

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

Affiliate Chapter Handbook
Third Edition
Section 16

Meetings, Parliamentary Procedure/Bylaws:
The Gavel Stops Here!

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Meetings, Parliamentary Procedure/Bylaws

Leading a Meeting

A true leader of any organization or group possesses the ability to motivate others while setting examples of good judgment, sensibility, organizational skills and initiative. He/She will use phrases like “That’s a great idea” rather than “It’ll never work.” A person elected into a leadership role must keep in mind that they are representing the membership and/or organization and will be seen, at times, as the sole connection to that organization whether or not they are “in role” at any given time. Therefore, professionalism and discretion must always be demonstrated.

One of the first things that comes to mind when someone considers a board (therefore leadership) position with a Registry of Interpreters for the Deaf, Inc. (RID) affiliate chapter, especially the president’s position, is “I don’t know how to run a meeting!” There is a wealth of material available on this topic both in bookstores and on Internet web sites. The first (and arguably most important) thing to do is to *relax*! Know that everyone has to start with their first meeting. If the other board members are new to you and to each other, it is helpful to plan a few ice breaker activities.

Example: Pass out index cards to everyone in the meeting and ask them to write down one fact about themselves (no names) that no one else is likely to know. Turn cards over in a pile and place in center of table. Have each attendee pick a card, read it, and take turns guessing to whom it belongs. You can vary this icebreaker activity by requesting that the information provided is all the same (i.e. write down your favorite restaurant, color, vacation spot, etc.)

The second thing to do is to *plan*. Remember that meetings are meant to accomplish a goal or set of goals. The agenda is an important tool for accomplishing a set number of items. A typical agenda is attached as Appendix A.

Attending business meetings of your affiliate chapter, regional conference business meetings and the RID biennial business meetings will give you an idea of how to adjust your agenda and what to expect. Depending on the needs of the board or organization, having time near the beginning of the agenda for the last minute agenda additions may be beneficial. However, if time is limited and the agenda has been sent out in advance (with the official meeting notice) it is possible to send a notice of “additions or changes” prior to the meeting. If nothing is received by the given deadline, the agenda is set as is and additional items will have to be discussed at a future meeting. Establishing a “routine” when it comes to agenda items will assist your board in their own meeting preparation.

Some affiliate chapters have established the practice of collecting reports prior to the meeting. This means that all board and committee members who will give reports at the

meeting must send an advance copy of their report to the chair. E-mail has made this quite easy and effective. Setting a date for when all committee members should receive copies of written reports will help assure that things are done in a timely manner. Additionally, members can be asked to read the reports prior to the actual meeting and make note of any questions or concerns therein. If none are brought up, the report(s) can be accepted and business can move forward quickly. Yet another advantage to having reports sent out in advance is there are also benefits for the organization's recording secretary. Since the secretary must keep copies of reports for files he/she can easily gather them prior to the meeting and then can make easy reference to them while preparing minutes.

Familiarization with Robert's Rules of Order (RRO) is important, but memorization is not mandatory. Attending a few local meetings of other organizations where RRO are followed might help you to get a feeling for the flow of a business meeting (i.e. Elks, city or county council, local chapter of the National Association of the Deaf). The leader of the meeting must use an appropriate degree of authority in order to keep pace with the goals set forth in the agenda. Encourage participation by all members in attendance. When consensus seems to be developing on an issue, summarize the discussion but remember that consensus does not mean unanimity. Those who oppose the final decision may feel insulted or discouraged.

Conflict at Meetings

Most organizations will have a few members who may be labeled (fairly or not) as "difficult". Managing conflict is a skill that requires much patience and diplomacy on part of the organizational leader. For members who tend to repeat themselves, or the points of others, or who regularly become long-winded, you can (when the opportunity presents itself) offer a summary of what they have said; gently remind him/her of the time constraints; ask that the particular point be discussed at the committee or small group level with a summary only being brought back to the table.

