

# 2020 Policies and Procedures Manual

*Registry of Interpreters for the Deaf, Inc.*



Registry of Interpreters for the Deaf, Inc.

*Updated 2020*

*Amended 2023*

# Table of Contents

Table of Contents	1
<b>Introduction</b>	6
Purpose of the Manual	6
Need and Process	6
Manual Use, Reviews, and Updates	6
Process to Amend	7
History	7
<b>Charter Documents</b>	9
Registry of Interpreters for the Deaf Articles of Incorporation	9
Authority to do Business	9
IRS letter of determination granting 501(c)(3) status	9
<b>Strategic Plan Document</b>	9
Mission, Vision and Values Statements	9
<b>RID Mission</b>	10
<b>RID Vision</b>	10
<b>Diversity Statement</b>	10
<b>Commitment to Diversity</b>	11
<b>RID Strategic Recommendations</b>	13
<b>Action Planning</b>	13
<b>Status Reports</b>	13
<b>Membership</b>	14
Categories and Eligibility Requirements	14
<b>Categories</b>	14
<b>Eligibility</b>	14
<b>Voting Rights and Requirements</b>	14
<b>Termination of Membership and/or Certification</b>	14
<b>Reinstatement</b>	16
<b>Verification of Membership and Certification</b>	17
<b>Voluntary Relinquishment of RID Certification Policy</b>	17
<b>Misrepresentation of RID Credentials</b>	18
Member Sections	18
<b>Authorization</b>	18
<b>Definition</b>	19

<b>Recognition</b>	19
<b>Member Section Guidelines</b>	19
<b>Dissolved Member Sections</b>	20
<b>Governance- Introduction</b>	21
<b>Bylaws and Policies</b>	22
Organization Bylaws	22
<b>Bylaws</b>	22
<b>Board 4 Rs</b>	22
<b>Conference Business Meeting Motions and Resolutions</b>	22
<b>Board Business Meeting Motions and Resolutions</b>	22
Anti-Trust	22
Guiding Policies	23
<b>Succession Planning</b>	23
<b>Civility</b>	24
<b>Professional Responsibility of Leadership</b>	25
<b>Ethical Leadership</b>	25
<b>Fairness and Justice</b>	26
<b>Conflict of Interest Policy</b>	26
<b>Conflict of Interest Policy Guide</b>	27
<b>Duty of Confidentiality</b>	31
<b>Commitment to Transparency</b>	32
<b>Breach of Confidentiality</b>	34
<b>Anti-Harassment Policy</b>	34
<b>Prohibited Conduct</b>	35
<b>Complaint Procedure</b>	36
<b>Complaint Procedure Process:</b>	37
<b>Whistleblower Policy</b>	38
<b>RID Board Social Media Policy</b>	39
<b>Board Meeting Attendance Policy</b>	41
<b>Fundraising by Board Members</b>	42
<b>Fundraising Action Plan:</b>	43
<b>Board Member Publishing</b>	44
<b>Compensation for Presentations</b>	44
<b>Board Organization</b>	45

Roles and Responsibilities of Board Members	45
<b>Composition</b>	45
<b>Powers and Limitations</b>	45
<b>Fiduciary Responsibilities</b>	45
<b>Critical Attributes of Effective Nonprofit Leaders</b>	46
<b>Decision Making Process</b>	46
<b>Board Assessment</b>	47
Duties of Officers	47
Board of Directors Nominations and Elections	47
<b>Nominations</b>	47
<b>Elections</b>	48
<b>Board Vacancies</b>	49
<b>Special Elections</b>	49
<b>Transition of Information and Records</b>	49
<b>Board Operations</b>	51
Board Meetings	51
<b>Regular Meetings</b>	51
<b>Biennial Meetings</b>	51
<b>Special Meetings</b>	51
<b>Group Norms</b>	51
<b>Board Reports</b>	51
<b>Online Meeting Considerations</b>	52
<b>Face-to-Face Meeting Considerations</b>	52
<b>Board Meeting Calendar</b>	52
<b>RID Travel Policy</b>	52
<b>Regions</b>	53
Guidelines	53
<b>Region Makeup</b>	53
<b>Region Funds</b>	53
<b>Affiliate Chapters</b>	55
Authorization	55
<b>Governance</b>	55
<b>Forming a Chapter</b>	55
<b>Affiliate Chapter Organizational Documents</b>	56

<b>Reporting</b>	57
<b>Compliance</b>	58
<b>Non Compliance</b>	59
<b>Procedure to Rescind Affiliate Chapter Status from RID</b>	59
<b>Headquarters Support to Affiliate Chapters</b>	59
<b>Board Committees</b>	61
Purpose	61
Structure	61
Types of Board-Appointed Workgroups	62
<b>Councils</b>	62
<b>Standing Committees</b>	62
<b>Special and Ad Hoc Committees</b>	62
<b>Special Appointments – Representatives to RID</b>	63
Appointments	63
<b>Timeline</b>	63
<b>Call for Volunteers</b>	63
<b>Application Process</b>	64
<b>Consideration for Selection</b>	64
<b>Selection</b>	64
Term of Office	65
<b>Disbanding a Committee</b>	65
<b>Removal of an Individual Member</b>	65
Committee Guidelines	65
<b>Committee Membership</b>	65
<b>Scope of Work</b>	66
<b>Reporting- Progress and Achievement</b>	66
<b>Recommendations</b>	66
<b>Committee Meeting Logistics</b>	67
<b>Orientation</b>	68
<b>Budget</b>	68
<b>Content and Material Development</b>	69
<b>Committee Member Publishing</b>	69
<b>Compensation for Presentations</b>	69
Volunteer Participation Policies	70

<b>Organizational Administration</b>	71
<b>Tax Exempt Status</b>	71
<b>Fiscal Year</b>	71
<b>Retention of Records</b>	72
<b>Finance &amp; Operations</b>	73
<b>Budget Preparation</b>	73
<b>Balanced Budget</b>	74
<b>Reserves Buildup</b>	74
<b>Income</b>	76
<b>Expenditures</b>	78
<b>Royalties</b>	81
<b>TYPES OF ACCOUNTS</b>	81
<b>Investment Accounts</b>	83
<b>Publication of Audited Fiscal Information</b>	86
<b>Standards &amp; Practices</b>	87
<b>Ethical Practices System</b>	87
<b>Certification Maintenance Program</b>	87
<b>Certification</b>	87
<b>Member Services</b>	91
<b>Affiliate Chapters</b>	91
<b>Member Development</b>	91
<b>Demographic Reporting</b>	91
<b>Registry</b>	91
<b>Communications</b>	92
<b>Publications</b>	92
<b>Conferences</b>	95
<b>National Conferences</b>	95
<b>Regional Conferences</b>	95
<b>Appendices</b>	96

# Introduction

## Purpose of the Manual

The purpose of the Policies and Procedures Manual (PPM) is to contain the policies set by the Board of Directors of the Registry of Interpreters of the Deaf (RID). The PPM establishes procedures for the key elements and operations of the national association, including its headquarters, affiliates, committees, and member sections. The policies and procedures contained in this manual are general guidelines for the association. Exceptions to the policies and procedures noted herein are permitted with board approval, except for the provisions of the Bylaws which cannot be waived or altered except as noted in the Bylaws.

The policies defined here are the basic principles and associated guidelines, formulated and enforced by the governing body of the organization. The policies define what the association does.

The procedures explain how the association implements policy. Procedures are the sequence of activity required to carry out a policy statement or move the association toward one of its stated goals. Procedures are also the rules and regulations that entities within the association abide by when conducting their business. They are a consistent guide to follow through any decision-making process.

## Need and Process

The overall intent of the PPM is to have a working, pragmatic document. The PPM serves to define roles, functions, and responsibilities for all association entities in a way to better serve the membership. Since nonprofits are expected to benefit the public good, the PPM serves to codify policies and procedures the organization will follow to ensure that important tenets of operating as a nonprofit, including the need to safeguard assets from fraud, the need to have efficient operations, and the need to ensure compliance with regulatory requirements, are communicated and followed.

## Manual Use, Reviews, and Updates

This manual is designed to be a living document. The Board of Directors, committees, individual members, and Headquarters staff will have access to a copy.

A table of contents has been placed in the beginning of the manual for ease of reference. The document is divided into major sections related to the association and manual use. Sample forms and detailed policy are included in the appendices as noted throughout the text.

This manual should be referred to and updated as frequently as possible to ensure up to date and robust policies guide the organization. The Members at Large review and recommend updates to the manual on an annual basis or more frequently as needed.

## Process to Amend

The information contained within this manual has been approved by the Board of Directors. Recommended changes (additions, deletions, corrections) are forwarded to the national office for input into the document and overseen by the Members at Large. A revised document is presented regularly, at least once per year, to the Board for approval. Changes to this document require a majority vote of the Board.

## History

The first PPM was approved in 1980 when the Board of Directors adopted the first *Administrative Procedures Manual* (Motion 80.12)<sup>1</sup>.

Below is a list of amendments to the first PPM as printed in the approved 2009 PPM.

### Amendments

- A. Honorarium and mileage rates (81.01)<sup>2</sup>
- B. Chapter Assessment (82.01)<sup>3</sup>
- C. Awards (82.03)<sup>4</sup>
- D. National Convention Procedures (82.04)<sup>5</sup>
- E. Mileage allotments for staff (85.06)<sup>6</sup>

A new *Administrative Policy and Procedures Manual* was mandated by the 1988 Board of Directors (Motion 88.46). The *Policy and Procedures Manual* was initially adopted as a working draft prior to the 1991 national convention (Motion 91.54)<sup>7</sup>. A

---

<sup>1</sup> **80.12** To accept the Administrative Procedures Manual with changes. Review of the manual will be done at the Spring, 2981 meeting with updates at the Board meeting.

<sup>2</sup> **81.01** The Administrative Procedures Manual report of proposed additions, revisions, and corrections for honorarium and mileage rates be accepted.

<sup>3</sup> **82.01** That Section 10.00.00, Chapter Assessment Policy be accepted and included in the Administrative Procedure Manual.

<sup>4</sup> **82.03** That Section 11.00.00, RID Awards, be accepted with grammatical changes and included in the Administrative Procedures Manual.

<sup>5</sup> **82.04** That Section 12.00.00, RID National Convention Procedures, be accepted with changes and included in the Administrative Procedures Manual.

<sup>6</sup> **85.06** The Board of Directors approved an increase in the per mile allotment for staff travel to 20 cents per mile effective January 10, 1985.

<sup>7</sup> **91.54** To approve the RID Policies and Procedures Manual presented at the August 4, 1991 Board of Directors meeting as a working document with revisions to form and content as discussed.



later, revised version was adopted informally by the Board of Directors at the February 1993 meeting<sup>8</sup>.

The Bylaws Committee worked on a new version of the manual from 1995-2000. Another version was adopted officially by the Board of Directors at the September 12, 2002 meeting in motion 2002.26<sup>9</sup>. Subsequent versions of the PPM are noted by their date in the header.<sup>10</sup>

In approximately 2014, the RID Board recognized that the PPM needed significant revisions in order to be a workable document. It was taken off-line, and the Board and Headquarters worked to bring it up to date and easier to use. The 2020 PPM is the revision of that effort.

Within the current PPM, motions that dictate policies and history of policy creation can be found in the form of footnotes.

---

<sup>8</sup> Reported in the 2009 approved PPM. Awaiting confirmation in the 2017 PPM.

<sup>9</sup> **2002.26** To accept the Revised Policy and Procedure Manual dated September 13, 2002. Previously reported (in the 2009 PPM) as motion 2002.38.

<sup>10</sup> **2005.09** To approve the February 2005 version of the RID Policies and Procedures Manual. **2006.06** To approve the February 2006 version of the RID Policies and Procedures Manual as submitted by the national office. **2007.12** To approve the April 2007 version of the RID Policies and Procedures Manual as submitted by the national office. **2009.02** To approve the February 2009 version of the RID Policies and Procedures Manual as submitted by the national office.

## Charter Documents

### Registry of Interpreters for the Deaf Articles of Incorporation

The association of Registry of Interpreters for the Deaf was formed in 1964, at a conference at Ball State University and was sponsored by the Bureau of Education for the Handicapped/Rehabilitation Services Administration. The association was incorporated in California in 1973. A complete copy of the articles of incorporation can be found in [Appendix A.1](#).

### Authority to do Business

IRS letter of determination granting 501(c)(3) status

A letter from Catherine Tweed, Chief, Taxpayer Assistance Section of the Internal Revenue Service, Department of the Treasury, dated March 26, 1974, confirmed RID as a 501(c)(3) organization by the Internal Revenue Service. As such, RID is exempt from federal income tax.

RID maintains a group exemption with the IRS and must update its list of subordinates claiming tax exemption annually. This list identifies all groups associated with RID's group exemption. Additionally, RID files an information report with the State of California biennially (SI-100), and the State of Virginia annually (State Corporation Commission filing.) RID is also required to file a form 990 and 990-T with the IRS.

IRS letter determining 501(c)(3) status (2002) can be found in [Appendix A.2](#).

RID is exempt from sales taxes in Virginia and Rhode Island. Virginia Retail Sales and Use Tax Certificate and Exemption (2015-2020) can be found in [Appendix A.3](#).

## Strategic Plan Document

### Mission, Vision and Values Statements

RID plays a leading role in establishing a national standard of quality for interpreters and transliterators. We encourage the growth of the profession, educate the public

about the vital role of interpreters and transliterators and work to ensure equal opportunity and access for all individuals.

The mission and values of RID are encompassed in our strategic plan, reflected in the statements below, and incorporated into the actions and activities of all RID initiatives.

The RID Mission and RID Vision statements, developed by the Philosophy Mission Goals Diversity Statement (PMGDS)<sup>11</sup>, were approved by the RID Board<sup>12</sup>. The full report of the PMGDS can be found in Appendix B.1.

## **RID Mission**

The Registry of Interpreters for the Deaf is a professional organization for interpreters who use signed and spoken languages. As members of RID, we commit to providing ethical, high-quality interpreting services for our clients; we also commit to our own continuous professional development.

## **RID Vision**

By honoring its past and innovating for the future, RID envisions a world where:

- Its members recognize and support the linguistic rights of all Deaf people as human rights, equal to those of users of spoken languages;
- Deaf people and their values are vital to and visible in every aspect of RID;
- Interpreted interaction between individuals who use signed and spoken languages are as viable as direct communication;
- The interpreting profession is formally recognized and is advanced by rigorous professional development, standards of conduct, and credentials.

## **Diversity Statement**

The RID Diversity Statement, developed by the Diversity Council, was approved by the RID Board<sup>13</sup>.

---

<sup>11</sup> **C2013.03** Be it moved that the RID Board of Directors establish an ad hoc committee of seven certified members (three members appointed by the Board and four nominated by and elected by a vote of certified members) and change this committee with reviewing the RID Philosophy, Mission, Goals, Diversity Statement and Strategic Priorities and, if deemed appropriate, propose modifications to the Philosophy, Mission, Goals, Diversity Statement and Strategic Priorities.

<sup>12</sup> **2015.64** To adopt the mission and vision as developed and recommended by the PMGDS.

<sup>13</sup> **2013.19** Move to accept the revised Diversity Statement.

Motion 2013.19 revises Motion **2007.27**: To approve the RID Diversity Statement- To actively foster an inclusive environment in which the Registry of Interpreters for the Deaf (RID) embraces diversity as an integral part of the association. RID is committed to establishing and maintaining a diverse, accessible, civil and supportive environment that adheres to RID's philosophy, mission and goal. RID is committed to providing growth opportunities that allow members to reach their full potential and maximize member value. RID pledges to seek partners who share our philosophy and commitment to upholding high standards of diversity within the association.

The Registry of Interpreters for the Deaf (RID) understands the necessity of multicultural awareness and sensitivity. Therefore, as an organization, we are committed to diversity both within the organization and within the profession of sign language interpreting.

Our commitment to diversity reflects and stems from our understanding of present and future needs of both our organization and the profession. We recognize that in order to provide the best service as the national certifying body among signed and spoken language interpreters, we must draw from the widest variety of society with regards to diversity in order to provide support, equality of treatment, and respect among interpreters within the RID organization.

Therefore, RID defines diversity as differences which are appreciated, sought, and shaped in the form of the following categories: gender identity or expression, racial identity, religious affiliation, sexual orientation, socioeconomic status, deaf or hard of hearing status, disability status, age, geographic locale (rural vs. urban), sign language interpreting experience, certification status and level, and language bases (e.g. those who are native to or have acquired ASL and English, those who utilize a signed system, among those using spoken or signed languages) within both the profession of sign language interpreting and the RID organization.

To that end, we strive for diversity in every area of RID and its Headquarters. We know that the differences that exist among people represent a 21st century population and provide for innumerable resources within the sign language interpreting field.

To that end, we strive for diversity in every area of RID and its Headquarters. We know that the differences that exist among people represent a 21st century population and provide for innumerable resources within the sign language interpreting field.

## **Commitment to Diversity**

RID is committed to diversity in the following ways:

### **1. Headquarters**

Our headquarters is a place where diversity is appreciated and promoted. Beyond being an Equal Opportunity Employer, RID is committed to ensuring that our staff is diverse and that it receives ongoing diversity awareness training. Our staff may range in cultural and ethnic backgrounds, interpreting and non-interpreting experiences, hearing and deaf, various religious and political affiliations and beliefs. These differences make our headquarters a hub of resources.

### **2. Board of Directors and Committee Chairs and Members**

---

The RID Board of Directors is committed to diversity. We recognize that within diversity, there are hosts of valid and valued opinions and experiences. In order to lead RID effectively, we are committed to promoting diversity among the Board of Directors such that we reflect the multicultural environment in which we live and work. In the same way, we are committed to ensuring that our committees have a broad range of qualified diverse people to serve so that RID as a whole and the communities we serve, receive the broadest range of benefits of such diversity, which can include students and other associate members.

The RID Board of Directors is committed to having diversity awareness training on a continuous basis, including along with each new board. This training is modeled for committees, councils, task force chairs, volunteer leaders, and all levels of the organization.

### **3. RID Regional, State, and Local Levels**

RID is committed to promoting diversity among all its constituent parts. We encourage all regional, state, and local levels of RID to create a statement of diversity modeled after this one and to create plans of action that promote diversity on all levels. In so doing, we all benefit from the plethora of experiences and strengths gained from diversity as defined above.

