership is determined.

Article B continued:

Move to amend Conference Committee, by striking “Annual” and replacing it with “Biennial” (conference), and adding at the end add, “and a final financial statement.”

Move to amend Communications Committee by striking “chairperson” and replacing it with “Member at Large”; and adding “TSID Social Media” after “electronic mail list”.

Move to amend by striking out all of Forums Committee.

Rationale: duties are moved to other committees.

Move to amend by adding a Professional Development Committee with this description:

This committee will be comprised of the regional representatives and the RID CEU administrator. They will be responsible for identifying training needs across the state and hosting training opportunities to address those needs. The PDC is also responsible for selecting conference workshops that align with identified training needs in conjunction with the conference committee. The PDC is also responsible for hosting forums for the exchange of ideas, opinions and information concerning interpreting.

Rationale: Membership begged for more training opportunities

Move to amend by changing the “Legislative Committee” to the “Policy and Advocacy Committee” and replacing the committee descriptions as follows:

This committee, under the direction of the chairperson, serves as a resource for the membership on legislative and policy issues. The committee shall communicate legislative and policy issues regarding the interpreting profession to the membership and shall educate state legislative representatives and their aides within the parameters of the organization’s 501(c)6 status. The committee shall develop a biennial recommendation report and/or white papers that can then be disseminated to state representatives, aides, and others.

Rationale: policy issues arise that need addressed, and all policy does not need legislation. This broadens the scope of the committee’s work.

Move to amend by adding an Inclusion and Equity Committee with this description

This committee ensures fair treatment, equality of opportunity and fairness in access to information and resources for all TSID members by reviewing TSID public communications, programming, and content. The membership of this committee includes Deaf interpreters and Interpreters of Color.

Rationale: Aligns TSID with its Marginalization Statement

Move to amend by adding a Philanthropy Committee and the description as follows

This committee is responsible for identifying and organizing opportunities for members to give back to the Deaf community and the interpreting profession. They are tasked with providing at least two (2) philanthropic events per fiscal year. This committee is comprised of at least 3 members representing different regions.

Rationale: provides a way to give back to the community and profession.

Move to amend the Scholarship and Awards Committee description by striking “establish scholarship and award criteria.”

Move to amend the Mentorship Committee description by changing “annual” to “biennial” (report).

Move to amend replace the Nominations Committee description with:

This committee shall be comprised of five (5) persons, at least one of whom shall be a Past President and serve for a two (2) year term. The Chairperson and the members of the committee shall be elected by the membership of TSID at the biennial business 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 Business Meeting.

Move to amend and change the “Annual Audit Committee” to the “Finance Committee,” and replace the description to read:

The committee shall be comprised of three (3) persons, none of whom shall be current TSID Board members. The finance committee will perform a financial review of the organization annually. This committee will secure an audit of the financial records of TSID for the previous three years.

Move to amend and change the “Conference Motions and Resolutions Committee” to the “Motions and Resolutions Committee” and replace the committee description with:

This committee shall be chaired by the Vice President and shall meet prior to the annual business meeting. Any voting member of TSID who wishes to attend the meeting(s) may serve on this committee. This committee will develop and receive motions and resolutions for the annual business meeting from the TSID Board, Member Sections, committees, and individual members, and shall ensure that motions are in the proper format.

Rationale: This committee needs to meet year round.

**Move to amend Article VIII** and change the name from “Special Interest Groups” to “Member Sections;” and strike “Special Interests Groups” and replace it with “Member Sections” in the description.

Rationale: Alignment with RID Member Sections

**Move to amend Article IX Trust Funds by:**

* inserting, in Section A, “any” before “TSID;”
* inserting, in Section B, “the training of” before “interpreting students;”
* inserting, in Section E, “and elections” after “Terms of Office;” replacing Annual with Biennial; and inserting at the end, “Two (2) Trustees will be elected by the membership in even numbered years and three (3) Trustees will be elected by the membership in odd years;
* Replacing, in G, annual with biennial;
* Replacing H, #2, to read, “Recommend investment strategies to the Finance Committee for the trust fund monies.
* Striking all of J, and adjusting the lettering of sections as appropriate.

### **Appendix E - Policy Recommendations**

The Restructure Committee (RSC) made a review of all policies and procedures in an effort to identify any necessary changes as a result of the proposed recommendations should they pass a vote of the membership. The below policy revisions are not intended to be fully inclusive of other changes or edits that may be deemed necessary or required from the Forums Committee “Statement of Marginalization.” It is also possible that there is an oversight and the Board may catch other necessary changes during their annual review of policies. It is the hope of the RSC that, should the recommendations be adopted by membership, this will save the Board much time during their annual policy review/revision during Board training. The RSC edits and notes are highlighted in yellow. The entire policy was pasted into this document where necessary and feasible.

**TSID Mail Procedures**

RSC Notes: No impact from the RSC however, this whole process needs to be internally evaluated for efficiency and effectiveness. Should TSID move to completely digital and online acceptance of funds, purchase orders, etc. then a PO Box may no longer be necessary.

**ADA Compliance Statement**

Texas Society of Interpreters for the Deaf (TSID), in support of the spirit of the Americans with Disabilities Act (ADA) as amended, endeavors to honor all requests for reasonable accommodations in order for participants and/or members to achieve equal access to TSID events.

