



Policies and Procedures Manual

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

THE POLICIES AND PROCEDURES OF THE COLORADO REGISTRY OF INTERPRETERS FOR THE DEAF

Revised July 1993/January 1995/April 1996/March 2001/March 2002/
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I. BOARD OF DIRECTORS

Section 1: Proof of Membership

Board members must be members of RID. Proof of membership will be required by September 1st of each year.

Section 2: Meetings

- A. There are a minimum of four board meetings a year. Two representatives from each local affiliate are expected to attend. Each local affiliate is allowed a maximum of two votes. Visitors are welcome to participate, however only board members may make motions and/or vote.
- B. If a representative is not able to attend a board meeting, s/he should notify the president as soon as the absence is anticipated, or at least 48 hours prior to the meeting, and should make arrangements with the alternate representative to attend in her/his place.
- C. Local affiliate representatives are expected to have a working knowledge of both the state bylaws and their respective local affiliate bylaws. They are also strongly encouraged to bring copies of their local affiliate and state bylaws to each meeting.
- D. All agenda items must be submitted to the President at least two weeks prior to the meeting.

Section 3: Mileage

Travel to board meetings will be reimbursed only to CRID/WS officers at the applicable State rate. Lodging will be reimbursed to these officers.

II. HOME OFFICE

Section 1: Keys

Keys to the home office will be distributed to the state president, vice president, secretary and treasurer.

Section 2: Coordinator

The state vice president will serve as business coordinator to plan the use of the home office.

III. STATE, REGIONAL AND NATIONAL MEETINGS

Section 1: Who Should Represent CRID

The Executive Board will represent CRID at national and regional conferences. They will be responsible for preparing a report to the membership within three months of the conference.

Section 2: Expense Policies for Representatives

The Executive Board (president, vice president, secretary and treasurer) will be reimbursed \$35/day per diem, and hotel expenses as incurred for conferences. Receipts will be required for reimbursement. Every effort should be made to room together, if possible, to save costs.

The president, vice president, secretary and treasurer, or their appointed substitutes, conference planning chairpersons and sub-committee chairs will not be charged registration fees to state CRID conferences.

IV. LOCAL AFFILIATE/STATE RELATIONS

Section 1: Local Affiliate Responsibilities

- A. Make arrangements for local workshops;
- B. Disseminate local information throughout the state, by bringing local affiliate information to CRID board meetings, and publishing articles in the newsletter;
- C. Disseminate state and national information to local members.

Section 2: State Responsibilities

- A. Liaison with and representation to the national organization;
- B. Recruit presenters and trainers for the professional development of members;
- C. Provide yearly workshops;
- D. Disseminate national and regional information.

Section 3: Allocations

The allocation of individual and student membership dues, which are \$36 and \$16 respectively, is that 75% is retained by the state (\$27 and \$12) and 25% goes to the local affiliate (\$9 and \$4).

V. ESTABLISHING LOCAL AFFILIATES

In order to set up a new local affiliate, a local group of interpreters and other interested persons must submit the following to the state board for approval:

- A. A formal request to affiliate with CRID;
- B. The proposed local affiliate's name;

- C. The local affiliate membership list complete with names, addresses, and phone numbers (at least ten members are needed to form a local affiliate);
- D. A list of the local affiliate's officers with proof of RID membership (required for the president, secretary and alternate only);
- E. A copy of the local affiliate's bylaws.

VI. BENEFITS OF MEMBERSHIP

All new members shall receive a new member packet which will include:

- 1) the CRID philosophy statement,
- 2) a president's letter,
- 3) information about the CRID website which contains the Bylaws and Policies and Procedures
- 4) a membership card,
 - a) Dual members (those who hold membership in both CRID and RID) will receive a green laminated card.
 - b) Other members will receive a white laminated card.
- 5) the CRID Standard Practice Paper: Working Conditions for Interpreters in Colorado, and
- 6) the RID Professional Sign Language Interpreting Standard Practice Paper.