### **4. The Field of Professional Sign Language Interpreting**

RID recognizes the historical and social context diversity has played in the field of sign language interpreting. We recognize that diversity's role in these contexts have been both virtuous and pernicious. To that end, we promote diversity in the sign language interpreting field in the following ways:

Partnering with organizations like the National Alliance of Black Interpreters, Inc., Mano a Mano, Children of Deaf Adults, World Association of Sign Language Interpreters, sacred Circle, and others who promote ethnic and cultural diversity among sign language interpreters;

Partnering with Deaf organizations like the National Association for the Deaf, National Black Deaf Advocates, Deaf People of Color Conference, Rainbow Alliance for the Deaf, American Association of the Deaf-Blind and others who promote language and cultural diversity in the field;

- Partnering with interpreter education organizations like the Conference of Interpreter Trainers, American Sign Language Teachers Association, and the National Consortium of Interpreter Education Centers, and others who promote interpreter education through workshops and presentation of diverse methods and studies;

- Continuing publishing and seeking diverse studies, scholars, abstracts, and articles related to Sign Language Interpreting, including a range of diverse individuals represented in photographs (and other marketing materials) during the RID professional development conference;
- Continuing to promote diversity on our website through graphic, video, and printed communication.

## **RID Strategic Recommendations**

Pending Draft 2018-2022 Strategies found in [Appendix B.2.2](#)

### **Action Planning**

When action planning, the following should be considered:

1. What is the primary problem to be addressed?
2. What is/are the desired goal(s)?
3. For each goal, what is/are the desired outcome(s)?
4. For each goal, what are the primary objectives you hope to accomplish?
5. For each objective, what tasks will you complete to accomplish the objective?
6. Who will be responsible for completing each task?
7. When will the objectives and tasks be completed?
8. What resources, financial and otherwise, are necessary for achieving each goal?

### **Status Reports**

Weekly status reports for projects are necessary to ensure continued forward movement. Weekly status reports assists the board during their monthly meetings. Reports can include reporting from board members, headquarters staff, committee chairs, and others as needed. A sample status report can be found in [Appendix B.4](#).

# Membership<sup>14</sup>

## Categories and Eligibility Requirements

### Categories

Defined in the Bylaws (Article III, Section 1, Categories of Membership).

### Eligibility

Defined in the Bylaws (Article III, Section 2, Eligibility).

### Voting Rights and Requirements<sup>15</sup>

Defined in the Bylaws (Article III, Section 3, Voting Rights and Requirements).

### Termination of Membership and/or Certification

1. **Membership:** An individual's membership in RID can be terminated for the following reasons<sup>16</sup>:
  - 1.1. EPS (Ethical Practices System) Adjudication and Sanctions

A practitioner may be grieved against through the EPS and enter into mediation and possible adjudication. When warranted, adjudication may lead to sanctions against the practitioner. Causes for sanctions generally include:

    - 1.1.1. In the role of interpreter, the practitioner poses an immediate danger or potential for severe harm to Deaf communities or any Deaf individual.
    - 1.1.2. The practitioner has been convicted or has been charged with a misdemeanor or felony that would adversely impact a) their ability to perform their duties and/or b) their fitness as an interpreter.
    - 1.1.3. The individual has been charged or convicted of any violation of a federal, state, or local statute, regulation, or ordinance related to the performance of one's duties as an interpreter or affecting their fitness as an interpreter.
  - 1.2. Suspension or Expulsion for cause

Any certified member whose membership is suspended or revoked for cause by the Board of Directors will automatically be suspended or

---

<sup>14</sup> RID Bylaws Article III

<sup>15</sup> **C2003.04** In addition to postal mail, RID establish electronic means of voting. Rationale: Robert's Rules of order, tenth edition, indicates that mail, faxes and electronic means of referenda are a suitable substitute for postal mail in the issuance of call for meetings or the conduct of mail voting.

<sup>16</sup> The Bylaws list reasons for termination of membership. The Bylaws point to the Policies and Procedures Manual for explanation.

expelled from the corporation until such time as membership can be reinstated. Such suspension or expulsion may be due to causes such as:

- 1.2.1. Members who actively pursue efforts to undermine the profession of ASL Interpretation;
  - 1.2.2. Members who promote the ruination of RID's EPS, Certification, or Certification Maintenance Program;
  - 1.2.3. Members who actively engage in the promulgation of ideas and rhetoric that further marginalize Deaf communities and deaf individuals;
  - 1.2.4. Members, organizational or individuals, that engage in practices that diminish RID's published vision, mission, goals, and diversity statements;
  - 1.2.5. Members who hold themselves out as credentialed when they are otherwise not.
  - 1.2.6. Furthermore, the Board of Directors may not suspend or expel a membership unless the grievance is of an urgent nature and requires immediate attention that cannot be reasonably processed in a timely manner by the EPS.
  - 1.2.7. Furthermore, member suspension or expulsion can only be accomplished through a unanimous vote of all voting directors based on the investigatory work and report of an ad hoc committee.
- 1.3. Non-Payment of Dues  
Membership in any category shall be terminated if there is non-payment of dues within thirty (30) days of due date.
- 1.4. Resignation  
Any member may resign before the expiration of membership and/or certification by:
- 1.4.1. Filing a written notice with the corporation's headquarters, and
  - 1.4.2. Surrendering the corporation membership and certification card. Such resignation renders both membership and certification invalid.
  - 1.4.3. Furthermore, such resignation shall not relieve the member of paying dues, assessments, or other charges there-to-fore accrued, and unpaid.
2. **Certification:** An individual's certification in the RID can be terminated for the following reasons<sup>17</sup>:
- 2.1. Suspension or Revocation for Cause  
Any certified member whose certification is suspended or revoked for cause by the Board of Directors will automatically lose all rights and

---

<sup>17</sup> The Bylaws lists reasons for termination of certification. The Bylaws point to the Policies and Procedures Manual for explanation.



privileges of a certified member until such time as certification can be reinstated.

When a member is found in violation of the CPC, their certification may be revoked through the EPS. With revocation, all membership benefits will cease, including, but not limited to, accruing CEUs and sitting for RID-sponsored written and performance exams. The interpreter's name will be removed from the membership database. Refund of any portion of the membership dues will not be permitted. Revocation is irreversible.

2.2. Non-Payment of Dues

Non-payment of dues within thirty (30) days of the due date results in invalidation of certification and assignment of non-certified status. Individuals who fail to pay for certified membership will be treated as non-certified non-members of the corporation and thus forfeit all rights and privileges of such status.

2.3. Resignation - as defined above.

2.4. Loss of Rights and Privileges

Upon termination of membership and/or certification, all rights and privileges immediately cease. There shall be no refund of dues or assessments. Furthermore, the corporation will publish an annual list of those individuals whose certification and/or membership has been suspended or revoked (for reasons other than non-payment of dues).

2.5. Appeals

Recommendations regarding suspension or revocation of membership and/or certification may be appealed to the Ethical Practices System.

## Reinstatement

**1. Application for Reinstatement:**

The process to apply for reinstatement<sup>18</sup> can be found in Appendix C.

**2. Reinstatement following Suspension or Expulsion for Cause:**

---

<sup>18</sup> The Bylaws allow for reinstatement. The Bylaws point to the Policies and Procedures Manual for explanation.

**96.68** To accept as a final rule the Reinstatement Policy.

**2001.09** Persons who have had their certification/membership removed/suspended because of having been convicted of crimes against the organization or because they were respondents to civil lawsuits with the organization, may not petition for membership/certification reinstatement under the current RID Reinstatement Policy (BOD 96.68). In addition, these individuals shall never hold a position of fiduciary responsibility within the Association. Association is defined as all entities within the Registry of Interpreters for the Deaf. These individuals may apply to the RID Board of Directors for reconsideration of their certification/membership status after satisfying the following: a) proof of acceptable restitution to RID, if applicable as documented by RID's Executive Director, and; b) Proof of satisfaction of court sentencing orders, and; c) Documentation of completion of any additional stipulations required by the RID Board of Directors.

**2005.04** To accept the Certification Council's revision of the RID Comprehensive Reinstatement Policy.

Upon receipt of notice of eligibility for reinstatement of certification and/or membership, from the Certification Committee to headquarters, a former certified member or member may apply for reinstatement.

**3. Appeals:**

Recommendations regarding suspension of membership and/or certification may be appealed to the Ethical Practices System.

## **Verification of Membership and Certification**

**1. Verification Process:**

- 1.1. Information is provided for current members only.
- 1.2. Information on former members, lapsed membership or certification should not be disclosed.
- 1.3. Membership is determined by expiration date. A member is no longer considered in good standing if remittance of their membership dues is made after June 30.
- 1.4. Certification Maintenance Program (CMP) status is determined by the CMP cycle end date and continuing education units (CEUs) earned. Those who have not met their CMP requirements will show as associate members with lapsed certificates in the "Prev Cert" field in the membership database.

## **Voluntary Relinquishment of RID Certification Policy**

RID Certified Members who decide to voluntarily relinquish the RID certification(s) they currently hold are required to submit a completed, signed and notarized form that confirms the following:

1. They wish to voluntarily relinquish the RID certification(s) they currently hold (and indicate which specific certification(s) is being relinquished).
2. They understand that they are changing their certification status and have read and agree to abide by all of the following requirements:
  - 2.1 They will not be able to get the RID certification back. If they decide in the future to become RID Certified again, they will be required to go through the entire certification/testing process and will be subject to certification eligibility requirements in effect at the time of applying for certification.
  - 2.2 If they voluntarily relinquish the certification they currently hold, their name will not be published as having the certification revoked. However, their name will not appear on the registry as a current Certified Member. (Note: A member may **not** voluntarily relinquish a certification after it has been revoked.)
  - 2.3 If a member relinquishes the generalist certification they currently hold, then they are also required to relinquish any specialist certification(s) they currently hold.
  - 2.4 They will cease representing themselves as a RID Certified Member upon confirmation of their certification status change to not certified status.
  - 2.5 They will not practice as an interpreter where an active RID certification is required.
  - 2.6 After voluntarily relinquishing a certification(s), they will be allowed to remain affiliated with RID if they choose by maintaining RID membership in a non

certified category and will not be required to comply with certification maintenance requirements.

Voluntary Relinquishment of RID Certification Eligibility Requirements:

1. A member must be a current RID Certified Member as defined by RID at the time they make the request to voluntarily relinquish the RID certification(s) they currently hold:
  - 1.1 Maintain current RID membership by paying annual RID Certified Member dues
  - 1.2 Meet the CEU requirements of the RID Certification Maintenance Program (CMP)
2. A member must have no active EPS case/complaint against them.

## Misrepresentation of RID Credentials

Process for addressing misrepresentation of RID Credentials:

1. If the interpreter is not a member of RID, the RID national office will send the interpreter a letter directing him/her to cease and desist.
2. If the notifying party informs RID about an interpreter misrepresenting his/her credentials but does not wish to file a formal complaint, the national office will send the interpreter a letter directing him/her to cease and desist.
3. If the notifying party wishes to file a formal complaint against the interpreter through the EPS, they may do so.
4. When RID has been made aware that an interpreter's credentials are misrepresented either by an individual who identifies himself/herself by name and/or provides documentation or proof of misrepresentation, RID will follow up as appropriate.

## Member Sections

### Authorization

The existence of Member Sections is authorized according to RID Bylaws (Article III, Section 7, Member Sections<sup>19</sup>). There have been multiple motions over the years regarding Member Sections<sup>20</sup>.

---

<sup>19</sup> This corporation may establish membership sections which shall be open to all members of the corporation. Membership sections must follow the guidelines set forth in the Policies and Procedures Manual.

<sup>20</sup> Multiple motions regarding Member Sections:

**C82.20** The Bylaws Committee be directed to develop amendments to the By-Laws for the purpose of including Special Interest Groups.

**2000.06** To accept the National Office Recommendation 99.08 that Special Interest Groups (SIGs) comply with Guidelines published in the RID Policy and Procedure Manual (PPM).

**99.08** To refer back to the Cultural Diversity in Leadership Committee recommendation CDLIC 98.02 (to establish a general membership goal whereby the association reflects the general population).

## Definition

A Member Section is defined as any formally recognized group of RID members with common goals and interests consistent with the objectives and purposes of RID.

## Recognition

An application for recognition of a Member Section, bearing the signatures of at least 25 members of RID, Inc., in good standing, shall be submitted to the Board of Directors.

1. The application shall include a Member Section profile consisting of the section's purpose, objectives, and goals.
2. A simple majority of the members of the Board of Directors voting on the application shall be sufficient to establish the Member Section.
3. In the event that the Board of Directors denies application for recognition of a Member Section, the board must explain their reasons, in writing, to the applicants who may begin the application process again at any time.

## Member Section Guidelines

A copy of the Member Section Guidelines can be found in [Appendix D.1](#).

## Approved Member Sections<sup>21</sup>

1. Interpreters for the Deaf-Blind (IDB)- [Appendix D.2.1](#)
2. Deaf Caucus- [Appendix D.2.2](#)
3. Interpreters in Education and Instruction Settings (IEIS)- [Appendix D.2.3](#)
4. Interpreters and Translators of Color (ITOC)- [Appendix D.2.4](#)

---

**2005.10** To accept the recommendation of the board and staff working group studying the viability of Special Interest Groups (SIGs) to begin transition of SIGs to Member Sections (MS), by adopting the proposed rules governing the MSs, requesting a forum at the 2005 Conference to discuss the implementation of the new concept with members, and promulgating the concept through the rule making process by publishing the proposed changes in the April and May issues of the VIEWS.

**2006.27** That; contingent upon passage of the Bylaws amendment of Article III, Section 7 - Special Interest Groups, the attached Member Section policy be implemented, thereby replacing the current Special Interest Group policy (PPM Appendix-R)

<sup>21</sup> **2007.18** To accept the report of the RID director of member services with regard to RID Member Section applications and to approve the following Member Section petitions for establishment with the provisos of the director of member section report: Interpreters and Translators of Color; Interpreters for the Deaf Blind; Interpreting Service Managers; and Interpreters in Educational and Instructional Settings (currently called the Educational Interpreters and Translators SIG). This motion further approves the following member section petitions for establishment, excluding the submitted rules of order: Deaf Caucus and Interpreters with Deaf Parents. The application for Bisexual, Lesbian, Gay, Intersexed and Transgendered Interpreters is approved, pending receipt of the necessary member signatures. This motion is contingent upon membership approval of the pending Bylaws referendum, which provides for the conversion of special interest groups to member sections.

6/15/2007 Bylaws Referendum- Change Special Interest Groups to Member Sections. Noted in the August/September 2007 VIEWS that all bylaws referendums passed handily.

5. RID Bisexual, Lesbian, Gay, Intersex and Trans\* Interpreters (BLeGIT)- Appendix D.2.5
6. Deaf-Parented Interpreters (DPI)- Appendix D.2.6
7. Interpreters in HealthCare Member Settings- Appendix D.2.7
8. Interpreter Service Managers (ISM)- Appendix D.2.8
9. Legal Interpreter Member Section (LIMS)- Appendix D.2.9
10. Student Member Section (SMS)- Appendix D.2.10
11. Video Interpreter Member Section (VIMS)- Appendix D.2.11

### **Dissolved Member Sections<sup>22</sup>**

1. Freelance Interpreters/Transliterators. Dissolved 2002.21. Was Appendix T in the 2009 PPM.
2. Every Associate Counts Here. Dissolved 2002.21
3. Mental Health Interpreting/Transliterating. Dissolved 2002.22

---

<sup>22</sup> **2002.21** To accept National Office recommendation 2002.05 to dissolve the Freelance, EACH and Mental Health Special Interest Groups in accordance with the provisions of motion 2000.06 which prescribes minimal levels of activities SIGs must comply with in order to maintain their charter by RID and to promulgate the motion through the rulemaking process.

# Governance- Introduction

Board members, and appointed volunteers are required to sign and submit acknowledgement of receipt and understanding of the Policies and Procedures Manual (PPM). The form can be found in Appendix E.1.

Effective leadership requires that the Board of Directors provide the association's vision. To do so, the Board must first have a comprehensive vision of its own job.

Policy governance is an approach to governance that emphasizes values, visions and strategies, and empowers the Board of Directors, Board appointed volunteers, the CEO, and the COO to lead the organization. According to the concept of policy governance, the Board embeds its values and wisdom within the following policy types:

1. **Ends Policies:** The Board defines which human needs are to be met and for whom and at what cost. Ends policies are written with a long-term prospective. Ends policies embody the Board's long-term planning.
2. **Governance Policies:** The Board expresses the philosophy, accountability, and specifics of its own job.
3. **Relationship Policies:** The Board clarifies the manner in which it delegates its authority to operating boards and the Chief Executive Officer, as well as how it evaluates performance.
4. **Limitations Policies:** The Board establishes the boundaries of acceptable behavior and activities of various positions and groups.

# Bylaws and Policies

## Organization Bylaws

### Bylaws

Bylaws for the association were developed, approved, and submitted in 1973 and have been continually amended since, as the needs of the organization have changed. Amendments to the bylaws can be found in board minutes and national conference business meeting minutes. A complete copy of the current Bylaws can be found on the [RID website](#).

### Board 4 Rs<sup>23</sup>

During the September 2013 face-to-face board meeting, the Board spent time identifying the values that they will honor while working together as a Board. Those values are Roots, Respect, Relevance, and Results (“Four Rs”), officially adopted by motion 2013.31<sup>24</sup>. These values have been reaffirmed<sup>25</sup> by subsequent boards since that time. The Four Rs can be found on the RID website. A complete copy of the 2013 approved 4 Rs can be found in [Appendix E.2](#).

### Conference Business Meeting Motions and Resolutions

Conference Business Meeting Motions and Resolutions are published on the [RID website](#).

### Board Business Meeting Motions and Resolutions

Board Business Meeting Motions and Resolutions are published on the [RID website](#).

## Anti-Trust

RID is committed to compliance with the antitrust laws of this country, which laws prohibit anti-competitive behavior, regulate unfair business practices, and encourage competition in the marketplace.

Neither RID, nor any of its affiliate chapters, member sections, councils, committees, or task forces shall be used for the purpose of bringing about or attempting to bring

---

<sup>23</sup> **2013.31** Motion to commit the RID Board of Directors to the values of Roots, Respect, Relevance and Results as guiding principles for the 2013-2015 term.

<sup>24</sup> **2013.31** Motion to commit the RID Board of Directors to the values of Roots, Respects, Relevance, and Results as guiding principles for the 2013-2015 term.

<sup>25</sup> **2019.61** The Board moves to reaffirm the 4 Rs.

about any understanding or agreement, written or oral, formal or informal, express or implied, between or among competitors that may restrain competition or harm consumers. In connection with membership or participation in RID, there shall be no discussion, communication, or agreement between or among members who are actual or potential competitors regarding their prices, fees, wages, salaries, profit margins, contract terms, business strategy, business negotiations, or any limitations on the timing, cost, or volume of their services. This includes any RID-related listserv, online discussion groups, sponsored RID social media, RID publications, or other RID sanctioned event, program, or activity.

