

The following are the proposed LIRID Bylaws, revised by the Bylaws Committee as of May 14, 2010.

ASSOCIATION BYLAWS
Long Island Registry of Interpreters for the Deaf

Article I. NAME

The name of this affiliate chapter shall be the Long Island Registry of Interpreters for the Deaf (LIRID).

Article II. OBJECTIVE

The principal objective of this affiliate chapter is to initiate, sponsor, promote and execute policies and activities that will further the profession of the interpreting of American Sign Language and English and the transliterating of American Sign Language and English.

Article III. MEMBERSHIP

A member is expected to pay dues in advance of the first day of July of each fiscal year. Upon payment of dues, a member is considered to be in good standing.

Section 1. — Categories of Membership:

This affiliate chapter shall have the following categories of non-transferable membership:

- A. Voting Members: All certified and associate members in good standing of LIRID and of RID.
 - 1. Certified – Individuals holding certification acknowledged by RID
 - 2. Associate - Individuals engaged in interpreting or transliterating, full-time and part-time, but not holding RID certification

- B. Non-voting members:
 - 1. Student - Students currently enrolled at least part-time in an interpreter training program
 - 2. Supporting – Individuals who support LIRID but do not fit the above categories.
 - 3. Organizational - Organizations and agencies that support LIRID

Section 2. — Voting Rights and Requirements:

- A. In order to be a voting member of LIRID, a person must be a member in good standing.
 - 1. Certified members in good standing with this organization and RID shall have one vote on all matters open to membership vote.
 - 2. Associate members in good standing with this organization and RID shall have one vote on all matters open to membership vote, except those pertaining to evaluation and certification.
- B. Absentee members may submit a proxy vote for all business through a voting member in good standing. Certified members must submit their proxy via another certified member, and associate members must submit their proxy through another associate member.
- C. Any decision of the Board of Directors may be vetoed by a two-thirds majority vote of those eligible and voting during a regular or special meeting of the membership or through mail referendum.

Section 3. — Termination of Membership:

- A. Membership: An individual's membership in the LIRID can be terminated for the following reasons:
 - 1. Suspension or expulsion for cause: Any member whose membership is suspended or revoked for cause by the board of directors and/or RID will automatically be suspended or expelled from the affiliate chapter until such time as membership can be reinstated.
 - 2. Non-payment of dues: Failure to pay annual dues of that membership year shall result in termination of membership.
 - 3. Resignation: Any member may terminate his/her membership before the end of the fiscal year by contacting the membership chair person. Resignation invalidates all rights and privileges of chapter membership. Membership dues are non-refundable and the resigning member will remain culpable for any and all accrued dues or charges unpaid.
 - 4. Appeals: Suspension or revocation of membership may be appealed to the board of directors of this affiliate chapter.

Section 4. --- Reinstatement

- A. Reinstatement following suspension or expulsion for cause: Upon notice of reinstatement of membership from the RID Board of Directors, a former member may apply for reinstatement to the affiliate chapter.
- B. Reinstatement following termination for non-payment of dues or resignation: Upon re-application for membership and payment of annual dues for the current year, the member shall be reinstated.

- C. Application for reinstatement: A former member who satisfies the requirements of reinstatement may make application by submitting an application form to the LIRID Board of Directors with the appropriate fees. Upon receipt of the application form and fees, membership shall be reinstated and all rights and privileges shall resume.

Section 5. --- Transfer of Membership

Affiliate chapter membership is non-transferable.

Section 6. --- Change of Membership Category

Members may change their membership status by contacting the membership coordinator and paying any and all fees at time of request.

Section 7. --- Code of Professional Conduct Compliance

Individual members of LIRID shall follow the Code of Professional Conduct established and implemented by RID and shall be subject to the Ethical Practices System.

Article IV. DIRECTORS

Section 1. — Composition of Board of Directors:

The Board of Directors shall be comprised of a president, or co-presidents, president-elect, vice-president, secretary, treasurer, and may also include member(s)-at-large and associate representative. In addition, the immediate past president may serve as non-voting ex-officio member of the Board of Directors for one term. The president elect may serve as a non-voting ex-officio member of the Board of Directors beginning on the day of the election and ending when s/he becomes president at the beginning of the fiscal year.

Section 2. — Powers and Limitations:

A. Powers: The Board of Directors may:

1. Conduct, manage and control the affairs and business of the affiliate chapter and to make rules and regulations consistent with the law and these bylaws.
2. Incur short-term indebtedness for the purposes of the affiliate chapter, limited to debts incurred in the execution of approved affiliate chapter activities, and for which there is reasonable expectation that such debts can be satisfied by the funds currently in the chapter's treasury, or by anticipated income from dues and/or from the activity for which the debt was incurred.

