



Organizational Bylaws

Affiliate Chapter of the Registry of Interpreters for the Deaf, Inc.

THE COLORADO REGISTRY OF INTERPRETERS FOR THE DEAF

Philosophy Statement

Communication is a vital aspect of everyday human life.

Mission Statement

Colorado Registry of Interpreters for the Deaf (Colorado RID) will promote excellence in the field of interpretation by:

- Adhering to the highest level of ethical standards, i.e. RID Code of Ethics;
- Collaborating with Deaf organizations and others as necessary in activities that effect positive change for our profession;
- Modeling professional behavior by respecting and supporting our colleagues;
- Promoting professional development; and
- Taking advantage of emerging technologies.

**THE BYLAWS OF
THE
COLORADO REGISTRY OF INTERPRETERS FOR THE DEAF**

February 1993/Revised May 8, 1993/October 8, 1994/April 20, 1996/ March
2001/March 2002/April 2003/December 30, 2003/January 2005/ April 2005/April
2006/January 2007/September 2007/October 2008/ September 2010/August
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ARTICLE I: NAME

The name of the organization shall be Colorado Registry of Interpreters for the Deaf, Inc., hereinafter referred to as CRID. It shall be a chapter of the Registry of Interpreters for the Deaf, Inc., hereinafter referred to as RID.

Any local enclave under the purview of CRID will be referred to as a District. The composition and/or number of Districts must be approved by the CRID Board of Directors and the membership.

ARTICLE II: PRINCIPAL OFFICE

The principal office for the transaction of the business of the organization is fixed and located in Denver, Denver County, Colorado. The Board of Directors may at any time, or from time to time, change the location of the principal office from one location to another.

This organization shall maintain a P.O. Box in order to provide for a consistent mailing address.

ARTICLE III: PURPOSES

Section 1: Principal Purposes

The principal purposes of this corporation are to initiate, sponsor, promote and execute policies and activities that will further the profession of interpretation of American Sign Language and English, and the transliteration of English for people of all ages in the state of Colorado. This organization shall be affiliated with the Registry of Interpreters for the Deaf, Inc. and shall uphold the purposes and abide by the rules and procedures established for affiliated chapters of the Registry of Interpreters for the Deaf, Inc.

Section 2: Objectives

- A. To maintain and promote a code of ethics for interpreters and transliterators, i.e. the RID Code of Professional Conduct.
- B. To provide professional development for interpreters and transliterators.
- C. To provide the public with information regarding interpreting and transliterating.
- D. To support activities of organizations of and for Deaf people, and of and for interpreters/translitterators/translators, insofar as such activities are not in conflict with the purposes of this organization. This includes guidance and support to CRID Districts and affiliate organizations throughout the state.

ARTICLE IV: MEMBERSHIP

Section 1: Categories of Membership

- A. Dual members are members of CRID and RID and have full voting rights at state business meetings. Dual members must provide proof of current RID membership in order to vote.
- B. State affiliate members who are not members of RID may vote on District matters only.
- C. Student members are members of any sign language interpreter---related college or university student organization.
- D. Organizational members are organizations with an interest in supporting the purposes and activities of CRID.

Section 2: Members in Good Standing

Hereinafter, members in good standing shall refer to those in each category who are current in their dues.

Section 3: Liabilities of Members

No individual who is now or later becomes a member of this organization shall be personally liable to its creditors for any indebtedness, or liability, and any and all creditors shall look only to the assets of this organization for payment.

ARTICLE V: BOARD OF DIRECTORS

Section 1: Composition

The Board of Directors, hereinafter called "The Board", shall consist of:

- A. the Executive Board, which is the state President, Vice President, Secretary, Treasurer, and Deaf Member at Large;
- B. one District Representative from each District; or an Alternate Representative, duly Elected or appointed by each District to serve in the event that the District Representative is unable to perform their duties; and
- C. a District Financial Steward, who shall serve as an officer of the District in a non-voting capacity on the state level.

Section 2: Term of Office

- A. District Representative terms shall be two (2) years.
- B. President and Vice President terms shall be two (2) years with a maximum of two (2) consecutive terms.
- C. State Secretary and Treasurer terms shall be two (2) years, with a maximum of (3)consecutive terms.
- D. Deaf Member at Large term shall be two (2) years, with a maximum of two (2) consecutive terms.