In order to achieve equal access for  attendees at TSID events, conferences, and meetings TSID will accept requests for accommodations.  TSID will make every effort to honor the requests for reasonable accommodations received prior to posted deadlines.

All materials publicizing TSID events will ~~list~~ (include) a deadline of at least two weeks but not more than one month prior to the specific event to request any reasonable accommodation. Published materials will include a procedure for requesting accommodations.

RSC Notes: This ADA compliance statement only had some grammatical edits.

**Advertising Policy for *InterpreTexan***

***Disclaimer Notice***

All advertising copy is subject to the publisher’s approval. TSID reserves the right, at any time, to reject advertisements for any reason TSID is not liable, at any time, if an advertisement is omitted. Publication of an advertisement does not constitute endorsement or approval of contents of books, other publications, point of view, standards of service or opinion presented therein, nor does TSID guarantee the accuracy of information given. Because of the commitment of TSID to non-discriminatory practices, advertisers in TSID publications must affirm that they are equal opportunity employers.

RSC Notes: With the new Equity and Inclusion Policy will all advertising also be subject to the Equity committee for review?

The last sentence above (first paragraph) “Because of commitment to non-discriminatory practices advertisers must…..” Does this need to be more firm to incorporate our adopted language?

Chapter workshops will be advertised under the workshop section of the *InterpreTexan*.

RSC Notes: If all recommendations pass then replace the word “chapter” above with “local” or “regional”.

***Deadlines***

All copy submitted should be CAMERA READY (for photocopying) or in an approved electronic format and should be sent to the Editor with payment prior to the deadline for the desired issue of the *InterpreTexan*.

***Ad Rates***

At the beginning of each fiscal year the *InterpreTexan* editor shall establish and publish ad sizes and rates.

Additional RSC Notes: Does current website have a method for someone to know about advertising options, a method to pay for ads and upload the content to the Editor?

**Audit Committee Procedures**

**GENERAL & PRELIMINARY:**

**Audit Committee** is elected by the TSID membership.  Per our bylaws:  “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."

Audit Committee will review the previous fiscal years books. The Committee may wish to partition areas to audit among members of the Committee, each taking a specific area, each part is then summarized in discussion with the other committee members.  Review recommendations of previous year’s Audit Committee to see if their recommendations were met in the **year being audited.**

The audit committee should be concerned with the following things, at a minimum:

* the adequacy of internal control (a system in which the operating or recording function can be broken down into elements that are performed by different people, each checking the work of the others)
* the accuracy of the records and the reports to the TSID Board
* the proper authorization of activities and expenditures
* a review of the tax-exempt status and identification of any activities that may endanger it
* ascertaining that licenses, sales taxes, other taxes and corporate reports are properly filed in a timely manner.

**TIMELINE:**

The Audit Committee will meet after the closing of the fiscal year, but prior to the Business meeting at the TSID annual conference.  When sufficient funds are available the committee will meet in a central location with TSID paying mileage to and from the meeting location.

**BANK STATEMENTS & RECONCILIATIONS:**

**Review** to see if selected bank statement’s balances have been reconciled with:

* the Cash Account(s) in the General Ledger/Accounting program

(If the Committee is uncomfortable with the situation or it feels there may have been some inappropriate handling of the funds, then it is recommended that the Committee obtain Bank Confirmations from each institution.)

**RECEIPTS/DEPOSITS:**

**Look** at documents:

* to see source of revenue
* for what it was designated, and,
* to which account credited

**Compare** randomly selected deposits made with deposits recorded on bank statements.   
Trace these deposits:

* to the General Ledger/Accounting program
* to copies of the deposit

**Dues** – test to see where shown in

* Accounting program, and on (Incomplete sentence here)

**Contributions/Donations** – review to see if designated funds (restricted) have been handled that way. (i.e. designated funds cannot be used for other than that for which they were given).

**Interest** – review to see that every interest-bearing account has earned interest and that it has been credited accordingly.

**DISBURSEMENTS:**

**Detail review** (look at randomly selected disbursements for period selected) to see that:

* checks have two signatures (if required by the by laws)
* checks have invoices/receipts/check request forms for every disbursement in the paid bills file
* disbursement has been charged to appropriate expense account (in General Ledger/Accounting program) and
* spot check (test) entries throughout entire fiscal year.

**ADJUSTMENTS TO GENERAL LEDGER:**

**Review** any and all General Journal entries to be sure they have been appropriately and reasonably recorded and explained.

**MINUTES OF BOARD MEETINGS & GENERAL MEMBERSHIP MEETINGS:**

**Compare** adopted Budget with Actual Budget as shown on YTD Budget Report

**Review** Minutesto see when assembly voted and approved non-budgeted items, follow randomly selected non-budget item through the payment process.

**WRITING THE REPORT:**

**Follow** the same procedures and outlines as used in previous years’ reports. Copy of annual Treasurer’s report for annual business meeting as prepared by the Treasurer should be attached to the Report unless changes have been determined, then Treasurer should be asked to make the year-end adjustments accordingly.