Section 1: Individual Membership

- A. All individual members:
 - 1) receive the CRID newsletter,
 - 2) receive discounts to CRID functions,
 - 3) receive a copy of the CRID directory to be picked up at a local affiliate meeting,
 - 4) who are students enrolled in state-approved interpreter preparation programs, are entitled to student discounts at CRID functions.
 - 5) may vote on local affiliate matters only.
- B. Dual members:
 - 1) are members of both CRID and RID,
 - 2) have voting rights at their local affiliate business meetings and at the CRID Annual Business Meeting.
 - 3) those wishing to vote at an annual business meeting must have joined RID prior to the date of the annual business meeting, with verification from either the RID database or a valid RID membership card,
 - 4) are eligible for CRID scholarships,
 - 5) may hold state or local affiliate office.

Section 2: Student Membership

- A. Student members:
 - 1) are members of (Student Colorado Registry of Interpreters for the Deaf) SCRID, which is any CRID-affiliated student organization,
 - 2) vote in their own meetings,
 - 3) receive the CRID newsletter,
 - 4) receive a student discount to CRID workshops and conferences.
- B. The SCRID affiliate group sends its president and another representative to attend the CRID local affiliate's meetings. These representatives pay CRID individual membership dues.

- C. SCRID members who are full CRID members may apply for CRID scholarships.

Section 3: Organizational Membership

Organizations wishing to show support of CRID may do so by paying an annual membership fee. Organizational members receive the following benefits:

- A. All CRID publications;
- B. Annual recognition with publication of the organization's name and principal activities in the newsletter to be submitted to the board for approval;
- C. One free 1/4 page advertisement provided by the organization published annually in the newsletter;
- D. Their name published in the CRID directory.
- E. Can have a link to their website, upon request and approval.
- F. Can submit workshop and job announcements for approval to be posted to the website.

VII. WORKSHOPS/CONFERENCES

All CRID sponsored activities shall be held in a location that complies with the Americans with Disabilities Act.

Section 1: State Conferences

Annual conferences shall be held within the last three months of the fiscal year. Local affiliates will host the conference on a rotating basis. The State Conference Planning Committee shall assist the local affiliate in planning this conference. The state shall have financial responsibility for the yearly conference, with assistance from local affiliate fundraising efforts.

Profits, if any, from the yearly conference shall be split between the state and the local affiliate as follows: 60% to the local affiliate and 40% to the state.

Losses, if any, shall be assumed by the state.

The state shall advance \$2,000 to the local affiliate hosting the next conference. This \$2,000 is to be considered a part of the conference budget, and will be calculated as such in the conference financial reporting.

All conference registration forms shall offer a student member rate which is given to students enrolled in state-approved interpreter preparation programs, whether they are Student or Individual members of CRID.

- A. Payment for Presenters

CRID will pay professionals depending on their level of expertise and length of s determined by the conference planning committee.

Registration fees for CRID members who give workshops will be waived.

Members of panels are to be charged no registration fee, allowing them access to other sessions and workshops for free. A small honorarium may be negotiated by the conference planning committee, depending on the topic, preparation time, distance traveled and time on the panel.

B. Travel for Presenters

Airfare is paid at the most economical rate available. Reimbursement for mileage is based on gas receipts. Two or more trainers traveling along the same route are encouraged to travel together.

C. Housing for Presenters

The conference planning committee will make housing arrangements for presenters.. Maximum per diem for meals is \$35, with hotel costs reimbursed as incurred. The conference planning committee shall decide whether to reimburse expenses or make them a part of the conference budget.

D. Fundraising

Fundraising at state conferences shall be limited to those activities which generate profit for the state-wide organization, not for local affiliates.

Those wishing to sell goods at conferences may:

- 1) rent a booth from CRID and keep their own profits, or
- 2) pay no booth rental but donate proceeds, or a portion of the proceeds, to CRID.

Section 2: Workshops

Workshops (non-conference) shall be the responsibility of the local affiliates.

Workshops should be designed to pay for themselves and ideally make a profit. Nonmembers will pay a suggested fee of 1.5 times the fee for members.

VIII. FEE ADJUSTMENT FOR CRID SPONSORED EVENTS

An individual wishing to receive a waiver of all or part of the fee for any workshop must request the waiver in advance (i.e. the early registration deadline posted for the event). The professional development committee chairperson and state secretary will evaluate all such requests fairly, taking into account expected attendance, expenses, etc. In exchange for a fee waiver, the individual will be expected to perform some kind of work, such as assisting with planning, preregistration, set up, etc.