Further information on RID's Anti-Trust Policy can be found in [Appendix E.3](#).

## Guiding Policies

An engaged Board and all leadership positions must be forward-thinking. The board strives to have a collaborative partnership with the CEO/COO, committees, and all volunteer leadership members. Engaged Board members work between board meetings, and attend meetings well prepared. They are willing to deliberate candidly, confidently treading on sensitive topics that may result in difficult discussions because they trust one another and are comfortable with the culture of the association, confident that everyone values mutual respect.

### Succession Planning<sup>26</sup>

The leadership within RID changes regularly. Succession planning is a key element in ensuring organizational sustainability by identifying and addressing key vulnerabilities so that the organization is not dependent on any one person and can support the ongoing work of an ever changing Board and volunteer leaders. Succession planning is a big picture approach to framing choices for the future, developing sustainable business models, strengthening staff and board leadership.

There are key components in a succession plan that are vital to ensuring organizational sustainability. If the organization is strong in its key areas, it is more prepared for a leadership transition.

Key components to have in place and to include in the onboarding of new members:

1. A strategic plan is always in place, including objectives for leadership talent development. A strong plan for review and forward movement of the plan is in place.
  - 1.1. Onboarding- incoming Board members are provided with the strategic plan, an update as to where the organization is in the process, and

---

<sup>26</sup> Directly pulled from <http://www.tsne.org/>



provided the opportunity to ask questions for understanding. All Board members should have an equal understanding of the strategic plan and the process.

2. The Board evaluates the CEO and COO annually. A strong performance review plan and process is in place.
  - 2.1. Onboarding- incoming Board members are provided with the review plan and process. They are provided the opportunity to ask questions for understanding. All Board members should have an equal understanding of the evaluation process.
3. The Board, based on an annual self-evaluation, is satisfactory performing its major governance jobs: financial oversight, executive support and oversight, policy development and strategic planning. A Board self evaluation is in place.
  - 3.1. Onboarding- incoming Board members are provided the board self evaluation tool and process information (see “Board Assessment” section, linked here). They are provided the opportunity to ask questions for understanding. All Board members should have an equal understanding of the self evaluation process.
4. The Board works in teams to ensure that not one board member holds the key to external relationships. Assignments of relationships and charges are in place.
  - 4.1. Onboarding- incoming Board members are provided an explanation of assignments and charges. They are provided the opportunity to ask questions for understanding. All Board members should have an equal understanding of one another’s assignments and charges.
5. Financial systems are strong. A financial reserve is in place with a minimum of 3 months’ operating capital.
  - 5.1. Onboarding- The Treasurer provides incoming board members with access to financial documents. They are provided the opportunity to ask questions for understanding. All Board members should have an equal understanding of the organization’s finances.
6. Emergency succession plan is in place.
  - 6.1. Onboarding- incoming Board members are provided access to the emergency succession plans. All Board members should have an equal understanding of the emergency succession plans. This includes Board succession plans, and the board’s responsibility to understand succession plans for the CEO and COO. Succession plans for the CEO and COO should be approved by the Board.

A transition planning checklist sample can be found in Appendix E.4.

## **Civility**

Board members shall conduct themselves with utmost civility, and with respect for others. All debate and discourse during meetings shall be focused on the matter at

hand. No one may make disparaging remarks about individuals, organizations, companies, or conference sponsors.

## **Professional Responsibility of Leadership**

### **1. Core Principle**

As professionals, RID Board members are responsible for adding value to the association and contributing to the ethical success of the association. Board members accept professional responsibility for their individual decisions and actions. Board members are also advocates for the association by engaging in activities that enhance its credibility and value.

### **2. Intent**

- 2.1. To demonstrate credibility of, and strategic importance for RID, the profession of interpreting, and the communities in which we work;
- 2.2. To assist RID in achieving its objectives and goals;
- 2.3. To inform and educate current and future practitioners, the organizations we serve, and the general public about principles and practices that help the profession;
- 2.4. To encourage professional decision-making and responsibility;
- 2.5. To encourage social responsibility.

### **3. Guidelines**

- 3.1. Adhere to the highest standards of ethical and professional behavior
- 3.2. Measure the effectiveness of programs in contributing to or achieving organizational goals
- 3.3. Comply with the law
- 3.4. Work consistent with the values of the profession
- 3.5. Strive to achieve the highest levels of service, performance, and social responsibility
- 3.6. Advocate openly and within the established forums for debate in order to influence decision-making results.

## **Ethical Leadership**

### **1. Core Principle**

Professionals within the organization serve as leaders who model and maintain the highest standard of ethical conduct.

### **2. Intent**

- 2.1. To set the standard and be an example for others
- 2.2. To earn individual respect and increase our credibility with those we serve

### **3. Guidelines**

- 3.1. Act ethically in every professional interaction
- 3.2. Question pending individual and group actions when necessary to ensure that decisions are ethical and are implemented in an ethical manner

- 3.3. Seek expert guidance if ever in doubt about the ethical propriety of a situation
- 3.4. Through teaching and mentoring, champion the development of others as ethical leaders

## **Fairness and Justice**

### **1. Core Principle**

As RID professionals, we are responsible for promoting and fostering fairness and justice within the organization.

### **2. Intent**

- 2.1. To create and sustain an environment that encourages all individuals and the association to reach their fullest potential in a positive and productive manner.

### **3. Guidelines**

- 3.1. Respect the uniqueness and intrinsic worth of every individual.
- 3.2. Treat people with dignity, respect, and compassion.
- 3.3. Foster a trusting environment free of harassment, intimidation, and unlawful discrimination.
- 3.4. Ensure that everyone has the opportunity to develop their skills and new competencies.
- 3.5. Assure an environment of inclusiveness and a commitment to diversity.
- 3.6. Develop, administer, and advocate policies and procedures that foster fair, consistent, and equitable treatment for all.
- 3.7. Regardless of personal interests, show support for decisions made by the Board that are both ethical and legal.

## **Conflict of Interest Policy**

A conflict of interest policy serves the purpose of:

1. Requiring those with a conflict, or those who think they may have a conflict, to disclose the conflict or potential conflict, and
2. Prohibit interested Board members from voting on any matter in which there is a conflict.

The IRS Form 990 asks (1) whether the nonprofit has a written conflict of interest policy, (2) about the process the nonprofit uses to manage conflicts, and (3) how the nonprofit determines whether board members have a conflict of interest. Conflicts that are not managed could result in significant penalties (intermediate

sanctions<sup>27</sup>) assessed against the person who benefits<sup>28</sup> as well as the organization.

Board members of RID carry out the mission of the RID through their service on the Board. Their involvement in the work of RID has far-reaching implications. The RID is well served when its Board has diverse interests and participation in activities outside of the RID. These outside interests and participations enhance the experience and expertise that Board members bring to their roles in serving, governing, and representing RID.

Situations occasionally arise in which a board member has a duality of interest that may be perceived as a relevant duality of interest or a conflict of interest. It is not the intent of RID to prohibit or discourage board members from participating in the activities of outside interests. Duality of interests are not inherently wrong or forbidden, but RID must be made aware of such interests in order to be able to evaluate fully the impact on its mission and activities.

A key element in monitoring relevant dualities of interest and in avoiding potential conflicts of interest is to disclose these interests. Disclosure process defined below.

## **Conflict of Interest Policy Guide**

### **1. General Conflict of Interest**

- 1.1. Relevant duality of interest exists when individuals have material interests outside of RID that could influence them, or could be perceived as influencing them, to act contrary to the interests of RID, and for their own personal benefit or that of a family member or business associate.
- 1.2. Financial duality of interest, such as an individual with an employee relationship, ownership interest, or a consultative or advisory arrangement, or receives a grant or stipend. Examples include:
  - 1.2.1. An ownership or investment interest in any entity with which the association has a transaction or arrangement;
  - 1.2.2. A compensation arrangement as an employee or contractor with the association
  - 1.2.3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual [vendor] with which the association is negotiating a transaction or arrangement

---

<sup>27</sup> Intermediate Sanctions are defined here: <https://www.irs.gov/charities-non-profits/charitable-organizations/intermediate-sanctions>

<sup>28</sup> Defined here: <https://www.irs.gov/charities-non-profits/charitable-organizations/inurement-private-benefit-charitable-organizations>

- 1.3. Anyone in a position to make a decision on any resource available to RID, with an apparent direct or indirect benefit from the decision, has a responsibility to disclose this conflict of interest. This conflict, either perceived or real, must be communicated as soon as it arises with an immediate removal of themselves from the decision making process. The conflict of interest should, at minimum, be reported to the Board President.
- 1.4. A conflict of interest may also exist in situations of current, past, or future employment, prior on-site inspection experiences, or other situations that do not arise out of financial considerations.
  - 1.4.1. Employment with RID
    - 1.4.1.1. If a Board member, or appointed volunteer, is formally applying for employment with RID:
      - 1.4.1.1.1. The Board member, or appointed volunteer, must take a temporary leave of absence until the position is filled.
    - 1.4.1.2. A Board member, or appointed volunteer, considering employment with RID:
      - 1.4.1.2.1. Must submit a written request for a temporary leave of absence to the Board President and Secretary indicating the time period desired for this leave of absence.
      - 1.4.1.2.2. The Board President will bring the request to the Board for action.
      - 1.4.1.2.3. The request and any action taken shall be reflected in the official minutes of RID.

## 2. Reporting Process

- 2.1. Written notification via RID's Conflict of Interest Certification and Disclosure Form- Appendix E.5.
  - 2.1.1. A signed Conflict of Interest Certification and Disclosure Form will be obtained from its Board officers, appointed volunteers, directors, and key employees. Each respondent should certify that they:
    - 2.1.1.1. Have received a copy of the conflict-of-interest policy;
    - 2.1.1.2. Have read and understand the policy;
    - 2.1.1.3. Has agreed to comply with the policy; and
    - 2.1.1.4. Understand that RID is a nonprofit organization and that in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its exempt purposes and not engage in activities and transactions that provide impermissible benefits to individuals or entities.
    - 2.1.1.5. Have no actual or possible conflicts of interest to report, or
    - 2.1.1.6. Describe any relationships, transactions, or other circumstances, including those of an immediate family

member, that could result in a conflict between the organization's interest and their personal, financial, or other interests.

- 2.1.2. Board members are subject to this policy and must complete a Conflict of Interest Certification and Disclosure Form at the time they are nominated. Appointed volunteers are subject to this policy and must complete the form prior to officially taking on their role. They will then follow the schedule of the process as explained above.
- 2.1.3. Board members, and appointed volunteers, are required to notify RID in writing if there are any material changes, within 30 days of any new situation, which could be perceived as a conflict of interest during the time of one's service to the association, whether or not this may require a formal leave of absence.

### 3. Monitoring and Enforcing Conflict-of-Interest Policies

- 3.1. To properly monitor and enforce the conflict-of-interest policy, RID should be diligent in reviewing the disclosure forms, and compiling and maintaining a list of potentially conflicted entities and individuals. Proposed transactions can then be matched against the list as a means of identifying possible conflicts.
- 3.2. The RID Board should discuss its commitment to following the procedures set out in the conflict-of-interest policy, and include and explain any restrictions imposed on persons with a conflict.
- 3.3. RID should also document, through well-kept minutes, any decisions related to transactions involving an actual or possible conflict of interest.
- 3.4. RID must be diligent in taking appropriate disciplinary and corrective action if a person who is covered by the conflict-of-interest policy fails to disclose an actual or possible conflict of interest.

### 4. Course of Action

- 4.1. **Disclosure:** The disclosure regarding one's conflict of interest is often sufficient to correct for any bias that it might entail. In short, the Board would likely decide that although the Board member clearly has some other interest, the Board will simply take the information into account as the Board member participates in decision-making.
- 4.2. **Recusal:** The conflict of interest that has been disclosed affects an important policy or program for the association. To ensure the organization that decision-making is without bias, it is best for the Board member, or appointed volunteer, to recuse themselves when the group writes reports, deliberates or makes decisions regarding that policy or program. In short, the Board member, or appointed volunteer, would be asked not to participate in any work of the organization in the area where they have other interests.
- 4.3. **Resignation:** The conflict of interest relates to a continuing, pervasive and important organization function, one that cannot easily be isolated on an

agenda so as to permit recusal. In this case, the Board member, or appointed volunteer, might be asked to resign their position, since this is the only way to ensure that the other interest does not intrude upon and skew organizational decision-making. While this is an extreme and rare result of a disclosure, it is sometimes the best and only fair alternative.

- 4.4. Following full disclosure of a possible conflict of interest or any condition listed above, the RID Board of Directors will determine whether a conflict of interest exists. In the event of a conflict of interest determination, the Board shall vote to authorize or reject the transaction or take other action deemed necessary to address the conflict and protect RID's best interests. Votes shall be by a majority without counting the vote of any interested person.
- 4.5. The RID Board, or its designated representative(s) from within the Board, is responsible for:
  - 4.5.1. The reporting and disclosure process to ensure that it is consistent with the purpose of this policy.
  - 4.5.2. Providing regular reports to the Board to affirm that all appropriate Board members, and appointed volunteers, have submitted compliance statements.
  - 4.5.3. Reviewing, approving, and monitoring the process and methods by which there is disclosure of relevant dualities of interest in activities, organizations, and publications.
  - 4.5.4. Providing guidance to the individuals completing the compliance statement regarding actions that should or must be taken to reduce or eliminate a potential or real conflict.
  - 4.5.5. Reviewing this policy, and providing recommendations for revisions whenever appropriate.

## **5. Violations of the Conflicts of Interest Policy**

- 5.1. If the Board of Directors has reasonable cause to believe an individual has failed to disclose actual or possible conflicts of interest, it shall inform the individual of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- 5.2. If, after reviewing the individual's response and after making further investigation as warranted by the circumstances, the Board of Directors determines the individual has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

## **6. Records of Proceedings**

- 6.1. The minutes of the Board of Directors meetings shall contain:
  - 6.1.1. The names of the persons who disclose or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest or conflict, any action taken to determine whether a conflict of interest was present,

and the governing Board's or committee's decision as to whether a conflict of interest in fact existed.

- 6.1.2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

## Duty of Confidentiality

RID Board members, appointed volunteers, and employees are in a fiduciary relationship with RID. This means that they are obliged to act honestly and in good faith in respect of the association. The obligation has many components, including a duty to avoid conflicts of interest and a duty to avoid using their position to gain personal benefit. Another component of fiduciary obligation is a duty to maintain the confidentiality of information that they acquire by virtue of their position. Some examples include:

1. **Confidentiality During Closed Sessions:** Closed sessions are private Board meetings to handle confidential issues. They provide a secure setting to discuss personnel matters, CEO and COO evaluations, Board member behavior, or any other confidential matters described in this manual. Minutes of the closed are kept, and voted upon, separate from regular meeting minutes, during the next closed session. Notes or minutes from closed sessions are distributed only to Board members and other individuals present.
2. **Board and Appointed Volunteers Confidentiality**
  - 2.1. **Confidentiality:** Confidentiality in the boardroom relates to the individual's duty of loyalty toward the association. Part of the fiduciary duty stipulates that any issue that is not declared public information is confidential. As in any business environment, a nonprofit has the right to plan and strategize without sharing the unfinished results. Equally, there are personnel and other relationship matters that should not be shared outside of the Board.
  - 2.2. **Planning:** Strategic plans, business plans, and budgets are tools for shaping the future. They define potential tactics and approaches and are adaptable and subject to change.
  - 2.3. **Premature Disclosure Policy:** Contractual negotiations, merger negotiations, business deals, and internal staff negotiations are confidential until officially made public by RID.
  - 2.4. **Contractual Confidentiality Agreement:** The contract and any arrangements pertaining to the contract of the CEO/COO are to be kept confidential.
  - 2.5. **Personnel Files:** Personnel files are confidential. Only the Human Resources (HR) manager should have direct access to these files. Individual Board members do not have authority to retrieve these files unless so authorized by the full Board for investigative purposes.



- 2.6. **Donor Information:** The donor bill of rights provides donors the option to remain anonymous. Board members and employees are obliged to respect this request.
- 2.7. **Attorney/Client Privilege:** Attorney/client conversations are confidential. Board members and employees are required to keep these discussions and negotiations confidential.
- 2.8. **Internal Investigations:** Matters of investigation, oftentimes stemming from a received complaint, are kept confidential during the investigation and following any decision.
- 2.9. **Security Information:** Security information includes passwords, access codes, details of a security plan, and anything that protects the physical or virtual location of the organization, and the health of employees and visitors.

**Volunteer Leadership Agreement (VLA)** Board members, appointed volunteers, and employees are required to sign an acknowledgement agreement that notes, in part, that the information they learn during their time with the association is owned as a proprietary right by RID and is of a confidential and sensitive nature. This Volunteer Leadership Agreement form is housed on the RID website. This agreement continues after the person completes their association with RID.

## Commitment to Transparency

Nonprofit organizations are expected to function in a transparent manner. Transparency is a mark of a well-managed and mature organization committed to adopting and maintaining best practices.

### 1. Transparency

Disclosure of information to the public and supporters to indicate the organization is well-managed, functions in an ethical manner, and handles its finances with efficiency and responsibility.

### 2. Confidentiality

A means to contain information, the unauthorized disclosure of which poses a problem to the association, its business relationships, or an individual.

### 3. Board Communication Policy<sup>29</sup> on Release of Information

The RID Board of Directors has access to a large amount of information, such as financial, staffing, testing, and so on. As members of the Board, individuals are often asked to share information they hold; while the Regional Representatives, by the nature of their positions, are expected to share information with their regional affiliate chapters. So, how do board members know what may or may not be shared? In addition to using Board approved talking points for various issues, using the following information before releasing any information outside the Board of Directors may help you make that important decision:

---

<sup>29</sup> 2006.12 To accept the Board communication policy as noted below.

- 3.1. the information is labeled/stated as confidential.
- 3.2. the information is still in discussion without a final decision on action from the Board.
- 3.3. the information is being shared with someone who does not have a need to know.
- 3.4. the information sensitive in nature.
- 3.5. it is a decision or issue that may be controversial for which the Board has a scheduled release date or plan for an official announcement.
- 3.6. releasing this information will adversely impact the Board or the association.
- 3.7. the information is not already in the public domain.

Most importantly, if you have doubts, check with the President or the CEO/COO before releasing the information you want to share. If you believe this is something that would benefit from member comment, express this to the Board before passing it along. Remember that not everything needs to be shared.