**As a courtesy,** review with Treasurer prior to filing the Report.

**Audit Committee** Chair~~man~~ may present Audit Report to the General Membership at the Annual Business meeting or simply file with the TSID board.  If report is presented, calling for a vote of acceptance is appropriate. One copy of the Report is filed with the Secretary to be attached to the business meeting minutes. Copies are provided the President in whose administration the audit covers, the Treasurer, and current President

RSC Notes: The title needs be changed to Finance Committee (and will include the trustees). All references to “audit committee” will need be changed to Finance Committee. The first sentence “audit committee is elected by membership..” strike if the recommendations are adopted. Will need to add new language from the amended bylaws. Timeline has the word “annual” conference – this will need to change to annual membership meeting or biannual conference whichever will be the will of the Board. Additionally, this may all be revised if the TSID does move forward with having an “informal financial review” for two consecutive years and then having a formal outside audit with a CPA every three years. The term “audit” might be changed to “financial review”.

**Board Manual**

* The Board Manual will be provided electronically to each Board Member.
* All additions and addenda are to be uploaded to the electronic archive by the TSID Secretary .
* All contents will be uploaded along with a version verification date.
* All revisions to policies and all new policies must be approved by the TSID board before inclusion.

RSC Notes: Strike this Board Manual policy – there doesn’t seem to be a “board manual” and access to all info is electronic with access gained upon receipt of their welcome letter and board training.

**TSID Board Meeting Ground Rules**

*To be posted and followed at each board meeting:*

**Participate in Meetings**

All members attending meetings are encouraged to participate in discussions~~,~~ and give opinions/points of view.

**2. Keep Time Commitments**

Arrive on time, begin meetings on time, and return from breaks on time.

**Respect Ideas**

All opinions are valid, work with a spirit of goodwill, allowing each member to express themselves.

**Work for Consensus**

Talk things through until differing ideas have been discussed fairly.

**Respect Others**

Avoid personal attacks, defending, rationalizing, and blaming; work for the group.

RSC Notes: This is not always posted (shown or reviewed) prior to each board meeting or annual meeting and should be. #5 will need to include info from the marginalization statement specifically about ASL being the shared language to be used for all business.

**Board Training**

* To be planned by the President ~~and~~ (with) duties delegated as appropriate.
* The Board will determine the date for the Board Training at the Board meeting by the last day of ~~Annual~~ Conference.

(RSC notes: Board will need to decide if they want annual training with date decided at end of annual membership (business) meeting or biannual training with date decided after conference.)

Meeting must include:

1. Policy and Procedures Reviewed
2. Liaisons assigned
3. Explain workings of a board
   * Parliamentary procedures reviewed
   * Responsibilities explained
   * Review all forms (i.e. motion forms, reimbursements forms, CEU request forms, Co-Sponsorship, scholarships, etc.)
4. Schedule yearly board meetings - dates and locations
5. Determine *InterpreTexan* deadlines and mailing dates

* All e~~xecutive~~ Board members, ~~Chapter~~ Regional Representatives, Committee and SIG Chairs need to be in attendance unless excused by the President for medical reasons or other serious emergencies.

Other RSC Notes: You will notice some edits in yellow above.

2. Member at Large is to be liaison for all Member Sections (formerly SIGS).

Add #6. Racial and social justice training will be included in all annual Board trainings and will be mandatory for all Board members. General membership will be invited and encouraged to attend.

Will need to add to the numerical list of things to do “select committees (chairs) from the slate provided by the nominations committee”. In actuality this may need be done at the final meeting of the board after conference so that the committee chairs know they are chair and will need to attend this

**The Bob Alcorn Award**

The Membership of TSID, at the 1997 then annual conference in Austin, voted to establish “The Bob Alcorn Award”. This award is to be given to a person who has made significant contributions to the field of interpreting. Bob Alcorn (1945 – 1996) was a tremendous voice for the Deaf community and for interpreters. He led the field with his teaching, advocacy skills, and talents. The award is dedicated to the memory of Bob Alcorn: author, teacher, Deaf Rights advocate, Deaf Culture ambassador, ASL champion, student of life, and beloved friend. The “Bob Alcorn Award” Nominations Committee will strive to honor those persons who have exemplified the qualities, which Bob Alcorn demonstrated throughout his life. This award is not necessarily an annual award and will be given judiciously, in order to maintain the spirit of this special recognition bestowed by TSID.

**CRITERIA**

* This person serves as a role model for people in the field of interpreting; demonstrating that they are an ally of Deaf people, teaching, mentoring and/or having developed instructional materials for ASL, and/or interpreter training.
* This person is one who respects people from all walks of life, regardless of their ability to hear, race, economic status, etc. He/she encourages students/people to grow to their maximum potential.
* This person is a Deaf Rights advocate, a staunch proponent of ASL and Deaf Culture. This can be demonstrated in his/her teaching, interpreting and advocating.
* This person is currently or has been a Texas resident, and has contributed to the field of interpreting or deafness in a significant way, in the state of Texas.
* This person must be a current TSID member.

**NOMINATION PROCEDURE**

Three letters/videotapes of recommendation are needed to consider a person for this award.

Letters/videotapes should be sent to the TSID President.

At least one recommendation/videotape must be from a Deaf person.