IX. SCHOLARSHIP FUNDS

Scholarships to help defray the cost of attendance at RID and CRID conferences, attendance at workshops, NIC testing, EIPA testing, and applicable professional development endeavors will be made available as funds allow and at the discretion of the Scholarship Committee. Procedures for scholarships are as follows:

- 1) Applications will be reviewed by the Scholarship Committee four (4) times a year. Application deadlines are January 15th, April 15th, July 15th and October 15th.

- Scholarship applications are available at all times on the CRID website (www.coloradorid.org) and by mail or email upon request.
- 2) All proceeds from the CRID Silent Auction held at the annual CRID state conference will be designated for the scholarship fund.
 - 3) Scholarship monies will be given with priority to CRID members who have not received a CRID scholarship within the past two years. Award considerations will be based upon:
 - a) an individual member's contribution to CRID,
 - b) an individual's proposed reciprocation to CRID: a gift of time, skills or knowledge,
 - c) completeness and thoroughness of the submitted application form,
 - d) clearly stated objectives for the use of the scholarship money, and
 - e) whether or not the scholarship request is in line with the current goals of the organization.
 - 4) The Scholarship Committee will review all applications received by the deadline and make award recommendations to the CRID State Board in the form of a motion. Once approved by the Board, the Scholarship Committee Chair will inform applicants of the committee's decision.
 - 5) Scholarship recipients must contact the CRID State Treasurer to claim their award and make payment arrangements before the next review cycle deadline. Failure to do so will result in the loss of the award and the applicant will be asked to re-apply if funds are still needed.
 - 6) Scholarship recipients will be asked to submit proof that the awarded funds were used as requested such as a copy of a workshop certificate of completion or attendance, verification of completion of testing, etc.

X. CHECK POLICIES

Section 1: Bounced Checks

CRID will expect to receive \$20 per bounced check payable with a money order within 10 days of notification. Membership privileges will be suspended until the amount of the check and the fee have been paid, or satisfactory arrangements with the board have been made.

Section 2: Check Signatures

Two (2) signatures are required on checks for disbursements over \$500.00.

XI. COMMUNICATION POLICY

- 1) CRID disseminates information, through email only for CRID/RID or any affiliate sponsored events.

XII. CONFERENCE INTERPRETERS

CRID intends to provide the highest quality of interpreting services possible for its conferences. Selection, scheduling and compensation of interpreters for conferences shall be the responsibility of the planning committee and interpreter coordinator(s) for each event.

- A. Interpreters
 - 1) Interpreters working at state conferences shall be members in good standing of CRID, or their local state affiliate, and/or RID.
 - 2) Hearing and Deaf interpreters shall hold current certification as follows:
 - a. RID CI or CT or CSC or IC/TC, NIC (any level) or
 - b. RID CDI, or

- c. NAD Level IV or Level V, or
 - d. Other specialty certificates (i.e. SC:L) as may be deemed necessary, or
 - e. Shall possess specific skills, experience, cross cultural skills, knowledge and/or training that would (at the determination of the interpreter coordinator(s)) make that person an appropriate member of the interpreting team.
- B. Compensation of Interpreters
Interpreters working at CRID conferences shall receive an honorarium and waiver of registration fees as determined by the planning committee and agreed upon by the interpreter prior to the event.

XIII. COMMITTEES

Section 1: Responsibilities

- A. Committee chairpersons:
- 1) will keep the vice president informed of any changes or additions to the committee,
 - 2) will send a written report to the vice president at least two weeks prior to each scheduled board meeting.
- B. The **Budget Committee** is responsible for developing a yearly budget for CRID based on input from the various committees and the board. Committee chairs shall submit budget requests by the date requested by the vice president.
- C. The **Bylaws Committee** is responsible for:
- 1) reviewing the bylaws and policies & procedures on a regular basis and updating these documents as necessary. Copies will be distributed to the membership on an annual basis. Copies will be made available to the membership on the website.
 - 2) the business meeting functions of parliamentarian, timekeeper, card distribution, and helping with writing motions on the overhead for viewing by all members.
 - 3) administering mail referenda
- D. The **CRID Member of the Year Committee** shall publish a nomination form in the CRID newsletter. The award, to be given at the state conference, shall be named The Mary Lee Ragland Award.
- E. The **Educational Interpreters Committee** is responsible for studying issues which specifically impact interpreters who work in the public school setting and in post secondary institutions.
- F. The **Historian Committee** is responsible for preserving pictorial and written documents detailing the history of the organization. The committee will include a chairperson and a representative from each local affiliate.
- G. The **Legal Interpreting Committee** is responsible for liaison with the state government and local government agencies such as the police.
- H. The **Membership Development Committee** shall:
- 1) notification of membership renewals will be sent electronically to follow RID's procedures to all members in September of each year;
 - 2) establish, maintain, and distribute a list of current members in good standing and their certification status.

