

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

Affiliate Chapter Handbook
Third Edition
Section 8

Affiliation Requirements:
You wanted it when?

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Written/Compiled by the Affiliate Chapter Relations Committee, 2001-2007.

Editor's Note

This section is one in a series of sections of the Affiliate Chapter Handbook intended to assist affiliate chapters in developing and maintaining a functional chapter of the Registry of Interpreters for the Deaf, Inc. Each section has been prepared with the needs of the affiliate chapter in mind based on feedback provided to the Affiliate Chapter Relations Committee (ACRC) by the membership during the 2001 RID Convention, Orlando, Florida, and from the ACRC survey of affiliate chapters.

The ACRC Mission Statement:

It is the mission of the Affiliate Chapter Relations Committee to clarify and strengthen the organizational structure of the Registry of Interpreters for the Deaf, Inc. by acting in an advisory capacity, representing the interest of the affiliate chapters and promoting best practices so that affiliation is valued by chapters and by individual members.

The design, organization and composition of the membership of affiliate chapters across the country vary. To accommodate the diversity of affiliate chapter needs, each section (or parts thereof) may not apply to every affiliate chapter. The challenge was to develop all-inclusive sections with the understanding that each individual affiliate chapter may or may not need the information in its entirety.

The Affiliate Chapter Handbook is intended to be a “living document” with updates, additions and/or deletions made accordingly and in a timely manner by the ACRC. Suggestions and inquiries to the Affiliate Chapter Handbook or the ACRC may be directed through the RID National Office, Membership Services Coordinator, or via e-mail at membership@rid.org.

The Affiliate Chapter Relations Committee would like to express its' sincere appreciation to the following individuals for their assistance with various sections of the Affiliate Chapter Handbook.

Cultural Diversity in Leadership Committee, 2003-2005

Janet L. Bailey, RID President, 1991-1995

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Libby Pollard

Julie Simon

Christine Smith

Linda K. Stauffer

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RID Affiliate Chapter Requirements

Required Documentation and Submittals

By complying with affiliation requirements it is possible for the region representative and the National Office to have a more clear understanding of each affiliate chapter.

Each RID region representative is responsible for monitoring compliance with the affiliation requirements for each affiliate chapter in his/her region. In the event that these requirements are not met, the chapter's region representative will discuss the situation with the affiliate chapter's board of directors. At that time, the chapter must determine if they wish to move toward compliance or dissolve the chapter.

It is the responsibility of the affiliate chapter's president to assure that required documentation is completed and submitted to the region representative. The region representative will then compile the information within his/her region and submit it to the National Office.

See next page for a check sheet and time line of requirements.

RID Affiliate Chapter Affiliation Requirements

<input checked="" type="checkbox"/>	ITEM	DUE DATE	DUE TO WHOM
	All Bylaw and Policy and Procedure amendments	As Occurs	RID Director of Member Services & Region Representative
	Changes in contact information for any of the following:	As Occurs	RID Director of Member Services & Region Representative
	a) AC Mailing Address		
	b) AC Board of Directors (Names, Addresses, Positions, Term Expirations)		
	c) AC Newsletter Editor (Name, Address)		
	d) AC CMP Coordinator (Name, Address)		
	One copy of each AC newsletter (hard copy or electronic)	As Occurs	RID Director of Member Services & Region Representative
	Minutes of all meetings (Executive Board of Directors and General Membership)	As Occurs	RID Director of Member Services & Region Representative
	Letter stating any tax-related changes within the AC (Names, Addresses, Local Chapters)	As Occurs	RID Director of Member Services & Region Representative
	Copy of current membership listing (names only)	October 1st + April 1st	RID Director of Member Services & Region Representative
	IRS Form 990: Return of Organizations Exempt from Income Tax	Within 90 Days After End of the AC Fiscal Year	IRS
	Annual report which includes:	Within 90 Days After End of the AC Fiscal Year	RID Director of Member Services & Region Representative
	1. Contact information for the AC Leadership (Contact Information Listing As Above)		
	2. Major affiliate chapter events for the year		
	3. Listing of workshops sponsored or co-sponsored		
	4. All annual committee reports		
	5. Copies of letters regarding political actions		
	6. Affiliate chapter problems and solutions (not grievance information)		
	7. Certified (by board or auditor) copy of financial statement (including descriptions of the source of revenue/all disbursements)		
	8. Copy of the IRS Form 990: Return of Organizations Exempt from Income Tax		