Each recommendation/videotape is to include the following:

1. Nominee/Candidate’s name;
2. Nominee/Candidate’s address;
3. Details of the candidate’s background;
4. Description of how the candidate meets each of the criteria above.
5. Name, address, phone number or email address, of the person making the nomination. (The Bob Alcorn Award nominations committee may contact the nominator if they have any questions or need clarification)

**BOB ALCORN AWARD NOMINATIONS COMMITTEE**

The “Bob Alcorn Award Nominations Committee”, will be created on an ad-hoc basis if a nomination is received by the Board. The Nominations Committee will consist of the following, five members whose responsibility it will be to review the nominations and select an awardee:

1. TSID President
2. TSID Board Member or a ~~Chapter Board~~ Member appointed by the TSID President
3. Person from the interpreter training /interpreter services field appointed by the TSID Board
4. Member of the Deaf community/ASL advocate appointed by the TSID Board
5. Member-at-large appointed by the TSID Board (RSC note) consider striking as this says the same as the revised #1)

**Chapter Representative Responsibilities**

RSC Notes: Strike Chapter Representative Responsibilities Policy

**Communication Access Policy**

During the process of hiring interpreters to work TSID functions and events:

* preference will be shown to interpreters who are members of TSID;
* Interpreters with active BEI or RID certification will be utilized, with Interpreters capable of handling the subject matter holding a higher priority;
* Interpreters of every race, ethnicity,~~and~~ gender (and identity) are welcome, and every effort will be made to select interpreters who represent the diversity of the TSID membership;
* Race and Ethnicity of interpreters will be taken into consideration when assigning interpreters for workshops presented by BIPOC (Black, Indigenous, and People of Color) presenters;
* Gender matching of presenters and interpreters will be given priority in sign to voice assignments; (RSC Note: Is this statement still applicable?)
* Deaf Interpreters will be utilized, in order to model best practices;
* Opportunities for non-paid mentoring will be considered, as appropriate;
* Any event or workshop presented without any interpreters, is to be clearly advertised in advance and posted on-site; (Example: ASL Only, Spanish Only, etc)
* Any concerns, requests, or changes regarding communication access services are to be directed to the Interpreter Coordinator and the TSID ~~Executive~~ Board. Requests or concerns will be addressed individually.

The TSID Conference Interpreter Coordinator position will be advertised and contracted by the ~~Executive~~ Board. The contract will detail the Interpreter Coordinator’s responsibilities, including timelines and compensation. For other TSID events, a person from the local hosting/sponsoring chapter (entity) will be named to coordinate interpreter services when requested.

The TSID Conference Interpreter Coordinator will:

* provide input as requested by the Conference Chair and TSID Treasurer during the negotiation process for the conference interpreter’s contracts;
* Coordinate and schedule interpreter services according to this communication access policy
* Ascertain and employ interpreters’ preferences and skill sets to ensure the most qualified are utilized for all workshops and events;
* Recruit qualified general and specialty interpreters to fulfill needs;
* Must have a contingency plan readily available in the event that no hired interpreters are available for emergent situations;
* Provide copies of signed interpreter contracts and W-9 forms to TSID Treasurer at least two (2) weeks prior to the interpreted event;
* Assign the appropriate number of interpreters for each event or session, in order to comply with the presenter’s requests and the specific needs of each workshop;
* Will submit written justification proposing any exceptions to the Communication Access Policy to the President or President Elect for their approval;
* Review interpreter time logs, approve and submit the logs to the TSID Treasurer for payment, no later than two (2) weeks after conference ends.

Interpreters are to:

* Be paid for their services according to certification, negotiated rates, as per contract;
* Be paid a one hour minimum for each assignment and paid in ¼ hour increments;
* Arrive at each assigned job fifteen (15) minutes prior to the start time of each session, in order to ensure correct location, technology setup, assess modality, meet the presenter, confer with team/co-interpreters, etc.
* Receive prior authorization before trading assignments;
* Dress professionally and appropriately at all assignments, in accordance with industry standards;
* Refrain from wearing or using cell phones and other electronic equipment while on assignment;
* Submit timesheets and receipts, as applicable, to the Interpreter Coordinator or responsible party, at the conclusion of the event or within one week;
* Attend all meetings scheduled or called by the Interpreter Coordinator and/or responsible party;
* Maintain contact with the Interpreter Coordinator for updates, changes, messages, etc.
* Submit cancellations of an assignment (for purposes of the TSID Conference) in writing, at least thirty (30) days in advance. If TSID has incurred any cost (i.e. airfare), the interpreter is to reimburse TSID for such costs. In the event of an unforeseen emergency (illness, death in the family, etc.) with appropriate documentation, notify the Interpreter Coordinator immediately, in order to find a replacement;
* model professional standards at all TSID events

Interpreters working any TSID meeting, must assign their proxy to a current voting member, if they wish to have their vote counted.

Interpreters are NOT eligible to earn CEUs when working, even if donating their time.

RSC Notes: See edits in yellow above. Consider how the marginalization statement and equity and inclusion policy might impact the communication access policy as currently adopted though we believe the edits incorporate this.

**Conflict of Interest**

* Board members will not accept ~~or~~ (nor) solicit any gift/favor or service from any individual or group (donor) that might influence the Board members’ conduct.
* Board members will not make ~~or~~ (nor) vote on Board motions that financially benefit their family members, significant others, or themselves.
* Board members may engage in bidding or contracting with TSID only when the contract is open to outside bidders.