When faced with a member who seems to "know-it-all", the meeting leader can offer credit for the perspective while giving others an opportunity to counter comment while suggesting that there are always two sides and it is the responsibility of the board to hear both. If that doesn't work, a private discussion with the individual might be best to discourage this type of potentially disruptive behavior.

A member who continuously brings up the negative aspect of every idea is probably naturally resistant to change. He/She will imagine the worst case scenario for any situation and may use scare tactics to avoid participating in a project or task. Arguing is not likely to appease this individual but a leader who maintains an optimistic and authoritative demeanor will help the situation. It is not necessarily a bad thing to project worse case scenarios as long as the best (and mid-range) cases are also considered. (For

more information on conflict management, please see Tools and Strategies for Conflict Management, by Paula Gajewski Mickelson, section 5 of this handbook.)

Know Your Organization

A leader within the RID organizational structure should become familiar with the ‘workings’ of the Association itself. Who are the RID board members? When should the region representative be contacted? How should the region representative be contacted? To which National Office staff members should specific questions be addressed? Which RID committees are best to address specific membership or affiliate chapter board questions? Often, the RID web site can be used as a resource as it is full of valuable and updated information. Also, please browse the resource section of this handbook for more information on various topics of interest to leaders within RID.

To know the answer to every question is impossible. However, be prepared to offer assistance and guidance as to how to find the best answer for members and board members. A leader knows when to admit that he/she “just doesn’t know, but would happy to find out”.

Other sections of this handbook address specific things like time lines for reports due to the National Office, bylaws development, and affiliate and local chapter requirements. Although RID does not have ongoing training specifically for affiliate chapter officers, the Affiliate Chapter Relations Committee can act as a resource for you and your chapter. Please check the RID web site for current contact information or ask your region representative for assistance.

Parliamentary Procedure/Bylaws

Bylaws are the backbone of the organization. As such, your affiliate chapter bylaws need to be concisely written to give your organization the official structure and backbone it needs. (For some bylaw development pointers, see Appendix B.)

Any item that is not specifically addressed within your affiliate chapter bylaws should be addressed within Robert’s Rules of Order Newly Revised (RRO). Likewise, business meetings should be conducted in accordance with RRO. Since RRO may seem very formal, your affiliate chapter may decide to proceed less formally throughout its’ meetings. As described (RRO Chapter XVI; §48):

In a board meeting where there are not more than a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in assemblies, in the following respects:

1. Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
2. Motions need not be seconded.
3. There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
4. Informal discussion of a subject is permitted while no motion is pending.
5. Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed to by unanimous consent, however, all proposed actions of a board must be approved by vote under the same rules as in other assemblies, except that a vote can be taken initially by a show of hands, which is often a better method in such meetings.
6. The chairman need not rise while putting questions to vote.
7. The chairman can speak in discussion without rising or leaving the chair; and, subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present) he usually can make motions and usually votes on all questions.

However, in the event of a contested issue or large group of individuals, reverting to the formality of RRO is recommended. Keeping this recommendation in mind, members of the affiliate chapter (especially the board of directors) should become familiar with RRO and running business meetings. Bummy Burstein's book, Bummy's Basic Parliamentary Guide, provides an excellent, easy to use guide on RRO and running business meetings.

For pointers on making motions, see Appendix C.

If your bylaws do not meet the requirements outlined in Appendix D, it may be necessary for your affiliate chapter to modify them. To do this, you must have a two-thirds majority vote of those in attendance to successfully implement any bylaw changes.