Section 3: Duties

- A. The Board shall:
 - 1. perform any and all duties mandated and by the direction of the voting membership of the organization;
 - 2. meet on a regular basis to conduct organizational business;
 - 3. meet with the incoming new board for the purpose of orienting them to their responsibilities and duties;
 - 4. present a budget to be voted on at the annual business meeting, to be emailed to each voting member not less than two (2) weeks in advance;

5. approve non-budgeted State expenditures up to \$500 and refer all others back to the membership;
6. approve changes to the Policies and Procedures that impact non-budgeted State expenditures up to \$500.00 and refer all others back to membership;
7. appoint a liaison between CRID and CAD for the purpose of promoting communication between the two organizations;
8. appoint a liaison between CRID Districts and the college or university sign language interpreter---related student organization located in their District's area.

B. The President shall:

1. have general supervision and direction of the business and affairs of the organization;
2. preside at all meetings of the board and general membership meetings;
3. appoint committee chairpersons for such committees as listed in these bylaws. The President may create other committees as may be mandated by the membership or may be deemed necessary in promoting the purposes of the organization;
4. chair the Scholarship Committee;
5. be a liaison to Membership Awards Committee;
6. share with the Treasurer the right to sign checks and warrants for the withdrawal of corporate funds and will have visibility rights on district accounts but will not exercise rights to sign checks and withdraw funds unless District(s) have no representative or financial steward and then only approve non-budgeted district expenditures up to \$50 and refer all other matters to membership;
7. provide regular reports to the membership regarding the actions of the board;
 - a. send year-end reports to RID by August 15 per the Affiliate Chapter handbook.
8. represent the membership at regional and national RID conferences.

C. The Vice President shall:

1. in the absence or disability of the President, perform all duties of the President and in so acting, shall have all the powers of the President;
2. have other powers and perform other duties as prescribed by the board;
3. serve as an ex-officio member of all CRID committees except the nominating committee;
4. be responsible for ensuring that all committee members are in good standing;
5. be the board liaison to the following committees:
 - a. Bylaws Committee
 - b. Educational Interpreters Committee
 - c. Legal Interpreting Committee
 - d. Mentoring Committee
 - e. Conference Planning Committee
 - f. All Ad-Hoc Committees

D. The Secretary shall:

1. keep a full and accurate record of all proceedings of the board and of the general membership meetings. Motions shall be numbered as follows:
 - a. "B" followed by the fiscal year and sequence number for those made at a board meeting, i.e. B2000.01;
 - b. "C" followed by the fiscal year and sequence number for those made at an annual business meeting, which is held during a state conference, i.e. C96.01;
 - c. "E" followed by the fiscal year and sequence number for those made via email, i.e. E2000.01;
2. supervise the keeping of the records of the organization and its membership;
 - a. assist the Membership Chair in maintaining membership records.
 - b. in the event there is no Membership Chair the Secretary shall fulfill these duties and responsibilities.
3. be the board liaison to the following committees:
 - a. Membership Committee
 - b. Communications Committee
 - c. Historian Committee
4. send minutes to RID and Region IV Representative after each Board meeting and the Annual Business Meeting per the affiliate chapter handbook.
5. perform other duties of the office as prescribed by the board.

E. The Treasurer shall:

1. maintain the financial records of the organization:
 - a. make regular financial reports to the membership;
 - b. maintain the financial accounts;
 - c. make payments for authorized expenditures;
 - d. send the allocation of dues on a quarterly basis;
 - e. send a year-end report to RID by August 15 per the Affiliate Chapter handbook.
2. supervise the budget planning/forecasts to allow a smooth, effective operation;
3. provide the national office a copy of the organization's financial statement and 501C3 exempt reporting form (990 - Return of Organizations Exempt from Income Tax) by August 15, per the Affiliate Chapter handbook;
4. prepare and submit financial records for yearly review;
5. chair the Budget Committee;
6. be a member of the Scholarship Committee;
7. be the board liaison to the Fundraising Committee;
8. perform other duties as prescribed by the board.