RSC Notes: No impact only the above noted grammatical edits.

**Document/Form Policy**

RSC Notes: No impact from RSC but will point out that our review of policies noted that not all policies are using the stated format.

**TSID Email List Policy**

RSC Notes: Is this still valid? Do we currently have or have immediate intentions of having a list serve or other such membership communication venue?

**~~Executive Board Officer Liaison to Local Chapter~~**

**Change to Board Liaison to Regions**

Each l~~ocal chapter~~ (Region) is to be assigned ~~an Executive~~ a Board ~~officer~~ (member) as liaison.

The liaison is to:

* Make a minimum of one contact monthly;
* Make or coordinate one site visit each year as needed upon request;
* Provide contact before/after each TSID Board Meeting for updated information dissemination on state and national level; (This might need be changed as the Regional Reps will be members of the board and can provide their own reports)
* Provide/Arrange for Board training to ~~local chapter officers~~ (assigned region) as needed and upon request to include information on TSID structure and benefits;
* Encourage communication with other ~~local chapters~~ (regions) and/or organizations for continued enhancement to the profession of interpreting.

Board member travel expense will be reimbursed for on site visit following the ~~officer~~ travel policy.

RSC Notes: See proposed edits in yellow above

**Finance Policy**

Incurring Financial Liability:

When incurring budgeted expenses for the organization, an officer may have the bill sent directly to the Treasurer or request reimbursement if the expense is a budgeted and approved expense.  However, each expense must be included on a TSID Reimbursement Request Form.  Bills sent directly to the treasurer will not be paid until the Reimbursement Request Form is received.

Any requests for payment/reimbursement, which will cause that line item in the approved budget to go over by less than $50.00 can be reimbursed with written permission from the TSID president.  Any expenses causing the line item to go more than $50.00 over budget must follow the Authorizing Payment policy below.

Authorizing Payment:

Any expense not included in the current budget requires a motion by the TSID Board.

Reimbursement:

When requesting reimbursement, original receipts and a summary of expenses (including the purposes of expenses) are to be given to the Treasurer on the TSID Reimbursement Request Form.  Requests for reimbursement must be turned in to the Treasurer or postmarked to the TSID post office box within 30 days of incurring the expense.  Expenses older than that must have board approval to be reimbursed.  Checks for approved/budgeted expenditures will be processed and mailed within fourteen (14) days.  Any reimbursement requests falling outside of budget will be brought to the next TSID Board meeting for action.

Deposits:

All monies received by the Treasurer or the home office mail person must be deposited within fourteen (14) days.

Check Signatures:

The President and the Treasurer plus two other TSID Board officers are to be authorized to sign checks.  All checks require the signature of two officers

Texas State Sales Tax:

TSID is state sales tax exempt in the state of Texas and does not reimburse sales tax.   Therefore the purchaser is responsible for providing a tax-exempt form to the merchant.  These forms are available from the Treasurer or on the Board Website.

RSC Notes: The RSC as a group did not review this policy (it was overlooked), however, upon a cursory glance the word “officer” will need be replaced with “board member” or some such language as deemed appropriate as the RSC proposals will not have a delineation between board members and officers – all will be board members.

**TSID Good Standing Policy**

In order to comply with TSID policy and qualify for select benefits, members, ~~chapters~~, and ~~SIGs~~  (Member Sections) are required to remain in “good standing.” The following expectations must be met in order to meet the definition of “good standing.”

A TSID member remains in good standing if ~~he/she has paid TSID~~ dues (are) for the current membership year.  Member must have paid dues 60 days prior to Conference in order to have an eligible vote.

**~~CHAPTERS~~**

~~To remain in good standing, a TSID chapter shall:~~

* ~~Participate in governing TSID by having a voting Representative (who must be a member of RID) attend at least three (3) official meetings of the TSID Board each fiscal year;~~
* ~~All officers must be current TSID members;~~
* ~~Adopt, follow, and submit to the TSID Board a constitution in compliance with the TSID Constitution;~~
* ~~Coordinate local arrangements and/or support services for any professional development activities requested from TSID;~~
* ~~Maintain contact with TSID via the Communications Chair so that events, workshops, and announcements can be shared with the general membership.~~
* ~~File an Annual Chapter Report by July 31st, and file a written treasurer’s report with the TSID treasurer by July 31st annually.~~
* ~~Monitor compliance with TSID membership rules.  All board members of a local chapter must be members of TSID.  Anyone serving as Chapter Representative must also be a member of RID, Inc.~~
* ~~The Chapter Representative will report to back to the Local Chapter any issues being discussed on the state level and report to the Local Chapter any information disseminated at TSID Board Meetings.~~
* ~~Each Chapter must submit a contact name and telephone number or e-mail address to the Legislative Committee, as stated in the Local Chapter Representative Responsibilities policy.~~

**~~SIGs~~ (Member Sections)**

~~SIGs~~ Member Sections in good standing who have 10 or more members ~~(~~in good standing~~)~~ by January 1st of each year will be eligible to receive one (conference) combo ticket using the ~~Chapter in~~ Good Standing document as a guiding template.