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Appendix A

Sample Order of Business

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Minutes
5. Executive Minutes
6. Reports: President
 Vice President
 Treasurer
 Secretary
 Member At Large
 Other
7. Correspondence (Listed)
8. Old Business (Listed)
9. Committee Reports (Listed)
10. Local Chapter Reports (Listed) (If applicable)
11. New Business (Listed)
12. Announcements (Listed)
13. Program (an alternative is to have a guest speaker or presentation before the business meeting begins so that s/he does not have to sit through the meeting)
14. Adjournment

Appendix B

Pointers for Bylaws Development

(Taken from "Robert's Rules of Order - Newly Revised")

Bylaws are by their very nature, the most important rules that a society or organization must compose for itself. The content of a society's bylaws has important bearing on the rights and duties of all members of the organization.

- In order to give the organization the greatest freedom to act within its purview, bylaws should be made no more restrictive nor more detailed in specification than necessary.
- Each sentence should be written so as to be impossible to quote out of context and so worded that it does not compel the reader to refer to adjoining sentences.
- Provisions of a temporary nature or relating to the mechanics of transition from old bylaws to new bylaws should not be included within the bylaws.
- *Each society decides for itself the meaning of its bylaws.* If a bylaw is ambiguous it must be interpreted, if possible, in harmony with the other bylaws. Where an ambiguity exists, a majority vote is all that is required to decide the question. When a provision of the bylaws is susceptible to two meanings, one that conflicts with or renders absurd another bylaw provision, and the other meaning does not, the latter must be taken as the true meaning.
- A general statement or rule is always of less authority than a specific statement or rule and yields to it.
- There is no valid reason for authorizing certain things to be done in the bylaws that can clearly be done without the authorization of the bylaws.
- Any change to the bylaws requires a two-thirds affirmative vote (of those who respond) AND sufficient notice. The only exception is an amendment to a motion that is a lesser modification than what was proposed.

Example: Notice was given of the desire to increase dues from \$10 to \$25 per year. An amendment comes from the floor to strike \$25 and replace with \$20. Since this amount is a lesser modification than what was proposed - \$10 to \$20 instead of \$10 to \$25 it is allowable. HOWEVER, a motion to decrease the dues to less than \$10 or to more than \$25 would be out of order.

- Outside laws and/or higher parent organizations' bylaws take precedence over provisions in a lesser society's bylaws. Local chapter bylaws cannot supersede RID's affiliate chapter requirements.

Other Pointers

- Use consistent wording. Example: Do not write "30 days" in some places and "one month" in others. Choose one and stick with it. Choosing an exact number of days will remove any ambiguity.
- Do not explicitly list items that are subject to change without amending the bylaws. Example: Do not list dues amounts or committee names if the president, board or other authorized member has the power to change them.

Appendix C

Pointers for Motions

(Taken from "Robert's Rules of Order - Newly Revised")

Making A Motion

1. Obtain the floor by raising hand and waiting to be recognized.
 2. Make motion.
 3. Wait for a second. Note: A second DOES NOT necessarily mean support; no second is required for motions coming from Boards or committees.
 4. Chair restates the motion.
 5. Chair asks for discussion. Maker of the motion has the first right to speak and debate is limited to only the question at hand.
 6. When debate is over, Chair puts the question to a vote.
 7. Chair states the result of the vote and directs action.
- No one is entitled to the floor a second time in debate on the same motion on the same day as long as any other member who has not spoken on that motion desires the floor.
 - No one may speak more than twice to the same motion on any given day.
 - If the chair feels that a question has wide approval, or debate has already begun without a second, the second is immaterial. The purpose for a second is to make sure the question is of concern to more than one member. It is never necessary to record the name of the seconded.
 - Modifications to motions do not always need to be brought to the floor. If before the chair has restated the motion and debate has begun, and a member notices something that should be changed (for whatever logical reason), they can immediately ask, without waiting to be recognized, for the maker of the motion to modify it. After stating the modification, the maker will either accept or reject the modification, and debate will proceed depending on what the maker says. This also holds true for withdrawal of a motion.
 - The chair should refrain from voting on any question except where his/her participation would affect the outcome, so he/she can protect his/her impartial position.