3. Establish/abolish liaisons with other organizations.

B. Limitations:

Directors shall not concurrently serve as an elected officer on the RID Board of Directors and on the LIRID Board of Directors.

Section 3. — Duties:

A. General Duties:

- 1) Perform duties as prescribed by the voting membership, the Board of Directors or as required by law.
- 2) Approve the budget of the affiliate chapter annually.
- 3) Provide a comprehensive affiliate chapter report to RID no later than ninety days after the end each fiscal year.

B. Duties of the Officers:

- 1) President or Co-Presidents (requires certification)
 - i. Co-Presidents are two individuals that each satisfy the president requirements independently but who work as a team to fulfill the obligations and duties of the president position
 - ii. Represents the chapter in all appropriate activities
 - iii. Presides at meetings of the members and/or directors
 - iv. Appoints committees
 - v. Has the authority to co-sign checks with the treasurer or any other person designated through action of the Board of Directors
- 2) Vice-President (requires certification)
 - i. In the absence or disability of the president or co-presidents, the vice president shall assume all duties of the president.
 - ii. Has other powers and duties as prescribed by the Board of Directors and/or the membership.
- 3) Secretary
 - i. Keeps complete and accurate record of the proceedings of the Board of Directors and of general and special meetings of the LIRID membership
 - ii. Supervises the keeping of all organization records
 - iii. Provides periodic reports to the membership on the actions of the Board.
 - iv. Has other powers and duties as prescribed by the Board of Directors and/or the membership.
- 4) Treasurer
 - i. Supervises the receipt and safekeeping of all organization funds

- ii. Has the authority to co-sign checks with the president or either co-presidents, or any other person designated through action of the Board of Directors.
 - iii. Provides reports to the membership concerning business and Board of Directors activities and financial status of the organization each quarter, at the minimum.
 - iv. Has other powers and duties as prescribed by the Board of Directors and/or the membership.
- 5) Member(s)-at-Large
 - i. Works with the general membership, assisting with the coordination of activities and communication within our community.
 - ii. Has other powers and duties as prescribed by the Board of Directors and/or the membership.
- 6) Associate Representative
 - i. Works with associate members of LIRID, assisting with the coordination of mentoring activities for associates' professional development leading to certification by RID.
 - ii. Has other powers and duties as prescribed by the Board of Directors and/or the membership.
- 7) Immediate Past President
 - i. May serve as a non-voting, ex-officio member of the Board of Directors for one term.
 - ii. Has other powers and duties as prescribed by the Board of Directors and/or the membership.
- 8) President-Elect
 - i. The president-elect may serve as a non-voting ex-officio member of the Board of Directors during a transition period beginning the day of election and ending when s/he becomes president at the beginning of the fiscal year.
 - ii. Has other powers and duties as prescribed by the board of directors and/or the membership.
- 9) Executive Committee
 - i. Comprised of the president or co-presidents, vice president, secretary, and treasurer
 - ii. Responsible for preparing the agenda prior to meetings of the Board of Directors
 - iii. In the event that the entire Board is unable to convene, the Executive Committee shall be given full power and authority to take action on emergency issues.

Section 4. --- Qualifications:

Each officer serving on the Board of Directors of LIRID must be a member of this affiliate chapter as well as a member of RID.

- A. The president or co-presidents shall have been a member of LIRID and a member of RID for at least two years immediately prior to candidacy. S/he must be certified for a minimum of one year prior to candidacy.
- B. The vice president shall have been a member of LIRID and a member of RID for at least one year immediately prior to candidacy. S/he must be certified for a minimum of one year prior to candidacy.
- C. All other officers must be members in good standing of LIRID and RID.
- D. Associate representatives cannot hold any certification at the time of nomination.

Section 5. — Term of Office:

A. Officers: President, or co-presidents, vice president, secretary, treasurer, associate representative and member(s)-at-large shall serve a term of two years. President-elect shall serve during a transition period beginning the day of election and ending when s/he becomes president at the beginning of the fiscal year. No officer shall hold the same office for more than two consecutive terms. They shall be elected by ballot during the last general meeting of the fiscal year and their term shall commence at the beginning of the next fiscal year, July 1st. Elections for president, or co-presidents, and secretary shall be held on odd years and the elections for vice president and treasurer shall be held on even years.