To remain in Good Standing, the ~~SIG~~ Member Sections shall:

* ~~Will be invited and encouraged to~~ send a ~~SIG~~ Representative to three (3) TSID Board Meetings each fiscal year.
* Adopt, follow, and submit to the TSID Board a Rules of Operation in compliance with the TSID Constitution;
* Maintain contact with TSID by submitting announcements of workshops and activities to the Communications Chair.
* The ~~SIG~~ Chair shall submit their contact information (Positions Held, Name, e-mail address, phone number, and address) to the TSID Board to be published on the board roster before the next Board Training held in August.

RSC Notes: Strike the section referencing Chapters and change all reference of “SIG” to “Member Sections”.

**TSID Guidelines for Chapters**

Requesting Co-Sponsorship of Workshops

RSC Notes: This policy will need to be replaced with (morphed into) a policy for regions requesting co-sponsorship or seed money for their required trainings….

**Host Chapter Guidelines**

RSC Notes: The Board may want to consider changing this to Region Hosting guidelines and check for all references to “chapter” and other ways it might need to fit a region hosting the Board meeting. Or the Board may want to eliminate this policy all together.

**TSID InterpreTexan Policy**

RSC Notes: second to last bullet references local chapters – need to edit. Also need to consider how the marginalization statement that the equity and inclusion committee will review public communications and content shall be incorporated

**TSID Chapter Establishment Policy**

RSC Notes: Do away with this policy

**Chapter Representative Responsibilities**

RSC Notes: This policy is duplicated in the Board Private Drive and is there in two different formats. It needs be done away with if the RSC recommendations are adopted.

**Refund Policy**

RSC Notes: No impact to the refund policy

**Returned Check Policy**

RSC Notes: RSC found no impact as a result of proposed changes. However, in this day of electronic payments should this policy be renamed and also address any declined charges or other such “insufficient funds”?

**TSID RID CEU Administrator**

RSC Notes: This will need consideration as to title change to incorporate the Professional Development Committee. Additionally the last sentence under “duties” references “annual” conference. Duties may need to incorporate the entire Professional Development Committee more appropriately.

**Social Media Policy**

Social Media sites of the Texas Society of Interpreters for the Deaf (TSID) and its ~~affiliate Chapters, SIGs~~ (Regions, Member Sections) and other components thereof shall appoint/make the current Communications Committee Chair as one of the Administrators of any such site.  This will allow TSID the ability to care for said site(s) if, and only if, needed in case of crisis.  Crisis will be determined by communications between the Communications Chair, TSID President and other parties of interest.  TSID President will determine the need for any intervention.

RSC Notes: The Board may want to completely reconsider this in light of the Inclusion and Equity Committee duty to “review and advise on all public communication”. Perhaps a statement on any affiliated social media site needs be included that TSID is not responsible for the content or that individual sites must have no reference to TSID affiliation or some such.

**Special Interest Groups**

RSC Notes: Change Title to “Member Sections”. Change ALL references to “SIG” to Member Sections or MS. Second bullet number 1: “…relevant to the groups special interest/s, goals and objectives.” Change the word “special” to “common”. Third bullet “special interest group policy” change to “Member Section Policy”. Third bullet d: strike the word “annual”. Bullets 7, 9, 10 strike the word “annual”. Last bullet: Interactions with TSID…. The Member at Large will serve as the Liaison to each Member Section.

**Travel Policy**

* Travel to Board Meetings: TSID is to pay travel expenses for TSID ~~officers~~  Board Members when the board convenes to conduct TSID Board business or when ~~an officer~~ a Board member is representing the organization.  ~~Local Chapters are responsible to pay travel expenses for their own Chapter Representative to attend Board meetings; however, TSID may pay travel expenses for Local Chapter Representatives as requested per the Local Chapter Representative’s Responsibility Guidelines.~~
* Travel to the ~~Annual~~ TSID Conference:  TSID will pay for transportation for ~~board officers~~ Board members attending board meetings at the conference in addition to parking fees.
* Travel to Board Training: TSID will pay for transportation and lodging for Board ~~Officers~~, members, ~~Chapter~~ Regional Representatives, ~~SIG~~ Member Section Chairs, and Committee Chairs to attend annual Board Training, in accordance with the below stipulations for transportation and lodging.
* Transportation: TSID is to pay for airline tickets purchased twenty-one (21) days in advance of event date. If ticket is purchased later than the 21-day in advance date, then the individual is responsible to pay the difference.  For individuals choosing to drive, TSID will pay the lesser of the 21-day in advance airline ticket or the cost of mileage at the prevailing state mileage rate. ~~Officer~~ All members should compare travel costs/options and submit documentation to support their decision to drive.
* Lodging:  TSID will pay for any hotel costs involved that have been approved by motions. TSID will pay for ~~b~~Board ~~officers~~ to stay in a hotel the night before or after a meeting, excluding the ~~annual~~ TSID conference, if the ~~officer~~ member is unable to fly in or out on the day of a meeting due to flight schedules.  TSID will reimburse the cost of a standard hotel room.  When making reservations, please provide the hotel with a tax-exempt form.  If two or more board ~~officers~~ members require hotel accommodations, they may be asked to share rooms.  If ~~the officers~~ they choose not to share rooms, then TSID will reimburse only a portion of the room.
* Meals: Meals are not to be paid by TSID.
* Parking:  Parking expenses are to be paid by TSID.

RSC Notes: All board will be equally members and no delineation between officers and others.

