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ol ol { list-style: decimal outside; }
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<body>
<h1 style="text-transform: uppercase;">Association Bylaws (Draft)</h1>

<h1>Arizona Registry of Interpreters for the Deaf</h1>

<p>Adopted: October 2006</p>

<h2>Name</h2>

<p>The name of this organization shall be Arizona Registry of Interpreters for the
Deaf (AzRID).</p>

<h2 title="This section is required. The affiliate chapter's objectives should be
clearly stated.">Objective</h2>

<p>The principal objective of this organization is 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.</p>

<h3>Statement of Affiliation</h3>

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<p>The organization shall be an affiliate chapter of the national Registry of Interpreters for the Deaf, Inc. (RID), and shall uphold the purposes and abide by the policies and procedures established for affiliate chapters of RID.</p>

<h2>Membership</h2>

<h3>Categories of Membership</h3>

<p>This organization shall have the following categories of non-transferable membership:</p>

Voting Members:

Certified: An AzRID member who is a Certified member in good standing of RID.

Associate: An AzRID member who is an Associate member in good standing of RID.

Student: An AzRID member who is currently enrolled in an interpreting degree program at a college or university AND who is a Student member in good standing of RID.

Non-Voting Members:

Organizational: An organization/institution with an interest in supporting the purposes and activities of AzRID.

Supporting: An individual with an interest in supporting the purposes and activities of AzRID who is not a Certified, Associate or Student member of RID.

<h3>Eligibility</h3>

Application for Membership: Any individual may join the organization by submitting appropriate personal information, agreeing to support the goals and interests of the organization, and paying annual membership dues.

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

The membership year shall be July 1st through June 30th.

<h3>Voting Rights and Requirements</h3>

Each Certified member in good standing with this organization shall be entitled to one (1) vote on all matters open to membership vote.

Each Associate member in good standing with this organization shall be entitled to one (1) vote on all matters open to membership vote except those pertaining to evaluation and certification.

Each Student member in good standing with this organization shall be entitled to one (1) vote on all matters open to membership vote that specifically deal with AzRID interests only and do not pertain to evaluation and certification.

Organizational and Supporting members hold a non-voting status.

Voting by proxy shall be permitted provided that written notification of the proxy (indicating the assignor and the person carrying the proxy) is provided to the Secretary not less than 24 hours prior to the vote, and that the proxy carrier does not hold more than ten percent of the total number of votes presented at the election or vote.

<h3>Termination of Membership</h3>

<p>An individual's membership in AzRID can be terminated for the following reasons:</p>

Suspension or expulsion for cause as outlined in the Policies and Procedures Manual.

Non-payment of dues as outlined in the Policies and Procedures Manual.

Resignation.

<h3>Reinstatement</h3>

Application for Reinstatement: A former member who satisfies the requirements as outlined in the Policies and Procedures Manual may apply to be reinstated.

Appeals: Membership suspension or revocation may be appealed by following the guidelines set forth in the Policies and Procedures Manual.

<h3>Change in Membership Category</h3>

<p>A member who has a change in membership category will immediately be entitled to the privileges thereof. Beginning with the next fiscal year, dues for that

member shall be based on the new membership category.</p>

<h2>Officers</h2>

<h3>Composition of Board of Directors</h3>

<p>The board of directors shall be composed of a president, vice president, secretary, treasurer, and three (3) community representatives. In addition, the immediate past president shall serve as a non-voting <dfn>ex officio</dfn> member of the board of directors for one (1) term.</p>

<h3>Powers and Limitations</h3>

Powers:

To prescribe officers' powers and duties consistent with law and these bylaws.

To conduct, manage and control the affairs and business of AzRID and to establish policies and procedures consistent with law and these bylaws.

To establish/abolish liaisons with other organizations.

Limitations: Directors shall not concurrently serve as elected officers on the national board of directors of RID.

<h3>Duties</h3>

All Officers shall:

Perform duties as prescribed by the voting membership, the board of directors or as required by law.

Approve the budget of the organization annually.

The President shall:

Represent AzRID in all appropriate activities.

Preside at meetings of the members and/or directors.

Appoint committees.

Communicate affairs of the organization to the members at meetings of the membership, and in such other manners as are deemed prompt and appropriate.

Cosign with the treasurer all checks and warrants for the withdrawal of organizational funds.

The Vice President shall:

In the absence of the president, assume all the duties and bear all the powers of the president.

The Secretary shall:

Take complete and accurate minutes of all meetings of the organization, making such minutes available to any officer or member upon request not more than 14 days following the meeting in question.

Maintain organizational records, minutes, and correspondence.

Supervise the maintenance of records pertaining to membership of the organization.

Keep the seal of the organization and affix it to such papers and instruments as may be necessary in the course of business.

Issue meeting notices as are required to establish duly called meetings and actions.

The Treasurer shall:

Supervise the receipt and safekeeping of all funds of the organization.

Maintain full and accurate financial records of the organization.

Cosign with the president all checks and warrants for the withdrawal of organizational funds.

The Community Representatives shall:

Represent the organization to their respective communities and vice versa.

Serve as liaisons between the membership and the board of directors.

The Immediate Past President shall:

Coordinate the transfer of power upon leaving the office of the President.

Advise the board of directors on organizational history to ensure cohesion from

board to board.

The Executive Committee shall:

Comprise the president, vice president, secretary and treasurer.

Prepare the agenda prior to meetings of the board of directors.

In the event that the entire board of directors is unable to convene, have full power and authority to take action on emergency issues.