Section 6. — Nominations and Elections:

- A. Officers: president, or co-presidents, vice president, secretary, treasurer, member-at-large, and associate representative.
- B. A call for nominations shall be made to the membership no less than 30 days prior to the election.
- C. Members seeking election must be members in good standing of the affiliate chapter and RID, and must be nominated and seconded by members in good standing of the affiliate chapter.
- D. In the event that the positions of president or co-presidents and vice president are vacant, the outgoing board will appoint an ad hoc steering committee for the purpose of maintaining the organization and adhering to the requirements and policies of RID. The committee will be responsible for holding elections when there are enough interested parties. The Board of Directors will accept recommendations for committee members from the general membership until the day before the final board meeting of the year at which time the committee members will be named and shared with the general membership.

Section 7. — Vacancies:

Vacancies on the Board of Directors shall occur upon resignation, removal, or death of any officer, or when the number of Board positions is increased by amendments to these bylaws.

Resignation: Any officer may resign upon giving at least two-week prior written notice to the president, either co-president or secretary. In the event of an officer becoming inactive for a period of sixty (60) days and no written letter of resignation being received by the Board of Directors, the Executive Board may then declare a vacancy in that office.

- A. Removal due to Legal Action: The Board of Directors may declare vacant any office for which the director has been declared of unsound mind by final order of court, convicted of a felony, or for cause as detailed in *Robert's Rules of Order, Newly Revised*.
- B. Removal for Cause: A move for removal of any director may be brought by the Board of Directors or by a majority of the voting membership only after it has been established that s/he has not been acting in good faith in the fulfillment of duties inherent in the office. A three-quarters (3/4) majority of the Board of Directors is required for removal during a meeting in which reasonable notice of action has been given to the interested parties.
- C. Removal for Non-Payment of Dues: Directors may be suspended from their duties for non-payment of dues. If dues are thirty-one (31) days overdue, Directors may be removed for cause.
- D. Appointment to fill a vacancy: Any vacancy occurring on the board may be filled by the affirmative vote of a majority of the remaining directors. The Board's selection of a new Director must be approved by a majority vote of members in good standing at the first regular meeting occurring after the effective date of resignation/removal. Individuals appointed to fill a vacancy shall be appointed for the remainder of the term of their predecessor.

Section 8. — Meetings of Directors:

- A. The Board of Directors shall meet at least quarterly on dates and at locations selected by the Board.
- B. The agenda of Board meetings will be prepared by the president or co-presidents and distributed to the board members at least one week prior to the meeting.
- C. The president or either co-president, or in their absence, the vice president, shall preside over meetings of the Board. In the event that the president, co-presidents and vice president are absent, and providing that a majority of the remaining members are in attendance, a chairperson may be chosen by those remaining members.

- D. The secretary shall act as recording secretary at all meetings of the Board. In the secretary's absence, the presiding officer shall appoint a member as acting secretary for the meeting.
- E. All Board meetings shall be conducted in the language decided upon by the Board to meet the communication needs of its directors. Providing interpreters for Board meetings comprised solely of its directors shall be at the discretion of the Board.
- F. All Board meetings will be open to the membership.
- G. Board meetings attended by those other than the directors will be interpreted upon request. Requests for interpreters must be placed at least two weeks prior to the meeting date. Requests placed less than two weeks before the meeting will be honored if possible, but not guaranteed.
- H. Meetings by Electronic Conference: Any meeting, regular or special, may be held by electronic conference or similar communication equipment, so long as all directors participating in the meeting can communicate with one another.

Section 9. — Quorum:

A majority of the Board of Directors is required to attend in order to constitute a quorum for Board meetings. Ten percent (10%) of eligible voting members is required in order to constitute a quorum for General Membership meetings.

Section 10. --- Compensation

- A. The members of the Board of Directors of the affiliate chapter shall have no compensation for their services as directors.
- B. The directors may be reimbursed by the affiliate chapter for reasonable expenses incurred for the purpose of attending any regular, annual or special meetings of the board, and for reasonable expenses made for the purpose of doing affiliate chapter business.

Article V. COMMITTEES

Upon the Board of Directors' approval, the president or co-presidents shall implement any LIRID committees, including standing, special and/or ad hoc committees, comprised of LIRID members in good standing, to serve for a term specified at the time the committee is formed. Committee chairs shall be selected by the committee members or

appointed by the president from those committee members who volunteer for the position.