**Treasury Oversight Policy**

RSC Notes: Treasury Oversight Policy can be eliminated as this relates to how the TSID treasurer will have oversight responsibilities for local chapter accounts. If local chapters are disaffiliated, then there will be no need for this policy thereby relieving the treasurer of this duty.

**Welcoming New Board Member Policy**

RSC Notes: This policy should somehow be incorporated into Board Training Policy.

**Scholarship Policy**

RSC Notes: Section B: Strike the word “annual” in two places. Item 6 should probably become item 1 and then number accordingly. Section IV C 3 and D need some attention from the Board. It states that the Vice President is in charge of conference registration (true?) and has a couple of references to “annual” conference that need a strike.

**Record Retention Policy**

RSC Notes: We could not identify which version of this policy the Board is currently using. This needs to be identified and included with the list of all policies under Board Private Drive as we had to do a search to find this policy.

**Interpreting Policy**

RSC Notes: How is this policy necessary as a separate policy from the Communication Access Policy?

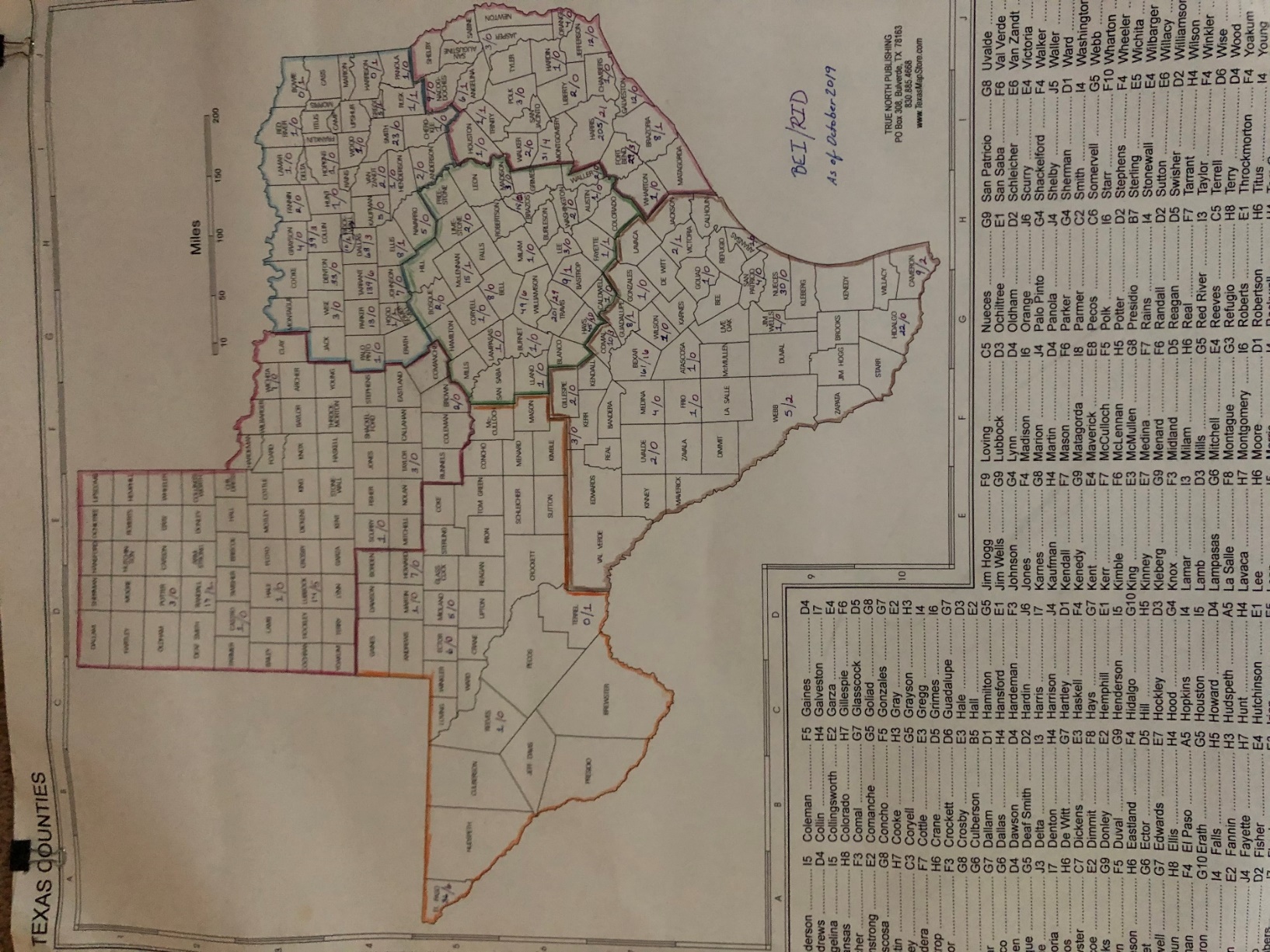
If it is to be kept as a separate policy then:

This policy needs to be included with the list of all policies under Board Private Drive. We had to do a search to find this policy. This needs be reviewed for all references to “annual” conference and updated accordingly. Additionally, The changes made in the Communication Access Policy that are included in this policy needs to be updated (i.e. references to race, ethnicity, BIPOC, gender and identity). Any amendments need to be done through the lens of the adoption of the marginalization statement and equity and inclusion policy.