As a result of the 2013 Board's commitment to transparency, the following was developed<sup>30</sup>:

1. We will make the following information available to members. Initially, some information will be available by request. The ultimate goal is for rid.org to support the posting of this type of information:
  - 1.1. RID annual report
  - 1.2. Certification information
  - 1.3. Donors and sponsors to RID along with any earmarks of funds
  - 1.4. Reliability and validity reports
  - 1.5. EPS statistics (numbers processed, tenets violated, etc)
  - 1.6. General outline of budget which aligns with the Strategic Plan
  - 1.7. Strategic plan - 3 year period
  - 1.8. Information on board meetings in advance (including times, location (video access link), agenda and minutes from previous meeting)
  - 1.9. Board minutes including votes and short descriptions of items discussed
  - 1.10. Share committee/task force/member sections minutes including votes and short description of items discussed
2. We will keep RID strong by safeguarding information:
  - 2.1. Involving matters that are a legal threat to the Association (Example: Information about an RID employee's performance.)
  - 2.2. That would undermine the integrity of our programs (Example: Details related to cases submitted to the Ethical Practices System.)

---

<sup>30</sup> **Motion 2013.27**- Motion to accept the Transparency Document developed by Joshua Pennise and Shane Feldman, as a guiding document.

- 2.3. On decisions of a strategic nature that are not yet ready for public release (Example: The strategic plan went through many drafts before it was ready for release.)
- 2.4. Matters that are embargoed for a release on a specific date (Example: An announcement regarding a conference date and location.)

### **Breach of Confidentiality**

In the event that a breach of confidentiality occurs, the breach must be reported to the Board President. If the concern is against the Board President the Board Vice President should be informed. The concern will be brought to the full Board for discussion and decision. Examples of decisions include:

1. No breach occurred
2. Discussion, individually and as a full Board, of boundaries
  - 2.1. Reminder, individually and as a full Board, of the confidentiality policy
3. Removal of Board member, or appointed volunteer, from a specific project and/or matters that directly relate to the breach of confidentiality
4. Recusal of Board member, or appointed volunteer, from decisions on matters related to the breach of confidentiality.
5. Request for the Board member, or appointed volunteer, to resign.
6. Removal<sup>31</sup>

### **Anti-Harassment Policy**

The RID is concerned for the health and well-being of each employee, appointed volunteer, Board member, association member, and stakeholders. The RID is committed to providing an environment that is free of illegal discrimination and harassment. As used in this policy, the term “harassment” includes sexual as well as harassment based on age, color, creed, disability, ethnicity, hearing status, national origin, race, religion, sex, sexual orientation, gender identity, gender expression, or other characteristic protected by applicable federal, state, and local law. This means that the RID will not tolerate any type of harassment or violence towards its employees, board members, volunteers, vendors/business partners or clients/consumers. This includes any form of electronic communication.

In order to ensure that this policy has the intended effect, all persons covered under this policy should immediately report any violations of the policy as soon as they occur by utilizing the complaint procedure set forth below. All forms of discrimination and harassment are prohibited. Participants who are observed or discovered to be engaged in discrimination and/or harassment are subject to disciplinary procedures.

---

<sup>31</sup> Removal of Board members must follow the process outlined in the RID Bylaws (Article IV., Section 7., A. Removal)

## Prohibited Conduct

### 1. Discrimination

It is a violation of this policy to discriminate in the provision of employment or volunteer opportunities, benefits or privileges, to create discriminatory work conditions, or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, or other protected characteristic. Discrimination in violation of this policy will be subject to severe sanctions up to and including termination or removal.

### 2. Harassment

This Policy prohibits harassment of any kind, including sexual harassment. Harassment includes verbal, physical and visual conduct, based upon or motivated by a protected characteristic, that creates an intimidating, offensive or hostile working environment or that interferes with work performance.

2.1. Any action may be considered harassing if it:

2.1.1. Creates a hostile, intimidating or offensive work environment;

2.1.2. Unreasonably interferes with an employee's, board member's, or volunteer's work performance; or

2.1.3. Adversely impacts an individual's volunteer and/or employment opportunities.

2.2. Examples of harassment include:

2.2.1. **Verbal:** Unwelcome or offensive comments regarding a person's gender, religion, race, ethnicity, age, disability, national origin, sexual orientation, or other protected characteristic, such as epithets, slurs or negative stereotyping.

2.2.2. **Non-verbal:** Distribution, display or discussion of any written or graphic material that ridicules, denigrates insults, belittles, or shows hostility or aversion toward an individual, or group because of gender, religion, race, ethnicity, age, disability, national origin, sexual orientation or other protected characteristic.

### 3. Bullying

Bullying goes beyond the single episode of teasing or fighting. Bullying is a pattern of behavior in which the bully mistreats and/or attempts to intimidate one or more persons.

Examples of bullying behavior range from teasing, to extortion, to physical assault. This includes behaviors via electronic communication.

### 4. Sexual Harassment:

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for employment decisions or such

conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment. It is a type of discrimination and is prohibited in any form by RID.

- 4.1. Sexual harassment includes unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when such conduct:
  - 4.1.1. Is made explicitly or implicitly a term or condition of employment, or
  - 4.1.2. Is used as a basis for an employment decision, or,
  - 4.1.3. Unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or otherwise offensive environment.
- 4.2. Examples of conduct that may constitute sexual harassment are as follows:
  - 4.2.1. **Verbal:** Sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, threats, and requests for any type of sexual favor (such as repeated, unwelcome requests for a date).
  - 4.2.2. **Non-verbal:** The distribution, display, or discussion of any written or graphic material, including calendars, posters, and cartoons that are sexually suggestive, or shows hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, and e-mail that is sexual in nature.
  - 4.2.3. **Physical:** Unwelcome, unwanted physical contact, including but not limited to, touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling; forced sexual intercourse or assault.

## Complaint Procedure

All RID Board members, and appointed volunteers share the responsibility of understanding and preventing discrimination and harassment. The RID urges any Board member, or appointed volunteer who believes that they have been treated in violation of this policy to follow the process explained below.

RID employees who feel harassed, discriminated against or retaliated against must follow the process defined in the employee handbook.

## **Complaint Procedure Process:**

### **1. Inform**

- 1.1. If the complaint is against the Board President, the Vice President should be informed. If this is the case, the Vice President will replace the President anywhere in the Policy and Process that the Board President is named as the lead.
- 1.2. Board members who are informed of discrimination or harassment should immediately include the Board President.
- 1.3. Board Member Initiated Complaint
  - 1.3.1. The Board member who feels harassed, discriminated, or retaliated against must initiate the complaint process by informing the Board President. This includes if the Board member is initiating a complaint against a Board member, RID staff member, appointed volunteer, or member.
    - 1.3.1.1. The Board President will meet with the reporting Board member to ensure that the nature of the allegation(s) is fully understood.
    - 1.3.1.2. A formal complaint statement may be requested.
- 1.4. Volunteer and/or Member Initiated Complaint
  - 1.4.1. The volunteer/member who feels harassed, discriminated, or retaliated against must initiate the complaint process by informing the Board President. This includes a complaint against a Board member, RID staff member, or appointed volunteer.
  - 1.4.2. The Board President will meet with the reporting volunteer/member to ensure that the nature of the allegation(s) is fully understood.
  - 1.4.3. A formal complaint statement may be requested.

### **2. Investigation**

- 2.1. During the investigation, the Board President may join with legal counsel or other professional consultants who will interview the complainant, the respondent, and any witnesses, to ensure all relevant facts and circumstances are examined.
- 2.2. As soon as practical, the Board President, or person conducting the investigation, will conclude the investigation and submit a report of findings to the RID Board, with copies of the report also given to the complainant and respondent.

### **3. Determination**

- 3.1. Violation
  - 3.1.1. If it is determined that harassment or discrimination in violation of RID's policy has occurred, the Board President will recommend that appropriate disciplinary action to be taken by RID. The appropriate action will depend on the following factors:
    - 3.1.1.1. The severity, frequency and pervasiveness of the conduct;

- 3.1.1.2. Prior complaints made by the complainant;
  - 3.1.1.3. Prior complaints made against the respondent;
  - 3.1.1.4. The quality of the evidence (first-hand knowledge, credible corroboration, etc.).
- 3.2. Problematic Conduct- no violation or inconclusive
- 3.2.1. If the investigation is inconclusive or it is determined that there has been no harassment or discrimination in violation of this Policy, but some potentially problematic conduct is revealed, preventative action may be taken.
- 4. Challenging the Action**
- The complainant and the respondent may submit statements to the Board President challenging the factual basis of the findings. Any such statement must be submitted no later than five (5) working days after the meeting with the informed Board member and/or Board President in which the findings of the investigation are discussed.
- 5. Confidentiality of Complaint**
- RID wishes to encourage individuals to discuss concerns and make good faith complaints when appropriate. To that end, RID will strive to preserve confidentiality to the fullest extent possible. While the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complainant regarding action by the office cannot be guaranteed in every instance, they will be protected to as great a degree as is possible while ensuring a fair and thorough investigation.
- 6. Retaliation**
- 6.1. RID strictly forbids any type of retaliation against any individual who brings a complaint under this policy. This includes any individual who engages in the following:
    - 6.1.1. Filing, supporting or responding to a good faith complaint of discrimination or harassment;
    - 6.1.2. Appearing as a witness in the investigation of a complaint; or
    - 6.1.3. Serving as an investigator.
  - 6.2. Retaliation or attempted retaliation is a violation of this policy and anyone who does so will be subject to severe sanctions up to and including removal.

## **Whistleblower Policy**

RID requires members of the Board of Directors, appointed volunteers, and employees to observe standards of business ethics in the conduct of their duties and responsibilities. As representatives of RID, honesty, integrity and compliance with applicable laws and regulations is required.

### **1. Reporting Responsibility**

The Whistleblower Policy is intended to encourage and enable representatives of the RID to raise serious concerns internally so that RID can address and correct inappropriate conduct and actions. It is the responsibility of all board members, appointed volunteers, and employees to report concerns about violations or suspected violations of law or regulations that govern RID's operations.

**2. No Retaliation**

It is contrary to the values of RID for anyone to retaliate against any member of the Board of Directors, appointed volunteer, or employee who, in good faith, reports an ethics violation, or a suspected violation of law, such as:

- 2.1. Complaint of discrimination;
- 2.2. Suspected fraud;
- 2.3. Suspected violation of any regulation governing the operations of RID.

**3. Acting in Good Faith**

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any unsubstantiated allegations or allegations made maliciously or knowingly to be false will be viewed as a disciplinary offence.

**RID Board Social Media Policy<sup>32 33</sup>**

This policy governs the publication of and commentary on social media by the Registry of Interpreters for the Deaf ("RID") Board of Directors (Board). For the purposes of this policy, social media means any facility for online publication and commentary, including without limitation blogs, wikis, and social networking sites such as Facebook, LinkedIn, Twitter, Flickr, and YouTube. This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, email, and the internet.

The Board is free to publish or comment via social media in accordance with this policy. The Board is subject to this policy to the extent that they identify themselves as an RID Officer, whether it be via personal or official RID accounts.

Publication and commentary on social media carries similar obligations to any other kind of publication or commentary produced by RID.

---

<sup>32</sup> Note: At the time of this policy development, RID Board members do not have individual official RID social media accounts. This policy attempts to clarify the use of social media on personal accounts and any official RID accounts when the RID Board member is identifying themselves as an RID Officer.

<sup>33</sup> 2017 RID Social Media Policy [Appendix E.6](#).



All uses of social media, be it personal or official RID accounts, follow the same ethical standards that the board follows.

**Social Media Policy Guide:**

**1. Setting up Social Media**

Social media personal and officer identities must be kept separate. Personal logon IDs and user names may not use RID's name, while officer profiles shall clearly contain the officer's full name and official title.

**2. Organizational Confidentiality**

It's perfectly acceptable to talk about your work and have a dialogue with the community, but it's not permissible to publish confidential information. Confidential information includes things such as unpublished details about certification, details of current projects, financial information, research, etc. We must respect the wishes of our stakeholders and committees regarding the confidentiality of current projects.

**3. Protect your own privacy**

Privacy settings on social media platforms, for official RID accounts, should be set to allow anyone to see profile information, similar to what would be on the RID website. Other privacy settings that might allow others to post information or see information that is personal should be set to limit access. Be mindful of posting information that you would not want the public to see.

**4. Be Honest**

Do not blog anonymously, using pseudonyms or false screen names. We believe in transparency and honesty. Use your real name, be clear who you are, and identify that you serve RID. Nothing gains you notice in social media more than honesty--or dishonesty. Do not say anything that is dishonest, untrue, or misleading. If you have a vested interest in something you are discussing, point it out. But also be smart about protecting yourself and your privacy. What you publish will be around for a long time (read as permanent), so consider the content carefully and also be cautious about disclosing personal details. Consider the gravity of your message; would you use these very words as you stand in front of members and stakeholders at a conference?

**5. Respect copyright laws**

It is critical that you show proper respect for the laws governing copyright and fair use or fair dealing of copyrighted material owned by others, including RID-owned copyrights and brands. You should never quote more than short excerpts of someone else's work, and always attribute such work to the original author and source. It is good general practice to link to others' work rather than reproduce it.

**6. Respect your audience, RID, and fellow officers**

The Deaf Community, interpreters, the RID Board and RID's stakeholders reflect a diverse set of customs, values and points of view. Don't say anything contradictory or in conflict with agreed upon messages. Use your best judgment and be sure to make it clear that the views and opinions expressed are yours as one elected officer of the organization. Note that this is referring to official RID accounts.

**7. The 4 R's**

Does your posting or response reflect RID's Roots? Does the posting show Respect? Is what you are posting actually Relevant? What Results are you seeking by your post? Your post should directly correspond to as many of the 4 R's as possible. The fewer that your post relates to, the more you should consider not posting.

**8. Controversial Issues**

If you see misrepresentations made about RID in the media, you are encouraged to point out the correct information. Always do so with respect and with the facts. If you speak about others, make sure what you say is factual and that it does not disparage that party. In this realm it is prudent to challenge an idea, and not a person. Be the first to respond to your own mistakes.

If you make an error, be up front about your mistake and correct it quickly. If you choose to modify an earlier post, make it clear that you have done so.

**9. Disclaimers**

Wherever practical, you must use a disclaimer saying that while you directly serve RID, anything you publish is your personal opinion, and not necessarily the collective opinion of the RID Board.

**Board Meeting Attendance Policy**

This policy is intended to support the full contribution of all Board members. All Board members receive a copy of this official policy. The policy is reviewed, at minimum, annually and along with the review of the PPM in its entirety. When reviewing and determining the Board attendance policy, a helpful tool is found in [Appendix E.7](#).

**Purpose**

It is required that elected and appointed Board members be available for the regular meetings of the RID Board of Directors.

**Absences**

Board members who must miss meetings due to extenuating circumstances should be in direct contact with the board President, or designated contact, to discuss the absences. Exceptions, though rarely, will be made to the policy. Absences are recorded by the Secretary in the minutes of the meeting. The Secretary maintains an attendance record for each meeting.

### **Extended Absences**

In the event that a Board member anticipates the need for an extended absence, the Board member must make the Board President aware of the circumstances. The President, with the Board member (when possible), informs the Board so that the Board may plan for and manage the work assigned to that member.

### **Definition of a Board Attendance Problem**

A board-attendance problem occurs if any of the following conditions exist in regard to a board member's attendance to board meetings:

1. The member has two un-notified absences in a row. "Un-notified" means the member did not contact the board President, or designated contact, before the upcoming meeting to indicate they would be absent from the upcoming meeting.
2. The member has three notified absences in a row.
3. The member misses one third of the total number of board meetings in a twelve-month period.

### **Response to a Board-Attendance Problem**

If a board-attendance problem exists regarding a member:

1. The Board Chair will promptly contact the member to discuss the problem.
2. The member's response will promptly be shared by the Chair with the entire board at the next meeting.
3. In that meeting, the board will decide what actions to take regarding the board member's future membership on the board.
4. If the board decides to terminate the board member's membership, the board must follow the steps in the Bylaws.

### **Fundraising by Board Members**

Historically, RID Board members have made personal monetary contributions as well as donation of time, often resulting in loss of work.<sup>34</sup> One of the key

---

<sup>34</sup> Discussed and approved at the November, 2005 meeting.

One of the ten basic responsibilities of board members is to "Ensure Adequate Resources" according to the National Center for Nonprofit Boards and *Board and Administrator*. This has widely been interpreted to mean that a board member must either contribute large sums of money to the organization or engage in activities to raise said funds through their efforts. A review of the specific needs and requirements of the Registry of Interpreters for the Deaf, Inc. (RID) shows various factors which results in a somewhat different conclusion for the Board of Directors for RID at this time.

responsibilities of a nonprofit board is to ensure that the association has enough resources to fulfill its mission. Thus, board members are often encouraged to participate in the fundraising efforts of the association. The Board, as a group, should understand and help inform resource development strategies and monitor progress against fund development plans. Each board should discuss fundraising opportunities/needs, and resources necessary, on an ongoing basis and when reviewing the strategic plan.

## **Fundraising Action Plan:**

### **1. Board Member Duties:**

- 1.1. Board members actively support fundraising programs and offer personal acknowledgements to donors and volunteers.
- 1.2. Board members provide leadership, actively advocate the organization's priorities, and the necessity of its fundraising efforts.
- 1.3. Board members engage in personal gift support to their level of ability.

### **2. Board Duties:**

- 2.1. The Board is responsible for attracting and supervising all the resources of the organization to carry out its programs and services.
- 2.2. The Board develops a strategic plan to deliver benefits to the community it serves and to attract public support.
- 2.3. The Board deliberates on and develops fundraising plans that address staff, systems, space, and budget.
- 2.4. The Board is part of an essential team, with the obligation to lead, support, and work together with staff and volunteers in the design, supervision, and conduct of fundraising activities.
- 2.5. The Board selects and evaluates the CEO/COO, rating performance as a key team member in the fundraising team.

---

The interpreting profession, while advancing to the outer stages of its developmental infancy, is not a wealthy profession along the lines of doctors and lawyers, etc. RID is also a nonprofit association, which brings into play other considerations in this area as well. The Board of Directors of RID is not composed of captains of huge industries who are brought on simply because of their wealth and contacts which would bring more resources to the association. RID's Board of Directors is composed exclusively of practitioners and consumers of interpreting services. Rather than simply being on the Board of Directors as figureheads, they are active and involved in every aspect of the activities of the association.