F. The Deaf Member at Large shall:

1. serve as liaison to the Colorado Deaf community ;
2. offer a community perspective to assist the Board in making culturally appropriate decisions;
3. perform other duties as prescribed by the Board,

G. The District Representative shall:

1. send the Alternate Representative if unable to attend a board meeting;
2. ensure that another member is in attendance to represent the District if the Alternate Representatives is unable to attend a board meeting;
3. keep the board apprised of special issues and/or concerns expressed within his/her District;

4. provide reports concerning activities of the board to members within his/her District;
5. serve on the Scholarship Committee;
6. attend the state conference, including the annual business meeting;
7. perform other duties as prescribed by their district;
8. approves non-budgeted District expenditures up to \$50 and refer others back to membership.

H. The Alternate District Representatives shall:

1. in the absence or disability of the District Representative, perform all duties of the District Representative;
2. perform duties as assigned by the District Representative and/or the state board;
3. perform other duties as prescribed by their district.

I. The District Financial Steward shall:

1. maintain the financial records of the District;
2. create and submit an annual budget for the District with the input of them District Representative and District members;
3. prepare and submit financial records for yearly review;
4. be a member of the Budget Committee;
5. perform other duties of the office as prescribed by the board.

J. Board committee liaison designations may be modified with board approval.

Section 4: Board of Directors Meetings

- A. The Board of Directors shall meet a minimum of four times per calendar year on dates coordinated by the President.
- B. Additional meetings may be called by board members as necessary.

- C. All board meetings shall be open to members.
- D. A quorum shall consist of one Representative from half of the total number of Districts, the state President or Vice President, and the state Secretary, or their duly appointed representative/alternates.
- E. If a board member is unable to physically attend a regular meeting of the Board of Directors, that member may participate in the meeting via video and/or conference call. Any member exercising this option will be considered present, and may participate fully in the meeting. Each executive board member and at least one district board member (the Representative or Financial Steward) shall physically attend at least 2 board meetings per year. Date, time, and location of all regular meetings shall be announced to the Board and membership at least 6 weeks in advance. Special sessions or emergency meetings may be called and their dates, times, and locations made public as soon as possible.

Section 5: Meetings by Alternate Methods

In the event that business must be conducted between face-to-face Board of Directors meetings, the Board may conduct meetings via conference call. Minutes for such meetings will be maintained and considered official documents.

Members must be informed of the conference call meetings via email no later than 72 hours prior to the meeting.

Section 6: Electronic Voting

The Board may propose, second and vote on motions with no more than a \$500.00 fiscal impact on the board and general operating funds via email.

The board shall not vote on changes to the Bylaws via email.

All Electronic motions and voting results will be entered into the minutes of the next Board of Directors meeting.

ARTICLE VI: COMMITTEES AND MEMBER SECTIONS

Section 1: Standing Committees

- A. The board shall have the right to establish any standing committee deemed necessary to carry out the objectives of the organization as set forth in these bylaws and/or mandated by the voting membership.

- B. The board shall approve the operating guidelines for each active standing committee. These guidelines shall include, but are not limited to, specific objectives and time lines.
- C. The chairpersons of each committee shall be appointed by the President upon approval of the board.
- D. The President may authorize committee chairpersons to select members of their respective committees.
- E. Standing committees shall be comprised of members in good standing of the organization.
- F. Standing committees of this organization shall include, but are not limited to, the following:
 - 1. Budget
 - 2. Bylaws
 - 3. Communications
 - a) Publications
 - b) Public Relations
 - c) Website
 - 4. CRID Member of the Year
 - 5. Educational Interpreters
 - 6. Historian
 - 7. Legal Interpreting
 - 8. Membership Development
 - 9. Fund Raising
 - 10. Scholarship
 - 11. State Conference Planning
 - 12. Mentoring
 - 13. Election Committee
 - 14. Deaf/Hearing Teams

- G. Standing committee chairpersons and committee members shall serve terms determined by the committee and approved by the board.
- H. The board shall have the right to dissolve any standing committee by majority vote.

Section 2: Ad Hoc Committees

- A. The board shall appoint ad hoc committees as may be deemed necessary to carry out activities of the organization.
- B. The membership may, by majority vote, mandate the board to appoint an ad hoc committee.

Section 3: Member Sections

Member Sections may be established by petitioning the board to establish a Member Section and presenting a mission statement and guidelines for the proposed group.

