

**Chapter Bylaws**  
**Utah Registry of Interpreters for the Deaf (UTRID)**  
Revised 9/2016

**Article I: Name**

The name of this organization shall be Utah Registry of Interpreters for the Deaf, Inc. (Hereinafter referred to as “UTRID”).

**Article II: Principle Office**

The principle office for the transaction of the business of the organization is located in Salt Lake City, Salt Lake County, Utah. Mailing address of the UTRID will be: 5709 S. 1500 W. Taylorsville, UT 84123. The Board of Directors may, at any time, or from time to time, change the location of the principle office.

**Article III: Purposes**

Section 1: Principle Purposes

The principle purposes of this organization 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. This organization shall be affiliated with the national Registry of Interpreters for the Deaf, Inc. (Hereinafter referred to as “RID”) and shall uphold the purposes and abide by the rules and procedures established for affiliated chapters of the RID. This organization will be maintained as a Non-Profit Organization.

Section 2: Objectives (with equal emphasis)

- A. To support and promote the NAD-RID Code of Professional Conduct for interpreters and transliterators.
- B. To promote and encourage diversity, camaraderie and respect within and between the populations of service providers and clientele.
- C. To provide professional development opportunities for certified and pre-certified interpreters and transliterators.
- D. To provide the public with information regarding interpreting and transliterating.
- E. To support the activities of organizations of and for deaf persons, and of and for interpreters/translitterators/translators, insofar as such activities are not in conflict with the purposes of this organization.
- F. To maintain and make available to members a list of the RID/UTRID members and their levels of certification.
- G. To raise funds to support the purposes and activities of the organization.
- H. To promote the training, certification, and use of certified deaf and hearing interpreters in the State of Utah.

Section 3: Properties/Grants

It shall be the right of the UTRID to buy, lease, rent, or otherwise acquire, hold, use, sell, exchange, pledge, encumber, or otherwise dispose of any and all kind of property pertaining to the business of the UTRID. It is also the right of the UTRID to receive property by devise or bequest; to borrow money and to contract debts, to issue bonds, notes and other evidence of indebtedness, and secure them by any or all of the

property of the organization. The UTRID retains the right to enter into, make, perform and carry out contracts/grants of every kind for any lawful purpose and without limit on amount with any person, form or corporation.

#### Section 4: Non-Profit Act

The UTRID shall conduct its affairs, carry on its operations and exercise all of the powers conferred by the Non-Profit Corporation Act of the State of Utah, and in compliance with the requirements of the United States Internal Revenue Service.

#### Section 5: Non-Discrimination Clause

The UTRID shall not discriminate on the basis of race, color, creed, sex, religion, or national origin, age, marital status, sexual orientation, or disability. This applies to all activities of the organization, including but not limited to: employment, elections, meetings, workshops, and conventions. The UTRID Board of Directors and Committee Chairpersons shall be aware of the policy and uphold it at all times.

#### Section 6: Fiscal Year

The fiscal year of this organization shall be from July 1 to June 30.

### **Article IV: Board of Directors**

#### Section 1: Composition

- A. The Executive Committee of the Board of Directors shall be comprised of the President, Vice-President, Secretary and Treasurer.
- B. The Board of Directors (members of which shall hereinafter be referred to as Directors) shall be comprised of the President, Vice-President, Secretary, Treasurer, and two to six Members-at-Large as deemed necessary by the Executive Committee.
- C. At least one Member at Large shall be a d/Deaf individual.

#### Section 2: Term of Office

- A. Each term of office shall be for 22 – 26 months, according to scheduling of elections (See Art. V, Sec. 1.B)
- B. No officer shall hold the same office for more than two (2) consecutive terms. In addition, no officer shall serve more than three (3) consecutive terms on the board of directors.
- C. The terms of office for all Directors shall commence at the conclusion of the meeting during which they are elected.
- D. The outgoing Board will serve an additional two months during the transitional period without voting privileges.