- Motions should not be frivolous or designed for the purpose of wasting time. The chair has the discretion of asking for ANY motion to be submitted in writing before it is considered.
- All debates on a motion are to be directed to the CHAIR and NOT directed to individual members.

For motions, one should consider the following:

1. Do other motions take precedence or affect the motion?
2. Is it in order when another is on the floor?
3. Does it require a second?
4. Is it debatable and/or amendable?
5. What percentage of vote is required?
6. Can it be reconsidered?

Appendix D

Sample Affiliate Chapter Bylaws

Article I Name

The name of this corporation shall be Affiliate Chapter of the Registry of Interpreters for the Deaf.

This is important! Your name identifies who you are.

Article II Objective

The principal objective shall be to initiate, sponsor, promote and execute policies and activities that will further the profession of the interpretation of American Sign Language and English and the transliteration of English.

This section is required. The affiliate chapter's objective should be clearly stated.

Article III Membership

Section 1. Categories of Membership

A. Voting Members

1. *Certified:* A (affiliate chapter name) member who is a certified member in good standing of RID.
2. *Associate:* A (affiliate chapter name) member who is an associate member in good standing of RID.
3. *Student:* A (affiliate chapter name) member who is currently enrolled in an interpreting degree program at a college or university **AND** who is a

Although not required, membership categories are suggested in order to ensure that individuals making motions or voting on certification issues can easily be identified.

Student member in good standing of RID.

B. Non-Voting Members

1. *Organizational*: An organization or business.
2. *Supporting*: A (affiliate chapter name) member who is not a certified, associate or student member of RID.

Section 2. Eligibility

A. Application for Membership

Those interested in membership must submit to the membership coordinator a completed official application form and correct dues for the appropriate membership category. Upon receipt, the membership coordinator shall mail the applicant a membership card showing his/her name and date of expiration. New membership will also receive a membership directory and a copy of the most recent newsletter. In the event the applicant has paid too much, the membership coordinator will inform the applicant and arrange for a refund check to be sent for the amount overpaid. Should the payment be insufficient, the membership coordinator shall notify the applicant and request the remainder due is paid within thirty days of notification. If the amount due is not paid within 30 days, the applicant's original

Although this section is not required, it is advantageous to inform members and potential members what to expect when applying for membership.

Each affiliate chapter will have a different person to whom to submit membership applications.

Additionally, each affiliate chapter will process membership applications differently.

Important: Do not include membership dues in your bylaws, as it will take a two-thirds majority to change.

check shall be returned and the application shall be denied.

B. Annual dues

The Board of Directors has the authority to fix and/or amend the amount of annual dues, as they deem appropriate. Notification of any changes in the dues structure will be given to the membership at least 60 days prior to implementation.

This sample is the membership year model since it coincides with RID's fiscal year.

C. A member who has paid the established annual dues for the current membership year shall be considered a member in good standing.

D. *Membership Year* is defined as the period from July 1 - June 30.

Section 3. Voting Rights and Requirements

A. Certified members in good standing with this corporation and RID shall have one vote on all matters open to membership vote.

Voting rights are one of the primary rights of each member.

B. 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.

Identifying each member's right to vote on various issues is vital.

C. Student members in good standing with this corporation shall have one vote on all matters open to membership vote that specifically deal with (affiliate

chapter name) interests only and do not pertain to RID evaluation and certification.

D. Organizational and Supporting members hold a non-voting status.

E. (Affiliate chapter name) does not issue or honor proxies.

The decision whether or not to honor proxies will vary by each affiliate chapter.

Section 4. Termination of Membership

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.

Hopefully, you will never have to use this section; however, it is better to be safe than sorry.

B. Non-payment of dues: Failure to pay annual dues of that membership year shall result in termination of membership.

Obviously if you don't pay your dues, then your membership ceases.

C. Resignation: Any member may resign before the expiration of membership by surrendering their membership card to the membership coordinator. 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.

State the obvious anyway.