The amount of time a board member of RID must invest in the organization is staggering. This can and often does impose a hardship not only on private practice practitioners, but often even on Board members who have institutional support since they must take annual leave to attend board meetings, committee meetings in their capacity as committee liaisons and chapter and region events according to their position.

At this time, while the association has approved, at conference, the board members the option, based on the fiscal ability of the association to do so, to receive compensation for their time spent on board work, few board members have apprised themselves of the ability to do so and those who have are compensated in amounts that do not begin to cover their investment of time and effort.

Accordingly, board members of RID invest in the association primarily and substantially through their donation of time and exertion in the quest to advance the association. An analysis of this investment at this point in the development of the association results in a conclusion that additional time spent on direct efforts to fundraise is not a high priority.

- 2.6. The Board takes responsibility for guidance and direction on ethical and professional practices- including use of budget allocated for fundraising activities.
- 2.7. The Board ensures that budget appropriations for fundraising are evaluated as an investment strategy designed for reliable long-term results from faithful donors, committed volunteers, and reliable net revenue that meets organizational priorities.
- 2.8. The Board reviews the results and evaluates the performance of fundraising activities at all levels, in accordance with established goals and objectives.

## Board Member Publishing

Board members wishing to publish articles with regard to their service on an RID committee or on a topic in which they refer to their service as a Board member or to which the publication refers to them as a member of the RID Board should send draft articles to the Board President at least seven days in advance of the final product being submitted. The Board may require changes to be made to the draft article. Such required changes must be adopted.

## Compensation for Presentations

1. **Acting as Agents of RID**, including; members of the RID Board of Directors, members of standing and ad hoc committees, and RID staff members are not entitled to compensation when presenting as an official representative of RID<sup>35</sup>. Reimbursement of costs are permitted.
2. **Independent Presentation**<sup>36</sup>. Should a board member be presenting within their lines of expertise (outside of their role in RID) and it is clear between the board member and the hosting entity, compensation is permissible.

---

<sup>35</sup>**2004.02** To direct the Executive Director to draft a policy for Board approval that clearly defines the parameters upon which compensation should/should not be accepted by members of the Board of Directors, Standing Committee members and National Office Staff members when presenting on RID/committee related business and to place said policy in the RID PPM.

**2004.08** To accept the policy formulated by the National Office concerning compensation for presentations by board members, committee members, and staff members of RID: Agents of RID, including the following: members of the RID Board of Directors, members of standing and ad hoc committees; and staff members of the National Office; are not entitled to compensation, other than reimbursement for costs, when presenting as an official representative of RID. Rationale: Board and committee service is of a voluntary nature. Compensation for presenting on topics related to their service would be in contradiction to that philosophy.

<sup>36</sup> **2019.71** Moves to ratify that there is no conflict of interest with board members presenting within their lines of expertise outside of their role in RID and accepting compensation, as long as the presentation occurs outside of their role in RID and is clear between the board member and the hosting entity.

# Board Organization

## Roles and Responsibilities of Board Members

The Board of Directors is elected by the membership, with officers elected in odd-numbered years, and Region Representatives elected in even-numbered years, to ensure that at no one time is the entire board replaced (Article IV., Section 5., Term of Office).

### Composition

The Board of Directors shall be comprised of a President, Vice President, Secretary, Treasurer, Member-at-Large, Deaf Member-at-Large and one Representative from each region. In addition, the immediate Past President may serve as a non-voting ex-officio member of the Board of Directors for one term (Article IV., Section 1., Composition of Board of Directors).

The Executive Committee as defined in the bylaws (Article IV., Section 3., Duties).

- Comprised of the President, Vice President, Secretary, Treasurer, Member-at-Large and Deaf Member-at-Large.
- In the event that the entire Board is unable to convene, the Executive Committee shall be given full power and authority to take action on emergency issues.
- Conduct appraisals of the performance of the Chief Executive Officer as requested by the Board of Directors.

### Powers and Limitations

Authority of the Board of Directors to conduct and administer business matters of the association is outlined in the bylaws (Article IV, Section 2., Powers and Limitations). The role, power, and limitations of the Officers, Regional Representatives, and the Board as a whole are defined.

### Fiduciary Responsibilities<sup>37</sup>

Further information, definitions, and considerations on the matter of fiduciary responsibilities can be found in [Appendix E.8](#).

Under statute and common law, officers and board members are fiduciaries<sup>38</sup> and must act in accordance with fiduciary duties of care, loyalty, and obedience.

---

<sup>37</sup> Pulled from <https://www.agb.org/briefs/fiduciary-duties>

<sup>38</sup> A fiduciary is someone who has special responsibilities in connection with the administration, investment, monitoring, and distribution of property- meaning, the charitable or public assets of the institution as well as intangible assets such as its reputation and role in the community.

1. Duty of Care: Each board member has a legal responsibility to participate actively in making decisions on behalf of the organization and to exercise his or her best judgment while doing so.
2. Duty of Loyalty: Each board member must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity. The organization's needs come first.
3. Duty of Obedience: Board members bear the legal responsibility of ensuring that the organization complies with the applicable federal, state, and local laws and adheres to its mission.

### **Critical Attributes of Effective Nonprofit Leaders**

Understanding critical attributes of effective nonprofit leaders assists the Board, and the organization as a whole, to work together in a productive manner. Critical attributes include: general leadership competencies, context-specific competencies, core values and beliefs, and characteristics of ineffective board members. For a full list of attributes see [Appendix E.9](#).

### **Decision Making Process**

In addition to the 4 Rs, the RID Board of Directors is guided by and committed to:

1. Making decisions, even the hard, complex, and difficult decisions.
2. Working to eliminate personal bias.
3. Attempting to attain distance before deciding.
4. Listening to understand various counterpoints.

The Board of Directors follows the RAPID<sup>39</sup> approach to decision making.

- R- Recommend
- A- Agree
- P- Perform
- I- Input
- D- Decide

RAPID serves as a means to:

1. Identify and understand the activities that must occur for a decision to be made well
2. Be more thoughtful about how decisions should be made.
3. Assign accountability to the appropriate people

---

<sup>39</sup>RAPID pulled from [nonprofitquarterly.org](http://nonprofitquarterly.org). A direct link explaining RAPID can be found: <http://www.free-management-ebooks.com/news/bains-rapid-framework/>

4. Share power and responsibility
5. Involve the right people
6. Set useful boundaries

Full details of RAPID decision making can be found in [Appendix E.10](#).

## **Board Assessment**

The RID Board of Directors is committed to continued improvements to governance. This is done, in part, through periodic Board self assessment. The Board self assessment serves to identify areas of strength and areas of improvement.

Successful Board Self Assessment- An explanation of the self assessment process- [Appendix E.11](#)

Self Assessment of Nonprofit Governing Boards- [Appendix E.12](#)

## **Duties of Officers**

The duties of individual officer positions are defined in the Bylaws (Article IV., Section 3., Duties).

Board members are also responsible for ensuring adequate resources (fundraising), advocacy, and community building and outreach. Board members are elected officers who govern the association, possess fiduciary responsibilities, and act on behalf of the organization.

## **Board of Directors Nominations and Elections**

### **Nominations**

The nominations and elections process for positions on the RID Board of Directors is conducted by the Nominations and Elections Committee. One member of the Board of Directors will serve as the liaison between the committee and the Board. The Board of Directors typically does not receive information and updates as to the results of an election until it is released to the membership but may receive information just prior out of courtesy.

The process is as follows:

1. **Call for nominations**
  - 1.1. A call for nominations, stating and describing the offices open for election, and the nominations and elections procedures shall be published on the RID website no later than February first (1st). Nominations shall be



returned, following the published process and guidelines, no later than April first (1st).

- 1.2. The call for nominations is generated by the nominations committee in the election year or when necessary based on vacancy (see special election). An example of the call for nominations can be found in Appendix E.13. All nominations packets must be received by the nominations committee no later than April 1.
- 1.3. Beginning in 2021 Executive board terms are three years in duration. Beginning in 2020 Region Representative positions are a three year term. All Board positions begin and conclude simultaneously (September 1 of the election year thru swearing in). Calls for nominations will coincide with the aforementioned three-year term cycles.
- 1.4. Members of the Board of Directors shall refrain from actively recruiting candidates for board vacancies prior to those vacancies becoming public knowledge (93.03<sup>40</sup>).

## 2. Publication of Candidate Statement

- 1.1. Upon review of submitted qualified nominations meeting or exceeding the minimum threshold, each candidate will be asked to submit a professional headshot and a statement of intent (produced both in ASL and written English). The statement of intent video should be no longer than 4 minutes in length. Requested materials should be submitted no later than April 7th. Materials will be posted to the RID website no later than April 15th.

## Elections

### 1. Ballot<sup>41</sup>

- 1.1. Electronic ballots are sent via email to voting members in good standing via their email listed in the RID database. Voting will open the first business day in May and conclude two weeks later.
- 1.2. Paper ballots are no longer available.<sup>42</sup>

### 2. Contested Elections

- 2.1. Contested elections shall be determined by plurality of those eligible and voting. In the event of an uncontested election, the presiding officer shall cast one ballot for the nominee.

### 3. Election Results

---

<sup>40</sup> To include in the Policy and Procedure Manual, Section II. Governance, C. Board of Directors, 3. Elections, a. Call for Nominations: Association experience with calls for nominations indicated that Board of Director members have actively participated in the call for nominations process out of concern for the continuity of leadership desire to assist the membership. Beginning in the 1990s, the membership expressed the preference that the Board of Directors membership refrain from involvement in the call for nominations process. The rationale has been that Board members have wider access to the full membership and learn of Board vacancies sufficiently prior to the general membership as to constitute a significant advantage in qualifying a candidate for office. Therefore, Board members will refrain from actively participating in the nominations process.

<sup>41</sup> **C2003.04-** (Substitute motion for failed motion C2003.03) In addition to postal mail, RID established electronic means for voting.

<sup>42</sup> Board decision, April 2020.

- 3.1. Election results and vote counts (in the form of percentages) shall be made known to the candidates and to the Board of Directors within seven (7) days of the election and shall be published on the RID website within three (3) days of notification to candidates and the Board of Directors.

### **Board Vacancies<sup>43</sup>**

1. A vacancy that occurs in any board position is considered officially vacant on the first of the month following the announcement of vacancy. The process to fill a vacancy is outlined in the bylaws (Article IV. Directors, Section 7- Vacancies).
2. The process to fill vacancies<sup>44</sup> with more than one year left on the term shall defer to the association bylaws with the following deadlines:
  - 2.1. The last day of the third month from the official vacancy will be the last day nominations will be processed by the national office, and be counted toward the requisite number required for a candidate's nomination.
  - 2.2. The last day of the fifth month of the official vacancy will be the last day ballots will be processed by the national office for an election to fill an official vacancy.

### **Special Elections**

The Board of Directors will determine the need to hold a special election in order to fill a vacancy on the Board. Once determined, the Board President calls upon the nominations committee to convene and begin their process. A special election can be called, as needed, at any point during the year.

The process of a special election follows the same process as a regular election with the exception of dates. During a special election, dates may be shortened or extended in comparison to the regular nominations and elections period as is deemed appropriate for the special election.

### **Transition of Information and Records**

Transition of information and records plays a key role in the success of preparing incoming board members and ensuring that progress continues. To assist in a successful transition, the following has been put into place:

#### **1. Google Drive**

---

<sup>43</sup> **93.04** The following be included in the Policy and Procedure Manual Section II. Governance, C. Board of Directors, 3. Elections, c. Board Vacancies: A vacancy that occurs in any Board position is considered officially vacant on the first of the month following the publication of announcement of the vacancy in the VIEWS. The last day of the fifth month of the official vacancy will be the last day postmarked ballots will be processed by the National Office for an election to fill an official vacancy, as required in Bylaws Article VI. Directors, Section 10. Vacancies, C. Appointment to Fill a Vacancy.

<sup>44</sup> **92.28** To include a statement in the Policy and Procedure Manual that will define procedures to fill Board vacancies within the six (6) months set forth in the Bylaws (Article IV., Section 10.C.).

RID Board members use Google Drive. Board members, once sworn in, take over the account from the previously serving member. Outgoing Board members should be prepared to transition their account immediately upon the swearing in of the incoming board member. Email accounts, and their respective drives, should be in clear order using folders to save information deemed appropriate for the incoming Board member.

## **2. Onboarding Process**

### **2.1. Board Member- Elect Access to Communications**

Upon election, and prior to oath of office, Board member-elects are given an elect google account. This account allows the member-elect the ability to view and, when requested, participate in conversations and work being done online. This access also provides the member-elect the ability to review documents found in the Board's google drive. Such access allows the member-elect time to familiarize themselves and prepare for transition into the position.

### **2.2. Orientation Materials- in Google Drive**

Upon election, and prior to oath of office, Board member-elects have access to the Board's Orientation folder. Reviewing this folder allows the member-elect to get caught up to speed at their own pace with the expectation that upon oath of office they have reviewed all documents.

At minimum, member-elects should be oriented to the list found in [Appendix E.14](#).

### **2.3. Meetings of Outgoing/Incoming Board Members and other serving Board members.**

Outgoing and incoming board members are encouraged to meet for the purpose of assisting in the orientation of the incoming board member.

## Board Operations

### Board Meetings

#### Regular Meetings<sup>45</sup>

Regular meetings are determined by the Board, and announced sixty days prior to the meeting. Meetings should be held at least quarterly.

#### Biennial Meetings<sup>46</sup>

Biennial meetings of the Board of Directors shall be held immediately before and/or after, and at the same place as, the biennial meeting of members

#### Special Meetings<sup>47</sup>

Special meetings may be called by the President or by any two directors, with a majority vote of approval by the Board of Directors. Notification shall be given to the entire Board of Directors at least seven days prior to such a meeting.

#### Group Norms

When working together in a leadership capacity, group norms are necessary when engaging in collective decision making. These norms, utilized at the discretion of each board's leadership, can be found in Appendix E.3, which includes: values, procedures and protocol both for electronic and in person communication.

The RID Board Group Norms can be found in Appendix E.15.

#### Board Reports

Like other reports, Board reports are essential to understanding where we are as an organization and to ensure that projects are moving forward. Board members are expected to submit their reports at least one week prior to the Board meeting. A sample Board Report can be found in Appendix E.16.

---

<sup>45</sup> Bylaws Article IV, Section 8- Meetings of Directors

<sup>46</sup> Bylaws Article IV, Section 8- Meetings of Directors

<sup>47</sup> Bylaws Article IV, Section 8- Meetings of Directors

## Online Meeting Considerations

1. Agenda- [Appendix E.17](#)
2. Observer to video-based board meetings to post updates on social media venues<sup>48</sup>

## Face-to-Face Meeting Considerations

Face-to-Face Board meeting considerations (include but not limited to)- [Appendix E.18](#)

1. Location
2. Agenda
3. Room logistics
4. Travel
5. Report Outs
6. Photos
7. Power and Privilege Training<sup>49</sup>
8. Recognition of 4 Rs, PMGDS, Standing Rules
9. Events
10. Observers

## Board Meeting Calendar

The Board determines, and announces, their meeting schedule 6 months prior. The meeting calendar can be found on Board Meeting Minutes and on the [RID website](#).

## RID Travel Policy

All volunteer leadership planning travel should refer to RID's Travel Policy. The Travel Policy can be found in [Appendix E.19](#).

---

<sup>48</sup> **2013.29** Motion to invite an observer to video-based board meetings to post updates on social media venues.

<sup>49</sup> **2013.41** Move that the RID Board of Directors engage yearly in power and privilege training to specifically address issues of equity and social justice related to the Deaf Community and other minority constituencies, starting 1 January 2014, and that feedback is solicited from appropriate councils and committees in order to address specific training needs and identify appropriate trainers.

# Regions

## Guidelines

### Region Makeup

The composition and/or number of regions must be approved by the Board of Directors. Changes in regional composition will occur when deemed necessary by the Board of Directors and/or the membership. A President's council for each region consisting of the affiliate chapter presidents within the region may be formed. (Bylaws Article VII. Regional Organization)

### Region Funds<sup>50</sup>

A region may establish, and maintain, a region fund to help fund region activities as defined by this policy.

#### 1. Establishing a Region Fund<sup>51</sup>

- 1.1. The Region Representative must inform the RID Board of Directors of the desire to establish a region fund.
- 1.2. The fund can be made up of the region conference profits, donations from region affiliate chapters, or individuals.
- 1.3. The monies will be handled by national RID for the purposes of centralized bookkeeping and to ensure accurate records for tax purposes - Regions are not legal entities, and oversight of the funds' use rests with the National Organization.
- 1.4. Each Region's funds will be assigned to a liability account, so that money belonging to the region can easily be tracked and reported.

#### 2. Purpose

The purposes of a region fund may include:

- 1.1. Seed money for Region conferences;
- 1.2. Region representative travel to support affiliate chapters;
- 1.3. Region representative costs incurred on behalf of the Region;
- 1.4. Leadership training workshops for affiliate boards;
- 1.5. Region workshops;
- 1.6. Scholarships for interpreter preparation student/s or region members to attend the national conference; and/or,
- 1.7. Region presidents/officers meetings.

---

<sup>50</sup> Was v2009 Appendix K

<sup>51</sup> At the time of the v.2018 PPM all regions currently have Region Fund accounts. This information has been left in the PPM as informative.

## 2. Roles and Responsibilities<sup>52</sup>

### 2.1. Region Representative

- 2.1.1. Provide good stewardship of the fund.
- 2.1.2. Report to the Board when money from the region fund is being requested to sponsor a regional activity.
- 2.1.3. Follow the established Region Funds Request procedures. Contact the Board Treasurer when requesting funds on behalf of the region. Submit a check request form and supporting documentation. The Board Treasurer provides approval and forwards the request along to appropriate headquarters staff.
- 2.1.4. Inform the region regarding what money has been spent and for what purpose.
- 2.1.5. Forward to headquarters any new money received which needs to be deposited into the region fund.

### 2.2. Headquarters

- 2.2.1. Establish a liability account in the chart of accounts for each region which has money to be placed in a region fund.
- 2.2.2. Provide quarterly reports on the balance and interest accrued to each Region Representative.
- 2.2.3. Retrieve money from the region fund in a timely manner, when such funds have been approved for release by the Board Treasurer.

---

<sup>52</sup> **88.34** To approve the guidelines for Regional Presidents/Officers meetings dated February 29, 1988.

Found in PPM v.2009 Appendix M. titled Region Presidents/Officers Meeting Policy: The Board of Directors determined this section, originally adopted by motion 88.34, to no longer be applicable. The Board had no objection at the 11/2004 meeting to dropping this section.