- A. Resignation: Any committee chairperson or member may resign upon giving at least two-week prior written notice to the president or secretary. In the event of a chair or member becoming inactive for a period of sixty (60) days and no written letter of resignation has been received by the Board of Directors, the Executive Board may then declare a vacancy in that position.
- B. Removal due to Legal Action: The Board of Directors may declare vacant any committee position for which the member has been declared of unsound mind by final order of court, convicted of a felony.
- C. Removal for Cause: A move for removal of any committee position may be brought by the committee or the Board of Directors or by a majority of the voting membership only after it has been established that s/he has not been acting in good faith in the fulfillment of duties inherent in the position. A three-quarters (3/4) majority of the Board of Directors is required for removal during a meeting in which reasonable notice of action has been given to the interested parties.
- D. Removal for Non-Payment of Dues: Committee chairpersons or members may be suspended from their duties for a non-payment of dues. If dues are thirty-one (31) days overdue, committee chairpersons or members may be removed for cause.
- E. Vacancies: Upon the Board of Directors' approval, the president or co-president shall appoint individuals who are LIRID members in good standing to fill committee vacancies.

Article VI. MEETINGS OF MEMBERS

Section 1. --- General Meetings

A general meeting shall be held a minimum of four times a year, for the purpose of providing an opportunity for professional development of the members, conducting necessary business of the affiliate chapter, and/or providing a forum for the exchange of information among the members and the general public about the profession of interpreting.

- A. Notice of the meeting shall be given to the members no less than thirty (30) days prior to the date scheduled.
- B. Meeting Procedure: Unless otherwise directed by the members, all meetings shall be conducted in accordance with *Robert's Rules of Order, Newly Revised*.

Section 2. --- Special Meetings

Special meetings of the members may be called at any time by the Board, or by a written petition of not less than ten percent (10%) of the voting members. Written notice of the time and place of special meetings shall be given at least two weeks prior to the meeting.

Article VII. MAIL REFERENDUM

Motions may be voted on by the membership by mail referendum in the following manner:

- A. Mail referenda may be drafted and submitted by the Board of Directors, by a committee at the request of the Board of Directors, or by written petition of at least five percent of the voting members of the chapter, sent to the Board of Directors.
- B. Written notice of the referendum, stating and describing all motions, procedures and deadlines for voting, shall be provided to all voting members at least sixty (60) days prior to the referendum deadline.
- C. Results of all mail referenda shall be determined by a majority of the valid ballots returned except when a higher percentage is required by these Bylaws or by *Robert's Rules of Order, Newly Revised*.
- D. Results of mail referenda shall be disseminated to the membership within forty-five (45) days after the referenda deadline.

Article VIII. INSPECTION RIGHTS

A copy of LIRID's Bylaws, as amended to date, shall be open to inspection by the members of LIRID at www.LIRID.org.

- A. Inspection can also be made of the books, membership records, or minutes of proceedings of the members, or of the Board, or committees of the Board, upon written request to LIRID by a member, and with ten (10) business days notice for a purpose reasonably related to such person's interests as a member.
- B. Any inspection may be made in person or by agent or attorney and the right to inspection includes the right to receive copies and/or extracts at reasonable cost.
- C. The RID and LIRID logos shall be used by the chapter for official and/or approved purposes only. These logos may not be used by an individual member for her/his personal use.

Article IX. FISCAL YEAR OF LIRID

The fiscal year of LIRID shall begin on the first day of July and end on the thirtieth day of June of each year.

Article X. FEES, DUES AND ASSESSMENTS

In order to remain in good standing, a member must pay annual dues in amounts to be fixed by the Board of Directors. Members are expected to pay their annual dues in advance of the first day of July of each fiscal year. Dues are considered in arrears as of August first of each fiscal year.

- A. The dues shall be equal for all members of each category, but different dues may be set for each category.
- B. Notification of any changes in dues structure, fees, or assessments must be published in the association newsletter at least ninety (90) days prior to the anticipated implementation.
- C. Furthermore, the Board of Directors may determine and assign the payment of a reasonable late fee and reinstatement fee.

Article XI. AMENDMENT OF BYLAWS

The Bylaws may be amended or repealed by approval of two-thirds (2/3) majority of the voting members of LIRID during a regular or special meeting of the membership, with (90) ninety days prior notice, or by following the guidelines under Article VII. MAIL REFERENDUM. However, any amendment which would materially and adversely affect the rights of a specific category must be approved by a two-thirds majority of the members voting from that affected category.

Article XII. NON-DISCRIMINATION POLICY

LIRID shall not discriminate in matters of certification, testing or membership on the basis of age, color, creed, disability, ethnicity, hearing status, national origin, race, religion, sex, or sexual orientation.

Article XIII. DISSOLUTION OF THE CHAPTER

Dissolution of the affiliate chapter will follow the procedure in effect as specified by RID at *time of dissolution*.

Article XIV. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern LIRID in all cases to which they are applicable and consistent with these Bylaws

and any special rules of order the Registry of Interpreters for the Deaf (RID) corporation may adopt.