

NEW ENGLAND TRAINED INTERPRETERS ASSOCIATION



Mission Statement

The New England Trained Interpreters Association is committed to improving access to interpretation services; to promoting professional development for interpreters; to the formulation and maintenance of standards of professional ethics, practices, and competence; and to developing support and networking for trained interpreters.

NETIA
NEW ENGLAND TRAINED INTERPRETERS ASSOCIATION

BYLAWS

ARTICLE I
Name and General Structure

The name of the nonprofit organization is: New England Trained Interpreters Association (hereinafter NETIA). NETIA is a membership association organized and existing under the laws of the State of New Hampshire.

Article II
Objectives

- To formulate and maintain high standards of professional ethics, practice and competence for the professional interpreter* in the medical and legal fields
- To promote the recognition of interpretation as a profession
- To promote and organize education, training and other opportunities for professional development of interpreters
- To actively advocate for the rights and interests of professional interpreters
- To improve access to services by educating the community and referring trained professional interpreters upon request
- To develop support network for interpreters
- To protect the rights and interests of professional interpreters

* A professional interpreter is defined as:

An interpreter that has completed a minimum of 40 hours of legal/medical training by an accredited training program; completed a minimum of 325 hours of active interpreting work, maintains and average of six (6) hours per week of active interpretation/training/research work, and abides the adopted Code of Ethics by NETIA.

Article III
Membership

I. Classifications

There shall be three (3) classifications of membership:

1. Active (trained* interpreter)
 - a. A trained interpreter (as defined above) who agrees to the bylaws of NETIA and its Code of Ethics shall be eligible for membership.
2. Student (interpreter in training)
 - a. Any untrained interpreter or student at an accredited institution of higher education in New England who is contemplating a career in professional interpretation shall be eligible for membership.
3. Corporate/Associate
 - a. Any corporation or organization dealing with interpretation services shall be eligible for corporate membership only with the approval of the Board of Directors

*A trained interpreter is an interpreter screened for proficiency in English and at least one other language, who has attended at least forty (40) hours of specialized training (medical/community or legal) by a recognized organization or an academic institution.

II. Application for membership

An application for membership, accompanied by the appropriate annual membership fees, shall be filed with NETIA's Membership Coordinator. The fee will help cover the organization's expenses. Once accepted as a member, there are no refunds for annual dues.

An application request that does not conform with NETIA's conditions (as defined above) may be refused or terminated by majority vote of the Board of Directors.

Every member shall pay annual membership dues as established by the Board of Directors. The dues, renewal dates and fiscal year shall also be established by the Board of Directors. The yearly Membership will run from January 1st through December 31st. New members can join any time during the year, but the membership will expire December 31st.

III. Eligibility and Qualifications

Any professional individual, or corporation, who agree to abide by the Bylaws of NETIA and its Professional Code of Conduct/Ethics, shall be eligible for membership. There are no geographical restrictions for membership.

IV. Termination of membership:

Any member who has not paid dues by the set date will have their membership privileges suspended.

Membership may be terminated by a majority vote of the Board of Directors on any of the following grounds:

1. Conduct deemed to be in conflict with the stated purpose of NETIA.
2. Violation of the Codes of Professional Conduct/Ethics adopted by NETIA.
3. Misrepresentation of qualifications or credentials.
4. Failure to renew membership within thirty (30) days of the due date.

Such action shall only be taken after the member has had an opportunity to present a defense to the Board of Directors. Should a member be dismissed, for any one of the first three (3) reasons, reinstatement may be requested after three (3) years, and by approval through majority vote of the Board of Directors.

Voluntary withdrawal/termination shall be presented in writing providing the reasons of withdrawal. There is no refund of application fees.

V. Privileges, Rights and Responsibilities

An Active Member of NETIA has the responsibility of maintaining competent interpreting skills through professional development, regular attendance at organizational meetings, and payment of annual fees. This entitles the member to a voice as well as a vote in all NETIA deliberations and discussions. In order to cast a vote, the NETIA member must be present.

