
ASSOCIATION BYLAWS

Long Island Registry of Interpreters for the Deaf (Revised 2018)

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 and a member in good standing of LIRID and of RID.
 - 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:

The voting process may be done either by paper-based or electronically.

- 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 paper-based or electronic referendum. Any decision made by the Board must be shared with the members within one week of decision. Members will be informed via email.

Section 3 — Termination of Membership:

An individual's membership in LIRID can be terminated for the following reasons:

- A. 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.
- B. Non-payment of dues: Failure to pay annual dues of that membership year shall result in termination of membership.
- C. 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.
- D. 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 have up to 2 member(s)-at-large and associate representative. Co-Presidents are two individuals that each satisfies the president requirements independently but who work as a team to fulfill the obligations and duties of the president position. The Executive Board will be comprised of the President or Co-President(s), Vice President, Secretary and Treasurer. All members of the Board will have equal voting power regardless of Board position. In the event that a decision cannot be made, the Executive Board will then vote. If a decision cannot be made at this

point, it will be brought to the Members for a vote.

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. Represents the chapter in all appropriate activities such as but not limited to Presidents' conference calls, Region I conference calls as well as regional and national conferences.
- ii. Compiles an annual report at the end of the fiscal year that is submitted to RID.
- iii. Presides at meetings of the members and/or 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. Serves as a liaison to all Committee Chairs and the Board
- iii. Is the main contact point for all committees and will represent the committees at the meetings if there are no Committee Members in attendance.
- iv. In the event that there is a lack of a Committee, the Vice President will be responsible for disseminating information via social media to the Members.
- v. 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 reports to the membership on the actions of the Board. Board Meeting decisions are disseminated to the Members no longer than one week after the Board Meeting and no less than one week prior to the General Meeting. If that time frame cannot be satisfied, decisions will have to be tabled until the following General Meeting. Meeting minutes from the General Meeting will be disseminated to the Members within one month of the General Meeting. In the event of an emergency the Board has the ability to make a decision but must inform the members within one week after the decision has been made.
- 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 sign checks with the president or either co-presidents
- 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

- v. Files an E-postcard with the IRS.
- vi. Compiles a financial statement for the annual report which is submitted to RID at the end of the fiscal year.

5. Member(s)-at-Large

- i. Works with the general membership, assisting with the coordination of activities and communication within our community.
- ii. Responsible for Set- up and Break down at General Meetings.
- iii. Selling of clothing at all meetings and events.
- iv. Coordinate the booth for Applefest.
- v. 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. Facilitates the Associate Meetings
- iii. Has other powers and duties as prescribed by the Board of Directors and/or the membership.

7. 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.

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 become certified prior to their first day in office beginning on July 1st. If the Associate Representative becomes certified during their term, they will keep their position until the end of their term.

Section 5 — Term of Office:

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. Their term shall commence at the beginning of the next fiscal year, July 1st.

Section 6 — Nominations and Elections:

- A. Elections for President or Co-Presidents, Vice President, Treasurer, Secretary, Associate Representative and Member(s)-at-Large will be held every two years.
- B. A call for nominations shall be made to the membership at the March General Meeting and no less than 30 days prior to the election. If the General Meeting is cancelled due to inclement weather, the call for nominations will go out to all Members electronically.
- 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. Elections will be done via paper-based or electronic voting. Results will be shared with the Members at the last General Meeting in May as well as through social media.
- E. 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. The vote will be held via paper-based or electronically and will occur by the next regular meeting by a majority vote of the Members in good standing.
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. All Board Meetings will be open to the Members. These dates and locations will be shared with the Members no less than two weeks prior to the Board Meeting. Members will be informed of the Board Meetings via social media.
- 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-Presidents, 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 a recording secretary at all meetings of the Board. In the Secretary's absence, the presiding officer shall appoint a member as an 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. 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. This includes but is not limited to LIRID merchandise, free admission to LIRID workshops and LIRID events. At the end of their term, the outgoing Board may receive flowers as a token of appreciation for donation their time and service if it is agreed upon by the Board.

- 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.
- C. If the affiliate chapter is financially able to do so, the President(s) will be reimbursed by the affiliate chapter for one early bird registration fee to attend and represent the affiliate chapter at the regional or national conference. If in the event that the President(s) is unable to attend, the Vice President will attend and represent the affiliate chapter and will be reimbursed for the early bird registration fee if the affiliate chapter is financially able to do so.

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, or 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:

General Meetings shall be held a minimum of two 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. PAPER BASED OR ELECTRONIC REFERENDUM

Motions may be voted on by the membership by paper based or electronic referendum in the following manner:

- A. Paper based or electronic 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 thirty (30) 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 paper based or electronic referenda shall be disseminated to the membership within fourteen (14)-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 (60) days prior to the anticipated implementation. If there is no Association Newsletter due to the lack of a Committee, the Members will be informed electronically.

- 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 thirty (30) days prior notice, or by following the guidelines under Article VII. PAPER BASED OR ELECTRONIC-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.