# Affiliate Chapters

## Authorization

### Governance

The existence of Affiliate Chapters is authorized according to RID Bylaws (Article VIII<sup>53</sup>).

RID's Articles of Incorporation, Bylaws, and Policies and Procedures Manual guide Affiliate Chapters in terms of affiliate documents, goals, purposes, and activities in order to be consistent with the overall association.

### Forming a Chapter

#### Policy Toward State Chapter Status

As a result of motion 2002.24<sup>54</sup>, states can only have one chapter unless they already have additional chapters in existence. Additional chapters can not be created.

Individuals wishing to form an affiliate chapter must follow the following procedure:

1. Contact Member Services.
  - 1.1. Member Services confirms the requirements to become a chapter.
  - 1.2. Member Services must verify that all petitioners are voting members in good standing at the time of the petition.
  - 1.3. Member Services confirms that all required documents have been provided.
  - 1.4. Once a potential chapter has met the requirements according to the Bylaws, Member Services works with the Region Representative, as a liaison to the Board of Directors, to present the package to the Board.
  - 1.5. Once the Board formally approves or declines chapter status, Member Services in conjunction with the region representative, notifies the contact person from that potential chapter.

---

<sup>53</sup> A minimum of twenty (20) voting members-in-good-standing of RID are required to establish and maintain an affiliate chapter. A petition for membership as an affiliate chapter is submitted to and ratified by the Board of Directors or, in the case of a national conference, the membership. Once ratified, a charter of affiliation is issued.

<sup>54</sup> **2002.04** To accept as final Affiliate Chapter Relations Committee (ACRC) 2001.01 which states: There shall be only one affiliate chapter per state. In states where multiple chapters already exist, that structure will remain. However, additional affiliate chapters will not be established. Furthermore, if an affiliate chapter dissolves in a state with multiple affiliate chapters, it may not be formed again, nor will another affiliate chapter replace it.



## Affiliate Chapter Organizational Documents

The national office maintains a file on each affiliate chapter. To be current, each affiliate chapter must assure the following items are updated **annually** in the files:

### 1. Articles of Incorporation

If required by law, information regarding incorporation can be obtained from the attorney general in each state.

Each affiliate is encouraged to file under 501 (c)(3), as a professional association.

General features of articles of incorporation include:

- 1.1.1. Name of the Association,
- 1.1.2. Purpose of the Association,
- 1.1.3. Non-profit statement,
- 1.1.4. Duration of the Association (perpetual),
- 1.1.5. Registered office,
- 1.1.6. Agent,
- 1.1.7. Incorporators,
- 1.1.8. Personal liability,
- 1.1.9. Capital stock,
- 1.1.10. Notarization

### 2. Bylaws

Each affiliate chapter is responsible for the development of bylaws. The national Bylaws serve as the model for each Affiliate, with modifications where appropriate (e.g., regions). Any amendments to Affiliate Chapter bylaws should be incorporated at the affiliate level and a clean copy sent to headquarters as amendments occur.

### 3. Fiscal Year<sup>55</sup>

As of July 1, 2008, Affiliate Chapters of RID are required to adhere to the July 1 – June 30 fiscal year.

### 4. Standing Rules and Rules of Order

Standing rules may be adopted to indicate the following:

- 4.1. Time for meetings to begin,

---

<sup>55</sup> **2006.09** At the recommendation of the CPA under contract with the Registry of Interpreters for the deaf in the FY 2005 management letter to the Board of Directors, that no later than July 1, 2008, affiliate chapters of RID adhere to the national RID July 1- June 30 fiscal year.

- 4.2. Location of meetings,
- 4.3. Policy toward guests at meetings,
- 4.4. Policy on special meetings closed to guests,
- 4.5. Executive session,
- 4.6. Guest speakers,
- 4.7. Refreshments,
- 4.8. Responsibility of lighting, media, interpreters, etc.,
- 4.9. Procedures for amending standing rules,
- 4.10. Rules of order,
- 4.11. Order of business,
- 4.12. Special rules governing length of speeches,
- 4.13. Methods of voting (electronic, mail ballots),
- 4.14. Conditions for plurality and majority votes,
- 4.15. Procedural rules that differ from parliamentary procedure.

## Reporting

The Affiliate Chapter's President will assure that required documentation is completed and submitted to the Affiliate Chapter Liaison, or appropriate HQ designee. For the most current AC Reporting requirements, please visit the [Affiliate Chapter Handbook](#).

1. Required Documentation and Submittals<sup>56</sup>- for schedule and to whom to submit see A sample bylaws is available for chapters needing the same is in the Affiliate Chapter Handbook found on the [RID website](#).
  - 1.1. Bylaws
  - 1.2. Policy and Procedure Manual
  - 1.3. Contact Information
    - 1.3.1. AC Mailing Address
    - 1.3.2. Board of Directors (Names, Addresses, Positions, Term Expirations)
    - 1.3.3. AC Newsletter Editor (Name, Address)
    - 1.3.4. AC CMP Coordinator (Name, Address)
  - 1.4. AC Newsletters
  - 1.5. AC Meeting Minutes
  - 1.6. Tax Related Changes within the AC (Names, Addresses)

---

<sup>56</sup> **2005.12** To accept Affiliate Chapter Relations Committee recommendation 2005.01 which establishes a policy for affiliate chapters to follow to maintain affiliate status with RID and a policy to be followed by the national office in the event the requirements are not met.

- 1.7. Copy of Current Membership Listing<sup>57</sup> (Names Only)
  - 1.7.1. Membership Categories should be defined in the Affiliate Chapter Bylaws
- 1.8. If using RID's group exemption number, file IRS form 990
- 1.9. Annual Report, including:
  - 1.9.1. Major AC events for the year
    - 1.9.1.1. Listing of workshop sponsored or co-sponsored
    - 1.9.1.2. All committee reports
    - 1.9.1.3. Copies of letters regarding political actions
    - 1.9.1.4. AC problems and solutions (not grievance information)
    - 1.9.1.5. Certified copy of financial statement
      - 1.9.1.5.1. Copy of filed IRS 990

### **Compliance**

To maintain status as an RID Affiliate Chapter, each chapter must comply with the reporting regulations described.

In addition to reporting, to maintain affiliation status with RID, all affiliate chapters must<sup>58</sup>:

1. sustain active membership;
2. hold an annual membership meeting;
3. maintain an active board;
4. comply with their own Bylaws and/or Policies and Procedures Manual;
5. maintain up to date compliance with the AC's state regulatory and reporting requirements for operating a business, consulting with relevant professionals as appropriate.
6. comply with affiliate chapter requirements as identified in the RID Bylaws, Policies and Procedures Manual, and/or Affiliate Chapter Handbook; and
7. actively support the philosophy, mission and goals of RID and its regions.

The Affiliate Chapter Liaison and their supervisor are responsible for monitoring compliance with affiliate requirements for each Affiliate Chapter. Region Representatives will discuss compliance concerns with the Affiliate Chapter's Board of Directors.

---

<sup>57</sup> **C89.11** In order to be a voting member of an affiliate chapter, a person must also be a member of RID, Inc., effective July 1, 1991.

<sup>58</sup> Noted in the v2009 PPM as adopted under motion 2005.12

## **Non Compliance**

An affiliate chapter that has maintained a non-compliance status for a period of three years will have their RID affiliation status rescinded by the RID Board of Directors.

### **Procedure to Rescind Affiliate Chapter Status from RID<sup>59</sup>**

1. The Region Representative or Member Services, notifies the RID Board of Directors of the Affiliate Chapter's non-compliance status, according to the RID Bylaws and/or Policies and Procedures Manual.
2. The RID Board of Directors shall direct headquarters to send a letter of non-compliance to the Affiliate Chapter referencing the specific RID Bylaws and Policy and Procedures Manual compliance requirements that the Affiliate Chapter is not meeting.
  - 2.1. The Affiliate Chapter will be given a deadline of three (3) months to respond with a plan of action to be approved by the RID Board of Directors.
3. If, after three (3) months, the Affiliate Chapter has not sent a response, the affiliate chapter will be placed on "probation" and a letter will be sent stating that the compliance issues must be resolved within one year from the date of the original non-compliance letter.
4. If compliance has not been met within one (1) year from the date of the original letter, RID headquarters shall send an additional letter informing the Affiliate Chapter officers that the Affiliate Chapter has been declared inactive and their relationship with RID will be rescinded if they continue to remain out of compliance. The letter will state that the affiliate chapter must communicate, within 30 days to RID headquarters, how any and all funds from the Affiliate Chapter treasury will be accounted for if the Affiliate Chapter chooses dissolution.

### **Headquarters Support to Affiliate Chapters**

1. **Point of Contact**

Member Services liaises between headquarters and each of the Affiliate Chapters. Member Services sends all requested information, brochures, etc. to the Affiliate Chapter. Member Services gathers compliance information on each of the chapters and keeps it on file, as described above.
2. **Affiliate Chapter Lists/Mailing Labels**

Each chapter is entitled to one complimentary list or label run per quarter. This request must come from the president or his/her designee (must be received in writing for our files) to the national office designee.

---

<sup>59</sup> The process provides the Affiliate Chapter a total of 3 years in which to comply with the requirements.



# Board Committees

## Purpose

Volunteers are a vital element within the leadership structure of RID, for they play a crucial role in extending the reach of our strategic goals. Volunteers are charged with accomplishing specific tasks requested by the RID Board of Directors, RID staff, and members (through motions and participation) to meet the needs of the organization and its membership.

RID committees consists of standing, special, and/or ad hoc committees as established by the Board of Directors<sup>60</sup>. Committees are appointed by the Board President, as defined in the Bylaws (Article IV., Section 3., Duties).

Committees, councils, and task forces focus on national level projects that work to grow the profession. Volunteers guide programs, implement special initiatives, develop working papers, strengthen the ties between RID and key stakeholders, and provide expertise and guidance in many areas.

RID's volunteer leaders serve many purposes, including:

1. Acting as experts in their respective specialized areas as they participate in the planning process with RID to identify, develop and make recommendations on priority issues for the industry.
2. Providing networking opportunities among peers by offering forums for interaction and idea exchange, including fostering environments for interaction both online and in person.
3. Participating in RID membership recruitment and retention activities.
4. Serving as a resource for educational program development and content for RID publications by identifying opportunities for professional growth and providing mentoring support to future leaders.
5. Assisting RID in achieving its overall goals.

## Structure

Volunteers act as consultants to the RID Board of Directors and staff and/or an individual committee, working on specific projects or tasks as needed. Participation

---

<sup>60</sup> Upon the Board of Directors' approval, the president shall appoint any committees, including standing, special and/or ad hoc committees, composed of at least three (3) voting members to serve for a specified term. Any vacancies in the membership of any committee that are filled will follow the same procedure. Furthermore, for each committee, the president shall designate a member of the Board of Directors to serve as a non-voting member. A majority of the entire committee shall constitute a quorum.

provides an opportunity for volunteers to develop and expand leadership skills as well as increase professional experience for other opportunities in the future.

Volunteer opportunities within RID are organized into a few different categories. In most cases, volunteers serve specified terms. Typically, volunteers are appointed after each biennial conference and serve until the conclusion of the next biennial conference. Task force members serve for the duration of the project(s).

The volunteer categories listed below are described in part to give insight into the range of responsibilities that volunteers perform on behalf of RID internally, and/or externally for its members. Work of this nature will also likely involve collaboration with organizations that also support the RID mission.

## Types of Board-Appointed Workgroups

The association consists of standing, special, and/or ad hoc committees as established by the Board of Directors<sup>61</sup>.

### Councils

Appointed by the Board, councils directly advise the Board. The Board/council relationship allows for the Board to ask councils for advice on specific matters as well as councils having the ability to bring forth information to the board for consideration.

### Standing Committees

Standing Committees are defined in the Bylaws<sup>62</sup>.

### Special and Ad Hoc Committees

The association, from time to time, establishes ad hoc committees, sometimes defined as Task Forces. The purpose of ad hoc committees is to address time specific, project based work.

Members are selected by the Board, and appointed by the President, based on the skills and background needed for specific tasks or initiatives and serve only for the duration of the project.

---

<sup>61</sup> Upon the Board of Directors' approval, the president shall appoint any committees, including standing, special and/or ad hoc committees, composed of at least three (3) voting members to serve for a specified term. Any vacancies in the membership of any committee that are filled will follow the same procedure. Furthermore, for each committee, the president shall designate a member of the Board of Directors to serve as a non-voting member. A majority of the entire committee shall constitute a quorum.

<sup>62</sup> Was Bylaws Referendum D 2017 (get motion number)- To return standing committees to the RID Bylaws in Article V.

A current list of all committees, councils, and task forces is posted on the [RID website](#).

### **Special Appointments – Representatives to RID**

Special appointments can be approved by the Board to fulfill an internal or external role with specific responsibilities pertaining to the appointment.

These individuals or representatives:

- Are appointed to represent the association at meetings with members and/or consumers, stakeholder organization meetings, phone conference calls and/or e-mail.
- Provide reports to the RID Board of Directors, as needed/requested.

Generally, members selected to represent RID internally or externally must be an RID voting member in good standing, a member of an affiliate chapter and/or a certified or associate member. However, exceptions are made based on the need(s) of the group. Overall, the representative should have a vested interest and extensive knowledge of the particular topic and work.

Position description and responsibilities can be found in [Appendix F.1](#).

## **Appointments**

### **Timeline**

Members of standing councils and committees are generally appointed and notified of appointment within 90 days after the conclusion of the biennial business meeting.<sup>63</sup>

### **Call for Volunteers**

A call for committee volunteers, along with each committee's respective scope of work, shall be published on the RID website. In order to comply with the notification and appointment timeline above, the call for volunteers for standing councils and committees should be published no later than April 1st.

The President, along with the Board, may engage in direct recruitment and employ other methods to acquire names for consideration.

---

<sup>63</sup> C2015.04 Move that members of all standing committees shall be appointed in advance of the biennial convention, and notified of their appointment 45 days in advance of the biennial convention. The term of new committee members shall begin on the last day of the biennial convention.



## **Application Process**

The call for volunteers will explain the process for interested members to apply. Examples of information collected from interested members include; but are not limited to: (1) Letter of Interest, and (2) Resume. Documents, when possible, should be submitted in both ASL and English.

Interested persons will be directed to the RID website in order to begin the application process.

During each application process, the Board should determine which Board member will be responsible to oversee the application process including accepting applications and reporting to the Board when complete applications are received.

## **Consideration for Selection**

Appointments will be made based upon several factors; including, but not limited to:

1. The particular committee's charge/s;
2. History of association involvement;
3. Regional representation;
4. Cultural diversity; and
5. Opportunity for members to gain experience.

Generally, members of committees, councils, and task forces are RID voting members in good standing. However, exceptions are made based on the needs of the group. Exceptions may include a need for technical expertise, stakeholder input, public member, etc..

## **Selection<sup>64</sup>**

The President makes appointments with the advice and consent of the Board.

At least three (3) members of standing committees must be voting members in good standing.

Each committee chair, member, and Board liaison serves at the pleasure of the President and the Board. Each committee chair, member, and Board liaison responds to the goals and objectives mandated by the membership or the Board.

---

<sup>64</sup> Bylaws Article V. Committees- Upon the Board of Directors' approval, the president shall appoint any committees, including standing, special and/or ad hoc committees, composed of at least three voting members in good standing to serve for a specified term. Any vacancies in the membership of any committee that are filled will follow the same procedure. Furthermore, for each committee the President shall designate a member of the Board of Directors to serve as a non-voting member. A majority of the entire committee shall constitute a quorum.

## Term of Office

Terms for committee service are generally defined as the two years between national conferences. While there are no mandatory term limits, three consecutive terms on the same committee is a strongly suggested maximum. This is done in order to gain new perspectives, to promote diversity, and to encourage leadership growth among RID members. Thus, committee members should be aware that committee service is finite by nature.

## Disbanding a Committee

The Board reserves the right to disband a committee prior to the completion of their charge. The typical reason for disbanding an entire committee is lack of progress.

## Removal of an Individual Member

The Board reserves the right to remove committee members from their appointment. Typical reasons for removal include:

- Inability to participate
- Refusal to work in accordance of the committee charge
- Disruptive behavior
- Acting in a manner against the policies identified in the PPM

## Committee Guidelines

### Committee Membership

Each member receives the following. Each required document must be signed and submitted prior to the member assuming their role. The Board must assign a Board member responsible for disseminating and collecting these documents.

1. Letter of appointment- [Appendix F.2](#)
2. Copy of the Policies and Procedures Manual- [Appendix E.1](#)
3. Conflict of Interest Certification and Disclosure Form- [Appendix E.5](#)
4. Volunteer Leadership Agreement via the RID website [here](#)

Committees are Comprised of:

1. Chair - Roles and Responsibilities found in [Appendix F.3](#)
2. Committee Members - Roles and Responsibilities found in [Appendix F.3](#)
3. Board Liaison - Roles and Responsibilities found in [Appendix F.5](#)
4. Staff Liaison - Roles and Responsibilities found in [Appendix F.6](#)

## **Scope of Work**

Each Board administration will articulate committee goals and communicate these to the committee chairs, via the Board liaison. Committee progress will be monitored by the Board to ascertain whether progress levels are acceptable.

Additional responsibilities may be assigned and communicated to the committee via the Board liaison and committee chair.

Committees should be aware that they serve the association, the Board of Directors, headquarters, and the members of RID in an advisory capacity. They consult with the staff in headquarters and the Board liaison assigned to their committee to provide input and insight into the policies of RID. Directing staff, formulating policy without review of the Board of Directors and staff, and becoming involved in the daily operations of the programs are prerogatives that are not in the existing paradigm of committees in RID.

## **Reporting- Progress and Achievement**

### **Committee Progress**

Committees are responsible for submitting reports and outlining progress following the timeline listed within their respective scope of work. Reports are to be submitted to the Board, via their board liaison. The Board of Directors is responsible for monitoring the progress of each committee.

### **Individual Member Progress**

Working closely with the Board liaison, the chair is responsible for reporting on committee member participation and engagement. The Board is responsible for monitoring the participation of each committee member.

The Board may request that the committee provide reports directly to the membership. The committee, in consultation with the Board, will determine the appropriate information and format for reporting to the membership.

Reports to the Board should, at minimum, include the committee's scope of work, outline of timelines established, report of progress, and specific action(s) recommended to the board and/or membership. Reporting requirements are to be listed in each committee's scope of work. A sample report can be found in [Appendix F.7](#).

## **Recommendations**

Policies and approaches proposed by a committee, council or task force are developed as a formal recommendation for review by the Board of Directors.