D. Appeals: Suspension or revocation of membership may be appealed to the board of directors

of this affiliate chapter.

Section 5. Reinstatement

A. Reinstatement following suspension or expulsion for cause: Upon notice of reinstatement of membership from the board of directors, a former member may apply for reinstatement.

This too should be identified.

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, a 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 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 6. Transfer of Membership

Affiliate chapter membership is non-transferable.

Meaning, one member cannot transfer their membership to another person.

Section 7. 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.

If you use membership categories, the bylaws should identify how to change categories.

Article IV Directors

Section 1. Composition of Board of Directors

The Board of Directors shall be comprised of president, vice president, secretary, treasurer, member-at-large, and one representative of each local chapter. In addition, the immediate past president may serve as a non-voting ex-officio member of the board of directors for one term.

Identification of the officers is required. However, each affiliate chapter may have different members on their boards.

Section 2. Powers and Limitations

A. Powers:

This is required.

1. To prescribe officers powers and duties consistent with law, the Articles of Incorporation, and these bylaws: and fix their compensation.
2. To conduct, manage and control the affairs and business of the affiliate chapter and to make rules and regulations consistent with the law, the Articles of Incorporation and these bylaws.
3. To borrow money or incur indebtedness for the purposes of the corporation and for that purpose to cause to be executed and delivered, in the corporate name, bonds, debentures, deeds of trust, mortgages, pledges or other evidence of debts.

Clearly identify the powers of the Board of Directors.

4. To establish/abolish liaisons with other organizations.

B. Limitations:

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

Each affiliate chapter can design their own limitations.

Section 3. Duties

A. General Duties

1. To perform any and all duties imposed on them by law, the Articles of Incorporation, these bylaws or as directed by the membership.
2. To adopt, make and use a corporate seal, corporate logo, and to prescribe the form of membership cards.
3. To approve an annual budget for the maintenance and operation of this corporation.

Likewise, duties of the Board of Directors are also required.

B. Officers

1. President

The president shall:

- a. Have general supervision and direction of the

The role of each officer is required in the bylaws.

Keep in mind that each role should be clearly identified so as to avoid confusion.

affairs of the corporation and other duties, as may be prescribed by the board, the membership, and the national RID.

- b. Appoint any committees, including standing, special and/or ad hoc, composed of voting members in good standing.
- c. Have co-signature responsibility with the treasurer on all checks and warrants for the withdrawal of corporate funds.
- d. Set the agenda and conduct all board meetings, the annual conference business meeting(s), and any special meetings of the membership.

2. Vice President

The vice president shall:

- a. In the absence of the president, perform all duties of the president and in so acting, shall have all the

The vice president has a very important role within the organization.

The vice president should be able to fill the role of the president should it become necessary.

powers of the president.

- b. Have other powers and duties as prescribed by the board of directors and/or the membership.

3. Secretary

The secretary shall:

- a. Keep a full and accurate record of the proceedings of the board and annual and/or special business meetings of the membership.
- b. Keep the seal of the corporation and affix it to such papers and instruments as may be required in the regular course of business.
- c. Make service of such notices as may be necessary or proper.
- d. Maintain the records of the corporation.
- e. Provide periodic reports to the membership on the actions of the

The secretary is a vital role into ensuring that minutes and records of the organization are documented and kept appropriately.

Board.

- f. Handle all official correspondence of the corporation.
- g. Have other powers and duties as prescribed by the Board and/or the membership.

4. Treasurer

The treasurer shall:

- a. Supervise the receipt and safekeeping of all funds of the corporation and deposit them in the bank or banks that may be designated by the board.
- b. Have co-signature responsibility with the president for signing checks and warrants for the withdrawal of affiliate chapter funds.
- c. Have other powers and duties as prescribed by the Board and/or the membership.

As the person responsible for the financial affairs of the organization, the treasurer is another important board member.