<h3 title="This is required by RID">Qualifications</h3>

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

All officers, except the community representatives, shall have been AzRID members in good standing for a minimum of nine (9) months prior to candidacy. All officers shall maintain membership in good standing with AzRID AND RID throughout their terms of office.

<h3>Terms of Office</h3>

Each officer shall serve a term of two (2) years. Terms shall begin on the first day of the membership year. In the case of an appointment to office, the term of office shall begin immediately upon appointment.

No officer shall serve more than two (2) consecutive terms in the same office. In addition, no officer shall serve more than three (3) consecutive terms on the board of directors.

The president, vice president, secretary, and one community representative shall be elected in even numbered years.

The treasurer and two community representatives shall be elected in odd numbered years.

<h3>Nominations and Elections</h3>

The election of officers shall take place during the last general meeting of the membership year.

Procedures governing nominations and elections are contained in the Policies and Procedures Manual.

<h3 title="This is required and vitally important">Vacancies</h3>

<p>A vacancy 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 amendment of these bylaws. Additionally a vacancy shall occur when an officer moves outside of San Diego County; this situation would require the officer's immediate resignation.</p>

Removal of Directors: The board of directors may declare vacant any office for which the director has been removed due to legal action or for cause as detailed in <cite>Robert's Rules of Order Newly Revised</cite>.

Appointment to Fill a Vacancy: The president shall nominate a candidate to fill any vacancy. Final appointment of the candidate shall require an affirmative vote of a majority of the remaining officers. Individuals appointed to fill a vacancy shall be appointed for the remainder of the term of their predecessor.

<h3 title="In order to allow for the full inclusion of members, it is wise to have open board meetings whenever possible.">Meetings of the Directors</h3>

Regular Meetings: The board of directors shall meet at least four (4) times annually on dates and at locations selected by the board. These meetings shall be announced to the directors and members at least 14 days in advance, and shall be open to members and/or visitors unless otherwise designated.

Special Meetings: These may be called by any two executive committee members and shall be announced to the directors at least than three (3) days in advance, unless all directors agree to waive such notice.

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.

<h3 title="This section is required.">Quorum</h3>

<p>A majority of the board shall constitute a quorum.</p>

<h3 title="For a non-profit organization, this section is vital.">Compensation</h3>

The members of the board of directors of AzRID shall have no compensation for their services as directors.

AzRID may reimburse directors for reasonable expenses incurred for the purpose of attending any regular or special meetings of the board, and for reasonable expenses made for the purpose of doing AzRID business.

<h2>Committees</h2>

<p>Upon the board of directors' approval, the president shall appoint and charge any committees, including standing, special and/or ad hoc, composed of members in good standing. A majority of the entire committee shall constitute a quorum.</p>

<li title="It is unwise to identify specific committees by name in this section. Committees and/or committee tasks may change.">Standing: A standing committee is one that is deemed to have ongoing duties or to have such importance as to require it to be continually formed. The president shall appoint such committees when deemed necessary and discontinue them when deemed no longer necessary by a majority decision of the board.

Special/Ad Hoc: The president may establish ad hoc committees when deemed necessary. Such committees shall have specific, short-term tasks which shall be defined at the time of their formation, and shall serve until deemed no longer necessary by a majority decision of the board.

Vacancies: Upon the board of directors' approval, the president shall appoint individuals who are members in good standing to fill committee vacancies.

<h2>Meetings of Members</h2>

<h3 title="This section is required">Regular Meetings</h3>

The members shall meet at least two (2) times annually, one meeting being held during the last three (3) months of the membership year. Members shall be given written notice, consisting of the date, time, and specific location of the meeting, not less than 14 days prior to the meeting.

Quorum: A quorum shall consist of at least ten percent (10%) of the voting members as determined by the AzRID membership roll.

<h3 title="This area is vital as it empowers the membership and board to take action in the event of special situations.">Special Meetings</h3>

<p>Special meetings of the members may be called at any time by the board or by 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.</p>

<h2>Dues</h2>

<p>In order to remain in good standing, a member must pay annual dues in advance of the July 1st of each fiscal year, in amounts to be fixed from time to time by the board of directors. Dues are in arrears as of August 1st of each fiscal year. The board of directors shall not increase or decrease membership dues by more than ten percent (10%) without a majority vote of the membership either at a meeting of the membership or by mail referendum. The dues shall be equal for all members of each category, but different dues may be set for each category. Notification of any changes in dues must be published in the association newsletter at least 90 days prior to the anticipated implementation.</p>

<h2 title="This article is required.">Fiscal Year</h2>

<p>The fiscal year of the organization shall begin July 1st and end June 30th.</p>

<h2 title="This article is required.">Amendment of these Bylaws</h2>

It is the purpose of these bylaws to serve the administrative needs of the organization. They may be amended periodically to meet changing needs, provided that revisions are not in conflict with the stated goals and objectives of the organization and those of RID.

An amendment shall be made if a two-thirds (2/3) vote favors of the amendment. Amendments affecting the status of a single membership category must be approved by a two-thirds (2/3) vote of the members of that category.

Bylaws amendments that are required in order to comply with RID policies and procedures for affiliate chapters shall not require a vote but shall be incorporated into these bylaws automatically.

The membership shall be notified of any revisions to these bylaws within 30 days after those revisions are made.

<h2 title="This section is mandatory since it addresses all other concerns that are not specifically outlined in the bylaws.">Parliamentary Authority</h2>

<p>The rules contained in the current edition of <cite>Robert's Rules of Order Newly Revised</cite> shall govern the organization in all cases to which they are applicable and consistent with these bylaws and any special rules of order that RID may adopt.</p>

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