A Student Member of NETIA has the responsibility of actively pursuing the completion of specialized training in interpretation, as well as participation in continuing education in the subject. This entitles the Student Member to a voice, but no vote in any NETIA deliberations and discussions. A Student Member may attend any committee meetings impaneled by the organization. At the completion of training a Student Member may become an Active Member by applying for membership and by paying any difference in increased dues.

A Corporate Member has the responsibility of promoting professionalism in interpretation. This entitles the Corporate Member to admission to general annual meetings of NETIA as an observer.

All members in good standing may join the distribution list (e-mail, mail) for the purpose of engaging in discussion, addressing professional concerns, and receiving possible job opportunities when available.

All Active and Corporate Members in good standing may be listed on the NETIA web-site. No member shall, for personal gain, forward, distribute, or sell any information and/or job posting to sources outside NETIA.

ARTICLE IV
Administration

Board of Directors

The Board of Directors should consist of a minimum of five (5) active members in good standing and elected at large. Members of the Board should serve two-year terms and be eligible for re-election with a maximum of two (2) consecutive terms.

Responsibilities:

I. President

1. Presides at general and board meetings.
2. Presents annual reports to the members.
3. Prepares meeting agenda and approves the same for all meetings.
4. Publicly represents NETIA and serves as liaison to the community.
5. Shares the right to warrant and co-sign withdrawals of the funds of NETIA with the Vice President and the Treasurer.
6. Oversees all activities of the association.
7. Additional responsibilities may be assigned.
8. Appoints committees as needed.

II. Vice-President

1. Assists the President with performing duties in the event of the latter's absence and under any other circumstances.
2. Shares the right to warrant and co-sign withdrawals of the funds of NETIA with the President and the Treasurer.
3. Oversees all activities of the association.
4. Additional responsibilities may be assigned.

III. Secretary

1. Records and reports the minutes to all members of membership meetings.
2. Keeps track of meeting schedules and files.
3. Additional responsibilities may be assigned.

IV. Treasurer/Membership Coordinator

1. Works closely with the Membership Coordinator, the President and the Vice President.
2. Receives all moneys from the Membership Coordinator and deposits all the funds of NETIA in the bank designed by the Board of Directors.
3. Shares the right to warrant and co-sign withdrawals of the funds of NETIA with the President and the Vice President.
4. Prepares financial statement and reports NETIA's financial condition to members at annual meetings.

5. Coordinates electronic communications among members
6. Maintains NETIA website
7. Additional responsibilities may be assigned.

*The books and records maintained by the Treasurer are property of NETIA and shall be available for audits at any time the Board of Directors deems it necessary.

V. Membership Coordinator

1. Keeps track of membership dues, expiration and renewal dates.
2. Communicates with the members regarding the membership issues.
3. Collects membership applications, fees and maintains the database of the same.
4. Strictly enforces and complies with all of the provisions of Article III.
5. Additional responsibilities may be assigned.

VI. Outreach Coordinator

1. Serves as the Liaison between NETIA and other associations, individuals, and communities in New England.
2. Shares and delegates responsibilities to the Outreach Committee. (An outreach committee may be created to be supervised by the Outreach Coordinator)
3. Works on developing relationships with other professional organizations.
4. Recruits new members.
5. Coordinates other events as necessary.
6. Quarterly reports outreach activities to the membership.
7. Additional responsibilities may be assigned.

Terms of office

- i. The property and affairs of NETIA shall be vested in the Board of Directors.
- ii. The Board of Directors shall have the power and authority to manage NETIA's property and to govern and conduct its own affairs which include, but are not limited to, determining policies and changes within the limits of Bylaws of NETIA, to review, expend and specify work of the officers, create new positions and form any committees.
- iii. The term of office for all Board Members shall be for two (2) years, beginning on January 1, and ending on January 1 two years following election.
- iv. January 1 to December 31st shall be the fiscal year of NETIA.
- v. Elections of Board Members shall take place in September.
- vi. The Board of Directors shall set the dues each year.
- vii. The Board of Directors shall meet at least four times each year to manage the business of NETIA. It also meets on call of its Chair or at the written request of any three (3) of its members. Resolutions may be adopted by mail, telephone or e-mail between meetings, provided all members of the Board are accounted for by the originator of the matter.