Each proposal should be labeled as a recommendation, preferably with an identifying number (e.g. CC2017.01 to represent the Certification Committee's first recommendation in 2017). Including a number assists in future searches for recommendations. Board of Directors, and committee notes should include the recommendation number and recommendation.

Each recommendation should come with an analysis of the financial impact on RID should the Board adopt it. During the next formal meeting of the RID Board of Directors, a Board member may propose the recommendation(s) as a motion. If the motion passes, then the proposal is shared with the CEO and COO of RID as a directive. Deadline for requesting space on the agenda should occur one month prior to the scheduled meeting. Deadline for submitting a report to the Board is 10 days in advance of the board's meeting.

### Committee Meeting Logistics

1. Online Meetings

The committee chair must send a request via the Board liaison to reserve a meeting time and request a meeting link. Establishing regular meetings will assist with ensuring that the video meeting software is available.

2. Face-to-Face Meetings

When possible, RID may provide approval for a committee to meet face-to-face. Several planning factors must be considered, including (but not limited to):

2.1. **Budget:** FY budgets are developed by headquarters staff, working directly with the Treasurer and Finance Committee, and adopted by the Board of Directors annually. The FY budget is approved in March (FY starts July 1).

2.2. **Documentation:** An agenda, with rationale and explanation of work to complete, must be submitted by the board liaison for board approval. When a face-to-face meeting is deemed necessary by the group, an agenda with rationale must be submitted by the board liaison for Board approval.

2.3. **Planning and Scheduling:** (For committees with authorized face-to-face meetings) The staff liaison, Board liaison, and committee chair will work together to establish meeting dates and logistics. The meeting schedule must take into account the availability of headquarters staff, and the needs of the Board liaison and volunteers.

2.4. **Travel:** Refer to the official for details and logistics for RID business travel. The Travel Policy can be found in [Appendix E.19](#).

3. Agenda

All meetings must follow an official agenda. Agendas will be developed in advance by the chairperson and the liaison(s).

4. Meeting Minutes

All meetings require official notes to be kept and provided to the liaison(s) for record keeping.

5. Time Guidelines

There shall be restricted time periods to hold video meetings and face-to-face meetings so that board members, committee members, and staff members are not required to engage in meetings at times in which they may not be able to fully engage.

Members of committees, Board liaisons, and staff liaisons are located across the nation. It is recognized that there is a variance in time making it difficult to include all members at all times. The following are recommended guidelines to ensure effective meetings:

1. Video conference calls should begin no later than 8:00 pm eastern and conclude no later than 9:30 pm eastern time zone unless there is a compelling reason otherwise.
2. Video conference calls and face-to-face meetings should not be set up on holiday weekends.
3. Weekends are acceptable for meetings.

6. Attire

All meetings follow a business casual dress code unless otherwise stated.

7. Meeting Notification

Prior notification of committee meetings, including agenda, is required by the Board of Directors. The committee chair, Board liaison, and staff liaison should work together to determine a meeting schedule.

It is the goal of the association that committees should hold regular video meetings and face-to-face meetings as needed, and as the budget permits. A face-to-face meeting may be held at the RID biennial conference as the budget permits.

## Orientation

For volunteers to immediately begin work within the councils and committees at RID, it is essential to quickly begin understanding the role(s) they take on, and the associated responsibilities. A short period of overlap will occur with outgoing committee members. The transition period is meant to be a means to ensure that information is not lost and that incoming members are prepared.

## Budget

Committees should work with the Board and staff liaisons to determine budget requests. Request for budget funding is submitted to the board via the board liaison and committee chair. Financial Guidelines for Conducting RID Committee Business can be found in Appendix F.8.

## **Content and Material Development**

1. Educational Program Development
  - 1.1. Appointed volunteers serve as a resource for the educational program development for RID conferences and other professional development opportunities by:
    - 1.1.1. Identifying “hot topics” for a national audience related to their scope of work
    - 1.1.2. Acting as content advisors and experts
    - 1.1.3. Recommending potential facilitators, speakers or presenters
2. RID Publications
  - 2.1. Appointed volunteers contribute to the content of RID Publications by:
    - 2.1.1. Submitting quarterly articles for publication in VIEWS or e-NEWS related to their scope of work and its impacts on the membership and field of interpreting.
    - 2.1.2. Identifying “hot topics” for a national audience related to their scope of work
    - 2.1.3. Recommending potential authors to address those topics
    - 2.1.4. Acting as content advisers and experts
  - 2.2. Other Content Support
    - 2.2.1. Appointed volunteers assist in enhancing communication and information distribution by:
      - 2.2.1.1. Working with the staff liaisons in updating website content related to their scope of work
      - 2.2.1.2. Recommending the development of needed materials or publications

## **Committee Member Publishing**

Committee members wishing to publish articles with outside entities regarding their service on an RID committee or on a topic in which they refer to their service as a national committee member or to which the publication refers to them as a member of the national committee should send draft articles to the board liaison and the staff liaison for the committee at least 30 days in advance of the final product being submitted. The Board and staff liaisons may require changes to be made to the draft article. Such required changes must be adopted.

## **Compensation for Presentations**

Agents of RID, including; members of the RID Board of Directors, members of standing and ad hoc committees, and RID staff members are not entitled to

compensation when presenting as an official representative of RID<sup>65</sup>.  
Reimbursement of costs are permitted.

## Volunteer Participation Policies

Appointed volunteers are responsible to follow the same policies as written in the Board Policies section of this manual. Below includes the list of policies:

1. Antitrust
2. Civility
3. Professional Responsibility
4. Ethical Leadership
5. Fairness and Justice
6. Conflict of Interest
7. Confidentiality
8. Communications
9. Anti-Harassment
10. Prohibited Conduct
11. Whistle-Blower

Appointed volunteers are responsible to follow the Complaint Procedure as written in the Board Policies section of this manual.

---

<sup>65</sup>**2004.02** To direct the Executive Director to draft a policy for Board approval that clearly defines the parameters upon which compensation should/should not be accepted by members of the Board of Directors, Standing Committee members and National Office Staff members when presenting on RID/committee related business and to place said policy in the RID PPM.

**2004.08** To accept the policy formulated by the National Office concerning compensation for presentations by board members, committee members, and staff members of RID: Agents of RID, including the following: members of the RID Board of Directors, members of standing and ad hoc committees; and staff members of the National Office; are not entitled to compensation, other than reimbursement for costs, when presenting as an official representative of RID. Rationale: Board and committee service is of a voluntary nature. Compensation for presenting on topics related to their service would be in contradiction to that philosophy.

# Organizational Administration

## Tax Exempt Status

1. RID is recognized by the IRS as a 501(c)(3) nonprofit that is exempt from federal income taxes. Additionally, RID maintains a group exemption for subordinate ACs wishing to confer 501(c)(3) status without the onerous paperwork.
  - 1.1. RID Affiliate chapters are eligible for tax exemption status under the umbrella of the Federal Group Tax Exemption status of the national association.
  - 1.2. Donors to Affiliate Chapters and the national association may deduct charitable contributions from their taxes, if itemizing. This applies to bequests, legacies, devises, transfers, and gifts eligible to be deducted as federal estate or gift taxes. Members are encouraged to work with their lawyer and/or CPA to assure proper documentation and filing.
2. The Director of Member Services is responsible for recording and updating the tax exempt status of all affiliate chapters who wish to be included under the national association's tax exemption umbrella.
  - 2.1. Early in each calendar year, the Internal Revenue Service sends the National Organization a listing of subsidiary organizations that the IRS has on record as being covered by the Parent's Group Tax Exemption umbrella. The Director of Member Services must review the listing for:
    - 2.1.1. Needed updates (removing dissolved and unaffiliated listings, and making tax EIN, AC President name or address changes)
    - 2.1.2. Affiliate Chapter additions, including:
      - 2.1.2.1. Full name of the chapter
      - 2.1.2.2. Official chapter abbreviation
      - 2.1.2.3. Chapter President's name
      - 2.1.2.4. Chapter's legal mailing address; and
      - 2.1.2.5. Chapter EIN
    - 2.1.3. These forms must be submitted 90 days before the end of the annual accounting period (by March 31) of the current year.

## Fiscal Year

The fiscal year for RID runs from July 1 through June 30 of the following year. Fiscal years are numbered according to the year in which they conclude; FY2020, for example, is the period between July 1, 2019, and June 30, 2020. Affiliate chapters under RID's group tax exemption must follow the same fiscal year format.<sup>66</sup>

---

<sup>66</sup> **2006.09** At the recommendation of the CPA under contract with the Registry of Interpreters for the deaf in the FY 2005 management letter to the Board of Directors, that no later than July 1, 2008, affiliate chapters of RID adhere to the national RID July 1- June 30 fiscal year.



## **Retention of Records**

The Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the Board of Directors, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records.

The organization's staff, volunteers, members of the Board of Directors, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

- a) Paper or electronic documents indicated under the terms for retention in the following section will be maintained by each department for the minimum period specified, properly labeled with destroy by dates, and destroyed upon reaching this date;
- b) No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation; and
- c) No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards.

This document is to be updated annually by the Director of Finance and Operations.

The Retention of Records Policy, version 1.31.18, in its entirety can be found in Appendix G.1.

# Finance & Operations

## Budget Preparation

An annual budget is prepared by the CEO, COO, and Director of Finance, in collaboration with headquarters directors and the Board Treasurer. The budget for the upcoming fiscal year is presented to the Board of Directors in February. The Board is allowed time for discussion and revisions. Final approval is no later than March 31 prior to the beginning of the FY to comply with bylaws requirements to disclose any membership dues increases or decreases 90 days prior to implementation..

### General notes

The budget of the RID is the method whereby fiscal resources to carry out the Board of Directors goals and objectives for the association. Much of the preparation of the budget follows efforts to listen to the desires and intents of both the program directors at HQ and the membership via the Board of Directors. Then, a budget is prepared to allocate the fiscal and personnel resources of the association as befits the priorities and directions of the Board of Directors.

The following relates each element in the budget, and the rationale for same.

**Revenues** should be predicted first. They are the foundation upon which expenditures can be projected. Revenues are less predictable and controllable than expenditures.

**Expenditures** are controllable to the extent that projects should not be initiated unless projections indicate that revenues will be sufficient. In addition to yearly projections, quarterly projections for each major item must be estimated. This will allow active monitoring of the budget and allow for timely adjustments.

In most cases, prior year budgets may be used to predict future budgets. It is advisable to prepare budgets for two years in advance and to modify those as circumstances and policies change in the period prior to the actuation of the budget.

As policies change, extra care should be given to observing revenue patterns concerning the item related to the policy change.

The accounting for the RID budget is based on a fiscal year basis, meaning that funds received and expended for activities carried out during the fiscal year are credited and debited during that year. For example, membership funds are credited in the year for which they are effective. If a member renews membership for a fiscal

year beginning July 1 in June, the funds are recorded as deferred revenues and recognized as income in the upcoming fiscal year.

The RID Board of Directors are all a valuable source of information regarding budgetary needs. The Board Treasurer should work with the committee chairs and the Board liaisons to identify budget needs for both the board and the committees that will be tasked with work in the upcoming fiscal year, in planning for budget requests for items like travel and face to face meeting expenses.

## Balanced Budget

The association maintains a policy of a balanced budget. The Board of Directors is empowered to cease projects or programs when funding is insufficient.

## Reserves Buildup<sup>67</sup>

### I. Purpose

The purpose of the Reserve Fund for RID is to help ensure the long-term ability of the organization to meet its mission. RID will maintain the reserve to achieve the following objectives:

- To create an internal line of credit to manage cash flow and maintain financial flexibility
- To enable the organization to sustain operations through economic downturns and delays in payments of committed funding
- To pay for one-time, nonrecurring expenses that will build capacity, such as technology, staff development or research and development

The Reserve Fund is not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. It is the intention of RID for reserves that are used to be replenished within a year.

### II. Definitions and Goals

The Reserve Fund is defined as funds set aside by action of the Board of Directors. Responsibility for its ongoing operation and oversight is delegated to the Executive Board/Finance Committee.

- A. **Target Minimum Amount** The minimum amount to be designated for the Reserve will be established as an amount sufficient to maintain ongoing operations and programs for a set period of time, measured in months. The

---

<sup>67</sup> **92.39** To maintain fiscal responsibility and to safeguard the operations of the National Office, a minimum of the first \$25,000 of end of the year surplus be deposited annually into the corporate reserve fund, until such time as six months operations costs have been accumulated.

**2005.36** That fifty percent of any fiscal year end surplus will be dedicated to developing and sustaining financial reserves.

Reserve serves a dynamic role and will be reviewed and adjusted in response to internal and external changes. The target minimum Reserve Fund is equal to **\$750,000**, representing six months of operating expenses on average. The calculation of average monthly operating expenses includes all recurring, predictable expenses such as salaries and benefits, occupancy, office, travel, program, and ongoing professional services. Depreciation, in-kind, and other non-cash expenses are not included in the calculation.

- B. Funding Reserves** The Reserve Fund will be funded annually with fifty percent (50%) of any surplus unrestricted operating funds (net profit). The Board of Directors may from time to time direct that a specific source of revenue be set aside for its reserves. Examples may include onetime gifts or bequests, special grants, or special appeals. Organization staff will ensure that any donations designated for the Reserve Fund will not carry restrictions that conflict with the Board's oversight of the fund as outlined in the policy.
- C. Funding Timeline and Process** By September, the amount available for reserves build-up from the previous fiscal year will be identified and reported to the Board of Directors. Funds pending addition to the reserve buildup investment will be held in a related Money Market account until such time they can be added to the investment CD balance. Beginning in FY19, reserve buildup funds have been held in a 12-month CD, which matures each March.

### III. Investing Reserves

The Reserve Fund will be funded and available in cash or cash equivalent funds, in accordance with the risk preferences, liquidity needs and investment objectives of the organization. The Reserve Fund will be maintained in a segregated bank account or investment fund, in accordance with the organization's Investment Policy. Policies and procedures for handling deposits, reconciling statements, safeguarding access, etc. will be the same as for any of the organization's other bank accounts.

### IV. Accounting for Reserves

The Reserve Fund will be listed separately as an asset in the investments section of the organization's statement of financial position. It will also be listed as a "board-designated reserves" in the unrestricted net assets section of same.

### V. Using Reserves

- A. Management identifies appropriate use** - The CEO and HQ staff will identify reasons for accessing the reserve funds and confirm that the use is consistent with the purpose of the reserves as described in this Policy. As a part of this process, the CEO will do the following:
- a. Analyze the reason for the needed funds;
  - b. Assess the availability of any other sources of funds before using reserves (e.g. line of credit); and

- c. Evaluate the time period that the funds will be required, and then replenished.
- B. Board authorizes use and monitors reserves** - The CEO may access the reserves for purposes as outlined above, as long as sufficient funds are available to repay such usage within twelve months' time. The CEO or designee will submit a request to the Board Treasurer in writing, which will include the analysis and determination of the use funds and plans for replenishment (as outlined above). The Board Treasurer will consult with the Executive Board/Finance Committee as appropriate and approve in writing or modify the request and authorize transfer from the fund. Email is an acceptable form of notification and acknowledgment.
- a. **Borrowing from Reserves** - Any funds borrowed from the Reserve Fund for longer than twelve months will be paid back through a prescribed repayment schedule. The CEO shall request approval of any such usage and the proposed repayment schedule from the Board of Directors/Executive Committee. If approved, such disbursement shall be reported at the next full board meeting. At any time that a borrowing from the Reserve is outstanding, the status of the borrowing and payments made will be reviewed at Board meetings. A draw-down from the fund that cannot be replaced in the timeframe established above must be approved by a majority of the Board, either by a majority of the votes of quorum present at a regular Board meeting, or by a two-thirds majority of the Board if such vote is conducted by other means. A record of such action will be maintained and be made a part of the Board meeting minutes.
  - b. **Report and monitor use of funds** - The CEO is responsible for ensuring that the Reserve Fund is maintained and used only as described in this Policy. Upon approval for the use of Reserve, the CEO and finance staff will maintain records of the use of funds and plan for replenishment. RID will provide regular reports to the Board of Directors/Executive Committee of progress to restore the fund to the target minimum amount.

## VI. Review of Policy

This policy will be reviewed every other year at minimum, by the Board Treasurer/Finance Committee, or sooner if warranted by internal or external events or changes. Changes to the Policy will be recommended by the Board Treasurer/Finance Committee to the Board of Directors.

## Income

- **Membership Dues**

Membership dues levels are suggested in budgetary formulations from headquarters and are adopted by the Board of Directors. Dues are restricted from increasing or decreasing more than 10% without approval of the

membership, per the bylaws (Bylaws, Article XII). Late fees and membership lists are no longer sources of revenue as of FY19.

Membership is composed of the following categories: certified, associate, student, supporting and organizational members. Certified members must maintain their membership in order to remain certified. Associate, student, supporting, and organizational members are not required to maintain continuous membership.

Golden 100 members obtained the right to forgo any required payments for membership renewals when they paid a predetermined amount when the offer was made. Silver 200 members obtained the right to forego future membership dues, but they still must pay for CMP fees. Honorary membership holders remain renewed at no cost for the time determined by the Honorary Membership Award. In addition, all past presidents remain current members at no cost beginning in the first fiscal year after their term concludes.

Associate, organizational, student and supporting membership levels are prorated by quarter for new members only joining after the start of the fiscal year. Members in these categories who were members in a prior fiscal year must pay the full membership amount, regardless of when they renew. Dues for all categories are due June 30, 2019. There is a 30-day grace period with no penalty; however, certified members who have not paid are not in good standing (and therefore considered not certified) during this time of lapsed membership.

- **National Conference<sup>68</sup>**

- **Registration** - Registration fees are established by Board of Directors approval. The fee schedules in the past have offered Early-Bird, Regular, and Onsite pricing. Additional discounts for Emerging Practitioners and Seniors may also be considered.
- **Exhibit Fees** - Exhibitor space fees are developed by HQ staff and reviewed in the conference budget by the Board of Directors.
- **Silent Auction and Banquet Tickets** Proceeds from the Silent Auction, if held, are dedicated to the various scholarship funds as determined by the Board of Directors. Currently, monies are used to fund scholarship/awards funds. Banquet tickets are sold in order to offset the cost of food catering for the evening conference awards gala each conference. Ticket prices should be set to recoup the cost of the food and entertainment at a minimum.
- **Donations and Sponsorships**  
Solicitation of donations and the development of valuable sponsorship packages for conference is a key revenue activity that allows RID to keep attendee registration fees affordable. Assistance in securing these

---

<sup>68</sup> This information is also noted in the National Conference Operations document within this PPM.

commitments is expected of all members of the RID Board of Directors and key leadership staff within HQ. Some donations or sponsorships can be combined with in-kind services. We have also accepted donations of things that we would have otherwise purchased, such as bags or backpacks.