### **Appendix F – Conference Profit and Loss**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year | Month | City | Profit &Loss | Conf. Chair | Notes |
| 2011 | Spring | Corpus | $15,179.33 | M. Rivera |  |
| 2012 | June | Austin | -$9,671.68  Could not find P&L Conference Report. Did not include in 9 yr. P&L in case there was income or expenses missed. | R. Sandoval, resigned and Board coordinated conference | Checks to hotel totaling 107,135.86 and expenses non hotel related on treasurer's report are 30,557.32 totaling 137,693.18. Treasurer's report shows conf. income 128,021.50 resulting in a loss of $9,691.68. |
| 2013 | June | Dallas | -$51,560.38 | D. Dittfurth and  co chair? |  |
| 2014 | March | Beaumont | $15,183.11 | B. Johnson |  |
| 2015 | June | SPI | -$14,308.28 |  | Info from N. Thomas Treasurer's Report |
| 2016 | July | Houston\* | $13,080.40 | W. Gissell |  |
| 2017 | June | San Antonio | -$14,229.11 | Sharon Nodine | Michelle Theiss (co-chair) |
| 2018 | June | Hurst | $12,958.69 | J. McCann |  |
| 2019 | July | Corpus | -$9,765.04 | T. Padilla |  |
|  |  |  |  |  |  |
| Total |  |  | **-46,663.44** | Restructure Committee Report |  |

### **Appendix G - Regional Structure Recommendation**



This map indicates where BEI and RID interpreters reside in Texas. BEI is in blue ad RID purple. It is difficult to discriminate but the first number is BEI and the second number is RID. For example in Cameron County at the tip of Texas, you will see 9 BEI and 2 RID interpreters. A spreadsheet of the number per county can be obtained by emailing [restructuring@tsid.org](mailto:restructuring@tsid.org).

Region 1 Texas Panhandle

Archer, Armstrong, Bailey, Baylor, Briscoe, Brown, Callahan, Carson, Castro, Childress, Clay, Cochran, Coleman, Collingsworth, Comanche, Cottle, Crosby, Dallam, Deaf Smith, Dickens, Donley, Eastland, Fisher, Floyd, Foard, Garza, Gray, Hale, Hall, Hansford, Hardeman, Hartley, Haskell, Hemphill, Hockley, Hutchinson, Jones, , Kent, King, Knox, Lamb, Lipscomb, Lubbock, Lynn, Mitchell, Moore, Motley, Nolan, Ochlitree, Oldham, Parmer, Potter, Randall, Roberts, Runnels, Scurry, Shackelford, Sherman, Stephens, Stonewall, Swisher, Taylor, Terry, Throckmorton, Wheeler, Wichita, Wilbarger, Yoakum, and Young.

Region 2, North Texas

Anderson, Bowie, Camp, Cass, Cherokee, Collin, Cooke, Dallas, Delta, Denton, Ellis, Erath, Fannin, Franklin, Grayson, Gregg, Harrison, Henderson, Hood, Hopkins, Hunt, Jack, Johnson, Kaufman, Lamar, Marion, Montague, Morris, Navarro, Palo Pinto, Panola, Parker, Rains, Red River, Rockwall, Rusk, Smith, Somervell, Tarrant, Titus, Upshur, Van Zandt, Wise, and Wood.

Region 3, West Texas

Andrews, Borden, Brewster, Coke, Concho, Crane, Crockett, Culberson. Dawson, Ector, El Paso, Gaines, Glasscock, Howard, Hudspeth, Irion, Jeff, Davis, Kimnle, Loving, Martin, Mason, McCulloch, Menard, Midland, Pecos, Presidio, Reagan, Reeves, Schneicher, Sterling, Sutton, Terrel, Tom Green, Upton, Ward, and Winkler.

Region 4, Central Texas

Austin, Bastrop, Bell, Blanco, Bosque, Brazos, Burleson, Burnet, Caldwell, Colorado, Coryell, Falls, Fayette, Freestone, Grimes, Hamilton, Hays, Hill, Lampasas, Lee, Leon, Limestone, Llano, Madison, McLennan, Milam, Mills, Robertson, San Saba, Travis, Waller, and Williamson.

Regional 5, Southeast Texas

Angelina, Brazoria, Chambers, Fort Bend, Galveston, Hardin, Harris, Houston, Jasper, Jefferson, Liberty, Matagorda, Montgomery, Nacogdoches, Newton, Orange, Polk, Sabine, San Augustine, San Jacinto, Shelby, Trinity, Tyler, Walker, and Wharton.

Region 6, South Texas

Aransas, Atascosa, Bandera, Bee, Bexar, Brooks, Calhoun, Cameron, Comal, De Witt, Dimmit, Duval, Edwards, Frio, Gillespie, Goliad, Gonzales, Guadalupe, Hidalgo, Jackson, Jim Hogg, Jim Wells, Karnes, Kendall, Kenedy, Kerr, Kinney, Kleberg, La Salle, Levaca, Live Oak, Maverick, McMullen, Medina, Nueces, Real, Refugio, San Patricio, Starr, Uvalde, Val Verde, Victoria, Webb, Willacy, Wilson, Zapata, and Zavala.