#### Section 3: Qualifications

- A. All candidates for the Board of Directors shall be members in good standing of both the RID and the UTRID and have voting rights in each organization.
- B. All candidates for the Board of Directors shall be nationally certified interpreters or working towards national certification or shall be any deaf person involved in the field of interpreting services.

- C. An individual who is nationally certified is defined as any service provider holding any certification recognized by the Registry of Interpreters for the Deaf RID or the Testing, Evaluation & Certification Unit (Cued American English TSC).

#### Section 4: Duties

##### A. Directors

1. The Board of Directors shall be responsible for day-to-day operations of the organization including all business meetings, training, financial transactions, and other duties warranted for the operation of the UTRID.
2. In the event a vote is deemed necessary in carrying out day to day operations, decisions will be made by a simple majority of Directors in attendance.
3. The Board of Directors shall perform any and all duties mandated by the direction of the voting membership of the organization which pertain to the operation of the business of the UTRID.
4. The Board of Directors shall meet at least quarterly to conduct business.
5. After an election, the outgoing Board of Directors shall meet with the incoming Board of Directors for the purpose of orienting the new Board to their responsibilities and duties.

##### B. President

1. The President shall have general supervision and direction of the business and affairs of the organization. The President shall preside at all meetings of the members and/or Directors and shall have such other powers and duties as may be prescribed, from time to time, by the Board of Directors or the members.
2. The President shall appoint Committee Chairpersons with approval of the Board of Directors.
3. The President shall share, with the Treasurer, the right to sign checks and warrants for the withdrawal of corporate funds.
4. The President shall provide yearly reports to the membership regarding the actions of the Board of Directors, the financial status of the organization, activities of the committees and other activities of the organization.
5. The President shall represent the organization at national and regional RID conferences, attending applicable business and organizational meetings. To aid in this responsibility, UTRID will either reimburse or schedule and pay directly for the President's transportation, registration and accommodations, totaling up to 10% of the organization's current account balance, but not to exceed \$1500.
6. The President shall provide an annual report and all other documentation to the RID National Representative in accordance with the RID Affiliate Chapter Requirements.

##### C. Vice-President

1. The Vice-President shall, 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. The Vice-President shall serve as Director of Committees and oversee all committees operating according to these Bylaws.

3. The Vice-President shall have other powers and perform other duties as prescribed by the Board of Directors.

#### D. Secretary

1. The Secretary shall keep a full and accurate record of all proceedings of the Board of Directors and of the general membership meetings.
2. The Secretary shall keep the seal of the corporation and affix it to such papers and instruments as may be required in the regular course of business and shall make service of such notices as may be necessary or proper.
3. The Secretary shall supervise the keeping of the records of the organization.
4. The Secretary shall perform other duties of the office as prescribed by the Board of Directors.

#### E. Treasurer

1. The Treasurer shall maintain the financial records of the organization, making at least quarterly financial records of the organization, making at least quarterly financial reports to the President, maintaining the financial accounts, and making payments for authorized expenditures.
2. The Treasurer shall supervise the budget planning/forecasts to allow an effective operation of the UTRID.
3. The Treasurer shall provide a certified (by the board or an independent auditor) copy of the organization's financial statement to the President for the Annual Report within thirty (30) days after the expiration of each fiscal year. The financial statements shall include a description of the source of all receipts and a description of all disbursements.
4. The Treasurer shall present an annual financial report to the membership of the organization at the business meeting held between June 1 and August 30.
5. The Treasurer shall provide to the UTRID President, RID Regional Representative and the national office of the RID the 501-C-3 tax exempt reporting form (Form 990, Return of Organizations Exempt from Income Tax) by November 15 of each year.
6. The Treasurer shall perform other duties of the office as prescribed by the Board of Directors.

#### F. Members-at-Large

1. The Members-at-Large shall act as liaisons to the Board of Directors from the membership, working directly with the membership assisting with the coordination of activities and communications within the organization.
2. The Members-at-Large shall serve as resource persons to the membership.
3. The Members-at-Large shall perform other duties of the office as prescribed by the Board of Directors.