5. Member-at-Large

The member-at-large

shall:

- a. Assist the local chapter representatives with the coordination of activities and communication in and among regions.
- b. Have other powers and duties as prescribed by the board and/or the membership.

The role of the member at large often depends on how each affiliate chapter is set up.

Often this position is the link between the membership and the board of directors.

6. Local Chapter Representative

The local chapter representative shall:

- a. Convene and preside over local chapter meetings, facilitate the development of local chapter activities, serve as resource persons to members within their respective region.
- b. Provide annual reports to the board on local chapter activities.
- c. Provide periodic reports to the membership on

Some affiliate chapters have local chapters and some do not.

If you do have them, then it is in the best interest to include them in the bylaws.

local chapter activities via the corporation's newsletter.

- d. Have other powers and duties as prescribed by the board and/or the membership.

Section 4. Qualifications

Each officer serving on the board of directors of the corporation must be a member of this affiliate chapter as well as a member of RID, Inc. In addition, the president shall have been a member of the corporation AND a member of RID for at least two years prior to serving.

This is required by RID.

Section 5. Terms of Office

- A. Terms of office for the president, vice president, treasurer, secretary and member at large shall be two years. Terms shall commence on January 1 of odd numbered years.
- B. Terms of office for local chapter representatives shall be two years. Terms shall commence on January 1 of even numbered years.

Terms of office need to be laid out.

Each affiliate chapter may have a different cycle and/or timeline.

Section 6. Nominations and Elections

- A. A call for nominations shall be made to the membership no less than 30 days prior to the election.
- B. Members seeking election must

The conduct of nominations and elections is required.

This is a good model,

be members in good standing of the affiliate chapter and RID; and be nominated and seconded by members in good standing of the affiliate chapter.

however, feel free to include whatever practices your affiliate chapter uses.

- C. Voting members of the affiliate chapter during the annual business meeting preceding the expiration of the term of office whose position the members seek to fill shall elect officers and local chapter representatives. Their terms of office shall commence on January 1 of the year immediately following said election.

In addition, plug in your affiliate chapter's appropriate timeline.

Section 7. Vacancies

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

This is required and vital.

- A. Resignation: Any officer or local chapter representative may resign upon giving at least two-week prior written notice to the president or secretary.
- B. 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. Individuals appointed to fill a vacancy shall be appointed for the remainder of the term of their predecessor.

If an officer leaves how do you fill that position?

Section 8. Meeting of the Directors

- A. The board of directors shall meet at least four times annually on dates and at locations selected by the board.
- B. The agenda of board meetings will be prepared by the president and distributed to the board members at least one week prior to the meeting.
- C. The president or, in the absence of the president, the vice president shall preside over meetings of the board. In the event that neither the president nor vice president are present and, providing that a majority of the remaining members are in attendance, a chairperson may be chosen by those 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 person as acting for the meeting.
- E. All board meetings will be open to the membership and/or visitors, unless designated as such by the officers of the affiliate chapter.
- F. Board meetings 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

This section is crucial to identify the times of board meetings, conduct of board meetings, the role of key board members, how interpreters will be handled and who may or may not attend.

Note: In order to allow for the full inclusion of members, it is wise to have open board meetings whenever possible.

possible, but not guaranteed.

- G. Conference call or similar communication equipment may hold any meeting, regular or special, with a majority of the board present.

Section 9. Quorum

A majority of the board shall constitute a quorum for the transaction of business at any meeting of the board. Should less than a majority of directors attend a board meeting, the meeting will be adjourned and rescheduled.

This section is required.

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.

As a non-profit organization, this section is vital.

Article V Committees

Upon the Board of Director' approval, the president shall appoint and charge any committees, including standing,

special and/or ad hoc, composed of voting members in good standing. A majority of the entire committee shall constitute a quorum.

A. Standing: The number of standing committees will vary depending on the needs of the affiliate chapter. They shall be appointed by the president when deemed necessary, or be discontinued when deemed no longer necessary by a majority decision of the Board.

