

## **Legal and Court Interpreter SIG: Rules of Operation**

### **I. Purpose:**

The Legal and Court Interpreter SIG supports TSID members working or desiring to work in the legal and court settings. This SIG aims to provide a safe and comfortable environment in which to share, learn, and grow as professionals in the interpreting field.

### **II. SIG responsibilities to TSID**

- Submit Formal rules of Operation to the TSID board for approval as requested by the TSID board.
- Communicate with the TSID board liaison before and after each TSID board meeting.
- Submit items to the InterpreTexan as desired.
- Make regular reports to the TSID Executive reports via the SIG board liaison.
- Submit a written report to the Annual TSID conference planning committee to be included in the Conference materials.
- Report to the TSID membership during the annual business meeting.
- Submit recommendations for action or position papers developed by the SIG to the TSID executive board or to the general membership for review and action as desired.

### **III. Membership**

Any TSID member who wishes to join the Court Interpreter SIG may do so by paying SIG dues.

### **IV. Meetings:**

- a. Order of business
  - i. Call to order
  - ii. Determination of Quorum
  - iii. Reading of minutes
  - iv. Reports
  - v. Old business
  - vi. New business
  - vii. Announcements
  - viii. Adjournment
- b. Quorum:

One-tenth of the voting members shall be present
- c. Regular meetings;
  - i. The SIG shall meet annually at each TSID conference.
  - ii. Additional meetings can be held as directed by the membership.
- d. Motions;

Only voting members may make motions at SIG meetings.

### **V. SIG Officers:**

- a. Authority and Responsibilities:

- i. Chair: The chair shall preside over all Legal and Court Interpreter SIG meetings and plan the agenda for such meetings; shall meet with other SIG officers frequently as needed to conduct SIG business; maintain compliance with TSID requirements of SIGs; and approve all financial transactions for the SIG. In the event two people co-chair the SIG the responsibilities will be split and mutually agreed upon between the two Co-Chairs.
    - ii. Web Coordinator: The SIG Web Coordinator shall submit items of interest to SIG members via a list-serve of its members; shall maintain the SIG webpage on the TSID website, and send out information to SIG members as instructed by the chair.
  - b. Vacancies in office:
    - i. The SIG officers shall fill any vacancy in office other than the chair.
    - ii. The TSID President shall fill vacancy of the chair.
  - c. Eligibility for Office:

Any SIG member may be eligible for nomination to office. It is recommended the chair be an individual with legal and court interpreting experience but not required.
  - d. Election of officers:
    - i. Elections will take place annually at the SIG meeting during TSID conference.
    - ii. Voting privileges for election shall be restricted to SIG members.
    - iii. Officers are elected for one-year terms. New officers terms will begin July 1 (beginning of the next TSID membership year)
    - iv. A majority of those present and voting is required for election.

VI. Monies:

- a. Dues for this SIG are \$5.
- b. TSID maintains all SIG funds.
- c. The SIG chair can approve expenditures of these funds as necessary.
- e. SIG officers may request funds from the chair.

VI. Amendments:

These Rules of Operation may be amended at any SIG meeting provided a quorum is present and voting.

VII. Dissolution of the SIG:

- a. In the event that the Court Interpreter SIG cannot meet the requirements of TSID, the SIG will be dissolved.
- b. All remaining assets will be transferred to TSID to be kept for a period of 24 months in escrow to allow for possible reorganization.
- c. If the Court Interpreter SIG is reorganized under these Rules of Operation, all assets will be returned to the SIG.

If the SIG is not reorganized in 24 months, all assets will become permanent property of TSID.