### **Article V: Elections and Voting**

#### **Section 1: General**

- A. Voting may occur during business meetings and/or by mail and/or by email referendum.

- B. Elections for the Board of Directors shall be held in coordination with the business meeting required under Art. VIII, Sec 2.
  - 1. To constitute a valid election, ballots must be cast by twenty (20) percent of the eligible voting membership.
  - 2. A simple majority of the ballots cast shall be sufficient to elect each position.
  - 3. In the event of a tie, a run-off election shall be held and ballots collected within 14 days of the initial election.

### Section 2: Vacancies

- A. Vacancies of the Board shall exist upon death, resignation, or removal of a Director.
- B. Any Director may resign upon giving written notice to the President and the Secretary.
- C. The removal of a Director shall occur for any of the following reasons:
  - 1. A Director moves out of the State of Utah.
  - 2. A Director is found guilty of any felony.
  - 3. A Director does not maintain membership in the organization of the RID, Inc.
  - 4. A formal grievance, concerning Board activities, against the Director has been substantiated.
- D. The Board of Directors shall appoint a person to fill a vacancy for the remaining term of office.

### Section 3: Nominations

- A. Any voting member in good standing may nominate candidates for office.
- B. A call for nominations, stating and describing the offices open for election and the nomination and election procedures shall be sent to the membership 30 days prior to the business meeting of any election year.
- C. Nominations may be accepted from the floor.

## **Article VI: Committees and Programs**

### Section 1: Committees

- A. The Board of Directors, by a majority vote, shall have the right to establish any 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 of Directors shall determine the operating guidelines for each committee. These guidelines shall include, but not be limited to, specific objectives and time lines.
- C. Committees shall be comprised of members in good standing of the UTRID and the RID and approved by the Board of Directors.
- D. Committee Chairpersons shall be appointed by the President upon approval of the Board of Directors.
- E. Committee Chairpersons and committee members shall serve for a specified term as determined by the Board of Directors.

### Section 2: Certification Maintenance Program

- A. The CMP shall be coordinated through the RID and the state of Utah. The certification maintenance program director shall be an approved RID CMP sponsor. Sponsors shall follow the CMP Sponsor standards set by the RID.

## **Article VII: Membership**

### **Section 1: Categories of Membership**

#### **A. Individual Member**

1. Any individual who is actively involved in the field of interpretation of American Sign Language and English and/or the transliteration of English.
2. Any individual currently enrolled in a course of study in the interpretation or linguistics of American Sign Language and English and/or the transliteration of English.
3. Any individual with an interest in supporting the purposes and activities of the UTRID who does not meet the criteria as outlined in 1 and 2 above.

#### **B. Organizational Member**

1. Any organization/institution with an interest in supporting the purposes and activities of the UTRID.

### **Section 2: Eligibility**

Membership in the UTRID is open to any and all persons.

### **Section 3: Voting Rights**

- A. Any voting member shall be entitled to make motions and cast one vote in meetings, referenda, and elections.
- B. A voting member of the UTRID shall be any person who holds current individual membership in the UTRID and has voting rights in the RID.
- C. Organizational members do not have voting rights but may have a voice in items of discussion.

### **Section 4: Admission to Membership**

- A. Prospective members shall apply for membership by filling out an application form.
- B. Membership fees for the UTRID shall be collected annually in amounts to be fixed from time to time by the Board of Directors
- C. Membership shall be granted to individuals or organizations upon receipt of a completed membership application and payment of dues.
- D. The Membership Year will run July 01 through June 30.

### **Section 5: Termination of Membership**

- A. Any membership, individual or organizational, in the UTRID may be terminated given any of the following situations:
  1. Any member, whose membership is suspended or revoked for cause by the RID Board of Directors.
  2. Failure to pay membership dues by the end of their membership year.
  3. Any member, whose state certification is suspended or revoked by the local state certifying body.

### **Section 6: Reinstatement**

- A. Upon notice of reinstatement of certification and/or membership from the National Certification Board, and/or the Grievance Committee of the RID, and/or the local state certifying body a former member may apply for reinstatement.
- B. Upon payment of lapsed membership dues, a member may be reinstated.