- viii. Any Board Member who fails to attend three consecutive Board meetings without reasonable cause, and/or does not fulfill his/her responsibilities, and/or abuses his/her office, may be removed from the Board by a majority vote of the Board.
- ix. Additional terms of office might be determined.
- x. All Board Members shall work together for the purpose of professional advancement and success of NETIA.
- xi. An emergency meeting may be scheduled by the Board of Directors regarding complaints or any emergency situation, and the Board shall act accordingly forthwith. If the emergency directly affects any NETIA member(s), the Board of Directors may take emergency action(s) that it deems necessary.

ARTICLE V

Annual General Meetings, Nominations, Voting and Elections

Annual General Meetings

1. A general meeting of the membership is held at least once a year, on the second Saturday of September, at a time and place determined by Board.
2. Notice of this meeting is sent to every member at least thirty (30) days in advance of the meeting, by mail or electronically.
3. Additional general meetings may be held as appropriately determined by the Board.

Nominations

1. Nominations for the Board of Directors should be submitted to the election committee at least forty-five (45) days before the annual meeting of the election cycle. The nominations shall be sent to all the active members thirty (30) days prior to the date of this election cycle. During the annual meeting, all present active members shall cast their votes anonymously.
2. Nominations of candidates shall start and shall be announced in August of each electoral year.
3. Any member in good standing may nominate a person for elective office.
4. Nominated candidates may remove their names from the final nomination list.
5. Final candidates nominated for consented positions may submit their portfolios to all NETIA members in hand on the day of election, or may submit them by mail or electronically prior to or after election.

Elections and voting

1. Election of the Board Officers will be performed at the general meetings in September every two years.
2. Election ballots will be distributed at the meeting, one to each member.
3. Proxies will not be permitted in any voting.
4. New Board officers shall be announced in the following month (October) by mail or electronically.
5. Additional terms of nominations, election and voting may be amended by the majority vote of the Board of Directors.

Article VI Committees

Standing and ad hoc committees are established as needed for the work of NETIA. Representatives of each committee report to the Board of Directors and to the membership on current activities as appropriate. Each committee should consist of the Chair/Coordinator and at least one (1) other member selected by the committee Chair, subject to approval by the Board of Directors. The ad hoc committees should originate from the Board to whom they shall report their findings. These committees shall be appointed by the President, Board of Directors, or nominated by the membership with the approval of a majority vote.

Article VII Publications

NETIA issues publications, such as a membership directory and a newsletter, in accordance with its stated purposes, and delivers them to its members by mail or electronically. NETIA shall also maintain a website with relevant information on the association.

ARTICLE VIII Compensation and Dissolution and SNHAHEC

Any net earnings of NETIA shall solely be used for the general purposes and the well-being of the association. No part of the net earnings of the association shall be used for the benefit or compensation of its Board Officers or other members unless otherwise decided by majority vote of NETIA membership.

Currently, Southern New Hampshire Area Health Education Center (SNHAHEC) serves as the fiscal agent for NETIA, and shall continue to serve this purpose until otherwise modified by majority vote of NETIA Board of Directors.

In the event of dissolution, the residual assets of the corporation will be turned over to the Southern New Hampshire Area Health Education Center of the New Hampshire Minority Health Coalition

(SNHAHEC) with the intention of furthering and in support of professional development of interpretation training programs.

NETIA reserves the right to break away from any association it has with the Southern New Hampshire Area Health Education Center (SNHAHEC), at any time, by the majority vote of NETIA Board Directors.

ARTICLE IX
Amending the Bylaws

These Bylaws may be amended by the vote of the Board of Directors and by approval by a majority vote of active members of NETIA in a closed written ballot. Any amendments may be proposed and submitted to the Board in writing by any member. It is presented to the membership for a vote with the recommendations of the Board of Directors. The texts of proposed amendments and ballots are sent to all members at least twenty (20) and no more than thirty (30) days before the deadline for their return. A majority vote of approval by active members attending the meeting is required for adoption.

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