B. Special/Ad Hoc: Shall be appointed by the president when deemed necessary to carry on the work of the affiliate chapter. Committees will serve until the assigned task(s) is completed, or when deemed no longer necessary by a majority decision of the board.

C. Vacancies: Upon the Board of Directors' approval, the president shall appoint individuals who are voting members in good standing to fill committee vacancies.

It is unwise to identify specific committees by name in this section. Committees and/or committee tasks may change.

Article VI Meetings of Members

Section 1. Annual Conference

An annual conference shall be held for the purpose of providing an opportunity for professional development of the members, to conduct necessary business of the affiliate chapter, and/or to provide 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 60 days prior to the date scheduled.
- B. A committee shall be appointed by the president to plan the event, and chaired by an individual chosen by a majority vote of the board.
- C. Conduct of meetings: Unless otherwise directed by the members, all meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised.
- D. Quorum: Ten percent (10%) of the voting members determined by the membership roll of the affiliate chapter thirty (30) days prior to the meeting.

This section is required.

It identifies membership meetings, the prescribed advance notice, how membership meetings will be conducted, and what constitutes a quorum.

Section 2. Special Meetings

Special meetings of the members may be called at any time by the board, or 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 thirty (30) days prior to the meeting.

This area is vital as it empowers the membership and board to take action in the event of special situations.

Article VII Fees, Dues and Assessments

In order to remain in good standing, a member must pay annual dues in

The Board of Directors should decide on

amounts to be fixed by the board of directors.

membership dues.

Article VIII Local Chapters

Section 1. (Affiliate chapter name) shall be comprised of local chapters, the exact number of which to be determined by the board.

Again, some affiliate chapters have them and some do not. As such, these sections are optional.

Section 2. Any local chapter established under these bylaws should remain intact so long as it desires and so long as it complies with the provisions of these bylaws, the corporation's charter and all regulations that promulgated by the board.

Section 3. Although local chapters were established based on geographical location, (affiliate chapter name) members are not limited by that determination and may affiliate with the local chapter of their choosing.

Section 4. (Affiliate chapter name) members wishing to establish an additional local chapter within (YOUR STATE) may do so by submitting to the board, in writing, a statement of intent to be bound by these bylaws, and a statement of justification for the establishment of an additional local chapter. The request will be reviewed by the board during its next scheduled board meeting and will inform the group, in writing, of their decision. The decision of the board is final.

Section 5. Each local chapter shall be granted funds, as determined by the board, to be used at their discretion. The treasurer shall make the amount a line item on the annual (affiliate chapter name) budget.

Section 6. Should the board find the local chapter in

violation of these bylaws, the corporation's charter, or any regulations promulgated by the board, the local chapter representative shall be so notified. The board will determine and take appropriate punitive action, which may include removing the local chapter representative and/or disbanding the local chapter.

Section 7. Local chapters shall have the right to use the (affiliate chapter name) logo.

Section 8. Each local chapter shall sponsor are least one workshop annually. Sponsorship may be accomplished through co-sponsorship with the professional development committee or any outside organization as long as the event offers CEU/ACET credits for RID members and promotes the professional development of (affiliate chapter name) members.

Section 9. All local chapters of this affiliate chapter shall be named as to identify it with the geographical area, in which it resides, and shall include the name of this corporation.

Article IX Fiscal Year of the Corporation

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

This section is required.

Article X Amendment of Bylaws

The bylaws may be amended or repealed by approval of two-thirds of the eligible voting members in attendance and voting during a regular, annual, or special meeting of the membership, or by mail

This section is also required.

referendum, with ninety (90) days prior notice. Amendments must be reviewed and approved by the bylaws committee prior to voting, or in the absence of a bylaws committee, by the Board of Directors.

Article XI Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this chapter 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.

This section is mandatory since it addresses all other concerns that are not specifically outlined in the bylaws.