ARTICLE VII: ELECTIONS AND VOTING

- A. Election of state officers will be held by mail or electronic ballot.
- B. All nominees must be members in good standing of RID and members of CRID for a minimum of (1) one year prior to running for state board office.
- C. Election years should alternate between positions as follows:
 - 1. The positions of CRID State President, vice president, secretary and treasurer shall be voted on by the membership in alternate years. The office of the president and vice president shall be voted on during even years and the office of the secretary, treasurer, and Deaf Member at Large shall be voted on during off numbered years.
 - 2. District Representatives and Alternate Representatives from Districts in or south of Denver shall be elected during odd numbered years.
 - 3. District Representatives and Alternate Representatives from Districts north or west of Denver shall be elected during even numbered years.
 - 4. Financial Stewards from Districts in or south of Denver shall be elected during even numbered years.

5. Financial Stewards from Districts north or west of Denver shall be elected during odd numbered years.
- D. Any uncontested candidate shall be elected by acclamation.
- E. A plurality of the ballots postmarked and returned by the deadline shall be sufficient to elect each officer.
- F. In the event of a tie, a run---off election shall be held during the election/voting meeting.
- G. In the event of an untimely Executive Board vacancy, the State Board shall be authorized to fill the position by a two---thirds (2/3) vote of the board, until the next election cycle for that position.
- H. In the event that no nominations are received for the offices up for election, nominations may be presented and voting by secret ballot may occur during the Annual Business Meeting.

ARTICLE VIII: BUSINESS MEETINGS

- A. There shall be a minimum of one business meeting annually. The annual state business meeting shall be held in conjunction with the state conference and within the last three months of the fiscal year.
- B. Business meetings shall be conducted in accordance with parliamentary procedure. The parliamentary authority for such meetings shall be Robert's Rules of Order, latest revised edition. A quorum shall consist of a majority of the eligible voters registered and attending the conference.
- C. All motions, except those amending these bylaws, shall be passed with a simple majority of the votes cast.
- D. The main purpose of the business meeting shall be to present the annual reports to the membership and to conduct the business of the organization.

ARTICLE IX: MEMBERSHIP FEES, DUES AND ASSESSMENTS

- A. The fiscal year shall be July 1 through June 30.
- B. The Treasurer's financial records shall be reviewed annually at the end of the fiscal year and a report shall be given at the annual business meeting.
- C. Dues shall be uniform for all Districts. The dues structure shall cover allocations to local Districts and local financial obligations.

- D. Allocation percentage amounts shall be proposed by the board and voted on by the membership and shall be uniform for all Districts. Allocations shall be sent from the state Treasurer to the District Financial Stewards.
- E. The CRID membership year shall be July 1 through June 30. Dues for all membership categories shall be due July 1 of each year. For those members joining CRID for the first time, dues shall be prorated. The amount due shall be based upon the quarter of the year in which they join.
- F. Membership Chair is responsible for collecting dues and keeping member list up to date.

ARTICLE X: AMENDMENT OF BYLAWS

- A. New bylaws or amendments to these bylaws shall be reviewed by the Bylaws committee prior to being addressed by the membership.
- B. Written notice of proposed bylaws or amendments to these bylaws shall be emailed to each voting member not less than two weeks prior to the date of the vote or meeting of the state board.
- C. New bylaws may be adopted or these bylaws may be amended or repealed by approval of two---thirds (2/3) majority of the votes cast at the annual business meeting or by a two---thirds (2/3) majority of the board as Representatives of the statewide voting membership.
- D. A copy of all amendments to these bylaws shall be forwarded to the RID regional Representative, who shall forward them to the national office or other designated place.

ARTICLE XI: DISSOLUTION OF THE ORGANIZATION

- A. Upon the dissolution of a District after the District Financial Steward has paid all debts, the District Representative shall forward all assets and records to the state board. Dissolution of a District may occur upon:
 - 1. Local District's decision, or
 - 2. Board request
 - a) if the local District is delinquent in paperwork by more than one year
 - b) if the local District has become a financial burden to the state organization
- B. Upon the dissolution of this organization, after the state Treasurer has paid all debts, the state President shall forward all assets and records to the national office of the RID.