#### Section 7: Dues

- A. Dues of the organization shall be determined by a two-thirds majority vote of the members present at the initial meeting of the organization.
- B. The Board of Directors shall not increase or decrease membership dues by more than 10% without a majority vote of the membership at either a business meeting and/or by mail and/or email referendum.
- C. Membership dues shall be equal within each category; however different dues may be set for each category.
- D. Membership will receive notification of any changes to dues 90 days prior to implementation.
- E. Pro-rated dues may be established by the Board of Directors.

#### Section 8: Liabilities of Members

No individual who is now or who 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 the organization for payment.

### **Article VIII: Meetings**

#### Section 1: Board of Directors Meetings

- A. The Board of Directors shall meet at least quarterly. Meeting dates shall be set by the Executive Board.
- B. Additional Board meetings shall be called by the President or two Executive Board members when deemed necessary.

#### Section 2: Business Meetings

- A. There shall be at least one business meeting held annually on or between June 1 and August 30.
- B. The purpose of this business meeting shall be to present the annual reports to the membership of the organization, and for the purposes of voting as necessary.
- C. All motions, except those amending these Bylaws or dissolving the organization, shall be passed with a simple majority of the voting members present.
- D. Additional business meetings may be called when deemed necessary by the Board of Directors.

### **Article IX: Amendment of Bylaws**

- A. New Bylaws or amendments to these Bylaws must be received by the Board of Directors prior to being addressed by the membership. This is to assure that the amendments would not adversely affect the goals and objectives of the organization or of the RID.

- B. Written notice of proposed Bylaws or amendments to these Bylaws shall be mailed or emailed to each member not less than two (2) weeks prior to the date of the vote. Such Bylaws shall be available in full for members to view on the UTRID website.
- C. New Bylaws may be adopted or these Bylaws may be amended or repealed by the approval of two-thirds majority of the voting membership present or through mail or email referendum.
- D. Bylaws revisions or amendments required to comply with the RID policies and procedures for affiliate organizations shall not require a two-thirds majority vote but shall be automatically incorporated within the Bylaws.
- E. A copy of all amendments to these Bylaws shall be forwarded to the RID Regional Representative, who will forward them to the national office or other designated place.

#### **Article X: Dissolution of the Organization**

- A. Upon dissolution of the organization, the President shall forward all assets and records to the RID national office.
- B. Dissolution may occur for any of the following reasons:
  - 1. Upon a two-thirds majority vote of the membership.
  - 2. Non-recognition of affiliated status by the RID for failure to comply with provisions required of affiliate chapters as set forth in the RID Bylaws.

#### **Article XI: Scholarships**

- A. Every fiscal year, July 1st-June 30th, scholarships will be offered to UTRID Members.
- B. The Monetary value of the scholarships are not to exceed 10% of the current fiscal year funds. (ex. UTRID account has \$30,000 the maximum amount would be \$3,000 in scholarships.)
- C. A scholarship subcommittee with at least 3, not to exceed 5 members will be established for the purpose of reviewing scholarship applications. At least 1 member needs to be from the UTRID executive board, and at least 1 member needs to be deaf.
- D. Scholarships can be offered for, but not limited to: RID Knowledge Based Test, RID Performance Tests, Conference Fees, Workshop Fees, and other professional development activities.
- E. Scholarship requirements:
  - 1. Applicants must be a member in good standing with UTRID and RID.
  - 2. Applicants must be a resident of the State of Utah.
  - 3. Applicants must submit applications by the deadline of June 1st of the current fiscal year to be determined eligible.
  - 4. Applicants are eligible for scholarships once every fiscal year.
  - 5. Applicants may be required to provide a service to UTRID in exchange for the scholarship award, based on the type of scholarship request. (ex. Request for conference attendance, requires recipient to provide a workshop, newsletter article, etc... on their experience.)
  - 6. Applicants may request funding from \$1 to a maximum of \$500.