- 3) provide credentialing at conferences to determine voting eligibility of attendees
- I. The **Publications Committee** is responsible:
 - 1) for publishing the CRID newsletter six times a year. The newsletter will:
 - a. include reports on local and national issues impacting CRID,
 - b. print a story or article on any event submitted for publication. The story will include pertinent information, such as who, what, where, why and when, but may not appear in its original format. Unless the organization submitting information pays for advertising space, registration forms will not be printed.
 - c. print advertisements at a cost of \$40 for a full page, \$25 for 1/2 page, \$15 for 1/4 page, \$10 for a business card and \$5 for a non-CRID event flyer. All advertisements must be camera ready. CRID events are exempt from charges.
 - 2) for establishing, maintaining and distributing a membership directory. Such directory will contain a list of members in good standing, their certification status, and such personal contact information as members allow. This directory will be made available at the annual conference and will be delivered to those members not in attendance.
 - J. The **Public Relations/Fund Raising Committee** is responsible for educating interpreters and the public about CRID as a professional organization as well as coordinating events to collect monies with which to pursue organizational goals.
 - K. The **Scholarship Committee** shall be chaired by the state president. The other members are the state treasurer and the local affiliate presidents.
 - L. The **State Conference Planning Committee** shall work with the local affiliates in planning and hosting state conferences.
 - M. The **Election Committee** is responsible to develop a process and provide oversight to mail ballots in elections.
 - N. An ad hoc committee shall be established any time there is the need for a group of members to accomplish a short term goal. Once the board determines there is no longer a need for the committee, it shall be dissolved.

Section 2: Funding

- A. In order for any of the standing committees to receive CRID funding, an itemized list of anticipated expenditures shall be submitted to the board two months prior to the annual business meeting.

Standing committees shall submit a proposed budget to the Budget Committee prior to the annual conference. This proposal shall include a total amount requested from CRID, an itemized list of anticipated expenditures and any expected revenue from other sources.
- B. Individuals expecting reimbursement from CRID must go to businesses pre-approved by the state board. Businesses approved for copying are OfficeMax, Office Depot, Colorado Express Copies, Mail Boxes Etc. and Hampden Press.
- C. All reimbursements for expenses require adequate receipts. No checks for reimbursement will be issued without proper receipts of purchases or expenditures.

- D. Donations shall be made only using monies raised by fundraising.

Section 3: Board Liaison

The state vice president shall:

- A. be responsible for communication with all committee chairs;
- B. bring written reports from committees to the board;
- C. send a reminder to all committees, three months prior to the annual business meeting, to submit their proposed budgets;
- D. make sure that committee members, as well as individual members, who have made significant contributions to the organization are recognized in the CRID newsletter and in the state conference packet.

XIV. SPECIAL POSITIONS

These are positions appointed by the board for specific purposes.

Section 1: CRID-CAD Liaison

The liaison shall promote communications between the two organizations.

Section 2: CRID-SCRID Liaisons

The liaison from the CRID local affiliate to SCRID shall attend the first SCRID meeting in the fall of every year, explain CRID policies and local affiliates, the benefits of joining CRID, the membership categories, distribute membership forms and collect dues.

XV. AFFILIATIONS

CRID shall pay dues annually to maintain affiliated non-profit membership status with the Colorado Association of the Deaf (CAD).

CRID shall offer honorary membership to the president of CAD in order to promote a strong working relationship between our organizations.

XVI. AMENDMENT OF POLICIES AND PROCEDURES

New policies and procedures may be adopted or these policies and procedures may be amended or repealed by approval of a majority of the board as representatives of the statewide voting membership or by approval of the membership at the annual business meeting.