### **Other Income**

- **Program Fees**

- The Certification Maintenance Program (CMP), Ethical Practices System (EPS), Certification Program, and Public Policy & Advocacy Program all assess annual fees from members as part of their total annual Membership renewal amount.
- The CMP Program additionally receives revenue in the form of CMP Sponsor Dues, which are assessed annually, webinar registration fees, and CMP cycle extension fees.

- **Contributions**

- Members and stakeholders may make charitable donations to the organization. Unless stated otherwise, these revenues are considered unrestricted use and support operating costs for the association.

- **Publications**

- RID receives revenues from the sales of books published by RID Press via the RID storefront and Amazon bookstore portal. Customers are primarily bookstores of institutions with ITPs. Additional revenue is obtained via shipping and restocking fees assessed for bookstore orders and returns.

- **IEWS**

- RID receives a small amount of revenue from subscribers to the printed IEWS. Additional revenue comes from the placement of print advertising, e-newsletter advertising, and website job ad posting.

- **Grants**

- Grants may be sought to offset the costs of, and improve upon, programs in RID. The Board of Directors can appoint a committee to accomplish grant writing and application. Headquarter staff can participate in the committee as resources are available.

- **Interest Earned on Bank Deposits**

- RID maintains cash and short-term liquid assets in interest-bearing accounts whenever possible. The interest is credited to the account and used for supporting operations.

## **Expenditures**

### Expenditures- Appendix G.2

## Travel

The Board of Directors and the CEO are responsible for the development of an annual calendar of events to which travel may be necessary. Such travel costs are to be included in the annual budget plan.

1. General- Funding for travel is based on priorities as set by the Board of Directors. They can include the following:
  - 1.1. RID biennial conferences (including national office preparation)
  - 1.2. RID Board meetings
  - 1.3. RID Executive Committee meetings
  - 1.4. Region conferences
  - 1.5. Affiliate Chapter conferences and/or meetings
  - 1.6. Presidents/officers meetings (including regional meetings)
  - 1.7. National "networking" conferences (e.g., NAD, ADARA, CIT, etc.)
  - 1.8. Standing committee meetings
  - 1.9. Fundraising/networking meetings, and
  - 1.10. Advocacy (RID intervention/mediation in local issues).
2. Determination of Appropriate Personnel to Travel

The following considerations are taken into account:

  - 2.1. Content/intent of even
  - 2.2. Availability of Board/staff, and
  - 2.3. Requester's preference.

The requester must include the following information:

    - 2.3.1. Date
    - 2.3.2. Location
    - 2.3.3. Topic/purpose
    - 2.3.4. Board/staff personnel requested
    - 2.3.5. Financial arrangements (fees, room, board, transportation), and
    - 2.3.6. Specific nature of the request.
3. Travel Authorization
  - 3.1. The CEO/COO's authorization is required for the expenditure of travel funds for headquarters staff, based on the status of the budget.
  - 3.2. At no time will a Board of Directors member, headquarters staff member, appointed volunteer, or other agent of RID, be allowed to charge travel costs of personal, family, or personal friends to the association. Should such an error occur, the individual must immediately compensate RID for the error and provide documentation of the same.
  - 3.3. Travel Authorization Allowed:
    - 3.3.1. Air/Train Transportation



When funding permits, mileage, airfare, or train fare will be fully reimbursed up to the cost of the least expensive mode of transportation.

3.3.2. Automobile Travel

RID reimburses at the federal rate allowable by the IRS. The rate changes annually. The latest rates can be found here:  
<https://www.irs.gov/tax-professionals/standard-mileage-rates>

3.3.3. Lodging

Currently the full cost of rooms is reimbursed, when fiscally able.

3.3.4. Meals

Per Diem reimbursement rates<sup>69</sup> are set annually by the Board/Management during the RID budget formation process.

3.4. Reimbursement<sup>70</sup>

Receipts and appropriate reimbursement forms must be submitted no more than 15 days after incurring costs. Costs will generally not be reimbursed after 15 days unless there are compelling reasons for the delay.

3.4.1. Reimbursement for expenses is allowed as follows:

3.4.1.1. Phone

International calls, with appropriate documentation (telephone logs, including end user and purpose of the call/s, and copy of appropriate phone bill).

3.4.1.2. Postage

All postage, with proper documentation (mail log including dates, costs, and purpose).

3.4.1.3. Copying

Reimbursed at the going rate per copy, with appropriate documentation (copying logs, including number of copies and purpose).

3.4.1.4. Facsimile (Fax)

Use of the least expensive option by the agent of RID is encouraged.

## Contracts

---

<sup>69</sup> Rates set by the federal government (GSA daily rate) are referenced but not necessarily adopted when determining the amount appropriate for the association to reimburse.

<sup>70</sup> **90.54** To pay all expenses for services on a reimbursement basis only when accurate receipts are submitted to the National Office.

**91.09** To require that all requests for reimbursement of approved expenses or invoices (goods/services) be submitted to the RID National Office no later than 60 days after the expense was incurred. No payment will be made to members submitting such reimbursement/payment requests after the 60-day limit.

Contracts in excess of \$25,000 require board approval prior to encumbering the organization.

### **Authorized Agents**

The board can designate individuals who can sign contracts for the association. The association CEO and COO, within the limitations listed in their contract, are the only staff members authorized to sign contracts up to \$25,000 on behalf of the association.

### **Honoraria**

Honoraria may be provided to outside speakers according to prevailing rates.

### **Bad Debts**

Any entity in arrears is contacted, in writing, on a regular basis for as long as is considered reasonable by the Finance Department. Should payment not be remitted, the entity will be denied further access to any association benefits. A listing of debtors will be maintained and monitored by national office staff, and reported to the Board of Directors as requested.

### **Royalties**

Royalties to authors are established by individual contract on each publication. The association will maintain a listing of current author contracts and will provide a copy to the Board of Directors as requested. Royalties are calculated and paid to authors semi-annually, in August and February.

## **TYPES OF ACCOUNTS**

### **Operating Accounts**

The operating checking account is used for depositing receivables and remitting payment to vendors for all regular operating costs. The operating checking account is the central hub of financial activity. The Director of Finance and the COO may make transfers electronically between the checking account and the other accounts as approved/necessary.

### **Region Accounts**

Funds from region accounts will be maintained by the national office. An interest-bearing checking account with a sweep function has been established to collectively hold each region's funds. Additionally, a liability account for each region is in use to track the specific amounts that belong to each region. Interest will accrue to the account and be divided equally among the region liability accounts monthly. Region Representatives are provided quarterly reports that include balance, account transactions, and interest information. Region Representatives must follow the published Region Funds Request Policies and Procedures [Appendix G.3](#).

### **Member Section Accounts**

The organization maintains liability accounts within the chart of accounts to track monies collected for use by Member Sections. The funds are held in the general operating checking account at this time. Amounts due to each member section are reported quarterly on a spreadsheet dedicated to the Member Section and shared with the Member Section chair. Member Services is responsible for ensuring the Member Sections know about and adhere to financial policies and procedures. Member Services is also responsible for informing Member Section leadership that financials are ready to view and updating access and links to the document when Member Section leadership changes. Member Sections must follow the Member Section Financial Policy [Appendix G.4](#) and the Member Sections Funds Request Policy

[Appendix G.5](#) for requesting use of funds.

### **Certificates of Deposit and Sweep Accounts**

The association investment policy includes the use of certificates of deposit and overnight sweep/money market funds in lieu of non-interest bearing accounts. Excess cash on hand will be managed in this manner so that funds are protected by FDIC insurance limits. Currently, sweep accounts are established for the RID operating checking, regions checking, and CASLI operating checking accounts. A 12-month CD is set up for the bulk of the organization's reserve funds, while a 3-month CD has been established for the building reserve funds.

### **Credit Cards**

The Association maintains credit card accounts for key HQ staff and the Board President or designee. The full credit card policies can be found [here](#).

### **Reserve Accounts<sup>71</sup>**

A building reserve money market account was established in 2014, with the intent of funds to be used for capital improvements and large renovation projects on the association's building. The funds were moved in FY19 to a 3-month CD that auto-renews to allow for protection of the funds and increased rate of interest, while leaving the flexibility to access funds quarterly as projects are identified and funding approved for use.

### **Dedicated Accounts**

---

<sup>71</sup> 92.39 To maintain fiscal responsibility and to safeguard the operations of the National Office, a minimum of the first \$25,000 of end of the year surplus funds be deposited annually into the corporate reserve fund, until such time as six months operations costs have been accumulated.

The association, from time to time, established liability/bank accounts dedicated to particular projects or efforts. Each such fund is required to have a documented principle goal such that the effort designed to be funded can proceed by using only the interest. Such principal goals should include all direct (travel, postage, phone, printing, etc..) and indirect (national office support) costs, so that resources are not drained.

Currently, a dedicated account is established for the Bummy Burstein Scholarship Fund.

Additional dedicated funds, reflected on the Statement of Activities under use-restricted net asset accounts on the chart of accounts, have been established for the following scholarships:

- Benson Scholarship
- Mentorship Fund
- Pokorny Scholarship
- Preston Bass Scholarship

These funds are currently located in the organizational operating checking account.

## **Investment Accounts**

*Note: Updated Investment Accounts information tentative Summer of 2020.*

Efforts will be made to direct reserve funds not needed on an immediate basis to an investment account(s). The guiding principles regarding investment accounts shall be as follows:

### **Purpose**

The purpose is to enumerate the policy and operational factors governing the investment management of various operating and reserve valances of cash, referred to as the "portfolio."

### **Objective**

The investment objective of this portfolio is to:

1. Ensure the safety of investment principles;
2. Provide for portfolio liquidity; and to
3. Maximize the income for the total portfolio. A secondary objective of the portfolio is to structure maturities so that known cash needs are met on a periodic basis, or as requested by the association.

### **Eligible Securities**

The following are eligible investments for the portfolio: a. U.S. Treasury bills and notes; b. U.S. agency securities; c. U.S. agency discount notes; d. commercial paper (rate A-1, P-1); e. banker's acceptance; f. money market funds for temporary investment needs; and g. money market preferrals and other short-term instruments (rated AA or better).

**Maturity Constraints**

Investments shall be made for the portfolio which have a final maturity date of not more than 60 months from the date of purchase unless compelling reasons are shown why it should be longer than that period of time. Investment maturities may be structured to provide for periodic liquidity needs. Individual security classes shall be limited as follows: a. securities issued by the U.S. Treasury of federal sponsored agencies will be limited to a 60-month maximum; b. commercial paper and banker's acceptance will be limited to a 270 day maximum; and c. other securities will be limited to a 60 month maximum.

## Reporting

Investment results should be reported on a meeting-by-meeting basis monthly to management, and at meetings of the Finance Committee and to the Board of Directors or as requested.

## Strategies

*Operating Accounts (non-risk):* Seek to maximize returns on short-term investments that will be used to fund annual operations.

1. Short-term, day-to-day dollars: Keeps sufficient cash on hand for continuous operations, such as Daily cash to pay bills and fund payroll. Primary objective is to keep the funds risk-free. Liquidity and ease of access is important. Yield is a target.
2. Interim-term operating dollars: Needed in the next year. Primary objective is to maintain risk-free status. Yield is a secondary objective followed by a high state of liquidity.

*Short-term Accounts (low risk):* Seek to maximize returns on intermediate-term investments, which can be used to fund designated or undesignated projects, acquisitions, conferences, etc.

*Short-term investable dollars:* Funds needed in one to three years. The primary objective is yield, followed by the proper level of risk management. There is less of a need for liquidity.

*Long-term Accounts (market risk):* Seek to optimize total returns over the long term based on a prudent risk guideline. These accounts usually represent excess funds held to ensure the flexibility and long-term viability of the organization.

*Long-term investable dollars:* Funds required from three to five years. The priority is yield followed by essential risk management. The dollars require a lower need for liquidity.

## Procedures and limitations

Investments may not be allowed in stocks that can be influenced in any way by members of the Board of Directors or employees of the national office. Appearances of a conflict of interest in investment decisions will be avoided by the Finance Committee, the Board of Directors and the association. Any of the aforementioned with a potential conflict of interest or what may be perceived or construed as a conflict of interest will publicly declare the same to the Board of Directors.

Investments are not allowed in organizations that discriminate against individuals or groups.

Options, letter stocks and private placements are not allowed by this policy. In addition, high-risk investments, including but not limited to buying stocks on margin, selling stocks short, or investing in foreign stock markets is prohibited.

The Finance Committee makes recommendations for the composition of the basket of investments to be used by the association. The Board of Directors can determine provides final approval for any funds to be invested and may determine the destination of income from investments either through the budgetary process or via motions specifying financial actions.

The Board of Directors has ultimate oversight responsibility for the investments of the association. The Executive Director Board of Directors with the approval of the Board of Directors, will advise the Finance Committee and the Director of Finance and Operations investments manager of the goals and objectives of the portfolio. The Executive Director of Finance and Operations is responsible for the execution of this policy and reports results to the Finance Committee as requested, and they in turn report to the Board of Directors.

### **Publication of Audited Fiscal Information**

Audited fiscal information or a notice establishing availability is published in or made available as part of the annual report. Information published or available can include but is not limited to:

1. Income
2. Expenditures
3. Balance Sheet
4. Cash Flows

### **Endorsement**

RID endorsement can only be implied for products developed by the association. Materials not developed under the auspices of RID may or may not carry the association seal of approval.

# Standards & Practices

## Ethical Practices System

The guidelines and systems of the Ethical Practices System (EPS) are updated from time to time based on membership mandate, board motions, etc..

The complete EPS manual can be found in [Appendix G.3](#)

## Certification Maintenance Program

The guidelines and systems of the Certification Maintenance Program (CMP) are updated from time to time based on membership mandate, board motions, etc..

The complete Standards and Criteria for Approved Sponsors (02/2016) can be found in [Appendix G.7](#)

## Certification

Protocol For RID to Approach Other Interpreting  
Membership/Certifying/Testing/Assessing Entities

The following policy was passed as motion 2005.21. It has been superseded by conference motion C 2007.04, which reads: *“That RID develop a set of guidelines for including for membership and/or conferring of certified status, individuals who hold credentials from any entity other than RID; that these guidelines be approved by majority vote of the certified membership of RID; and that RID wait until the implementation of these guidelines prior to entering into further discussions, agreements, contracts or in any way incorporating non-RID/NAD certificates into our organization.”*

New guidelines are in process. Until such guidelines are approved by the certified membership of the association, 2005.21 will not be followed. Once new guidelines are passed, they will be placed in this location in the manual.

## Contact Initiation

The RID national office will initiate contact with such agencies. The contact will note that RID is interested in determining if there is a basis for bringing interpreters who are under their purview to be a part of the RID membership, Ethical Practices System, and, as appropriate, Certification Maintenance Program.

The primary goal of such initiatives would be to bring all interpreters into membership in one interpreter organization (RID), which has many advantages and



few disadvantages. One distinct advantage to such an effort is that any interpreter who becomes a part of RID will be inclined, over time, as they become exposed to the association, to become more closely identified with the various social and cultural constructs that determine acceptance by the group at large. This, of course, is basic sociological and organizational theory.

### **Approach**

In all efforts, there will be explicit and implicit efforts to let the agency know of the overarching desire and goal of RID is not only to bring all interpreters to one umbrella organization for interpreters, but also to work toward having only one test instrument necessary for interpreter certification around the nation, the NIC instrument. There exists much history and even histrionics with regard to the plethora of instruments that currently exist around the nation at this point and it is highly unlikely that all agencies that have been in place for years will see the wisdom to voluntarily and summarily agree to cease testing.

However, part of the efforts aimed toward increasing the collaboration between the entities can involve efforts patterned after that of the effort begun in the mid-1990s between NAD and RID on testing. The vote to establish a joint testing instrument came just some two years after the two organizations began working together. The efforts were hampered mainly by the amount of funds available for test development.

Working groups can be established with representatives between the agencies to determine what common areas exist in the testing instruments and where grounds exist to modify the NIC instrument to satisfactorily replace the agency's testing instrument. RID would fund the expenses of working groups for such purposes.

### **Testing**

One area that is important in this regard is testing. Over time, those who become a part of the organization but who have been tested by other instruments will see the validity and need to be tested by the instrument espoused by the central organization, which, as it grows, becoming larger and larger in numbers, represents a larger and larger percentage of all practicing professionals in the nation.

If the organization has a testing instrument, the initiative will include, if the entity is amenable to such prospects, the opportunity to ascertain if there are grounds to determine comparability between the existing (NAD-RID NIC) instrument and the instrument of the other organization.

### **Process**

This will be accomplished in the following manner:

1. A review, by the psychometrician who is employed for the purposes of the development, implementation and maintenance of the NIC test, of the constructs

of the agency's tests, to the degree that is necessary, to determine if there is reason to believe that there exists comparability between the tests. Psychometric experts employed have indicated that while there may be and usually are different aspects and vagaries to any single interpreting test, that their experiences through the years has shown that virtually all are testing essentially the same fundamental characteristics that experts have determined are necessary for interpreters to perform in such a way as to satisfactorily meet the needs of consumers.

The psychometrician will consult with and work with, to the extent necessary, established professionals in the field. RID will encourage the psychometrician to consult, as needed, from among the ranks of the existing content experts group.

The psychometrician will ask for the ability to review any and all necessary materials as are necessary to reach a conclusion on the topic of comparability.

2. Should a level of comparability be found to exist, consultations, communications and examinations will continue with the agency until there is reached a consensus on the applicability of levels between the agency's designations and the NIC designations.

It should be noted at this point that one approach could be to grant a NIC Level 1 designation to any and all other entity individuals who can be deemed to be at a level of certification. This would have the effect of strongly encouraging any and all to immediately seek to attain the other levels in the NIC test.

3. Contracts would be negotiated with each agency that would have the effect of bringing those who had met the requirements for membership/certifying/testing/assessing within their organization into a comparable position within RID.

### **Further Details**

For a number of reasons, it would be the goal of such efforts not to create new membership categories, but to bring individuals into existing categories. However, care would be exercised so as to ensure that such agreements did not result in granting excessive recognition and credentials to the individuals of the other organization. For instance, for individuals who were testing in the area of education, the agreement could grant those individuals certified member status at the level which is determined to be so, and their card would read "Certified" on the section denoting membership level. However, the next line could contain an appellation which would have the effect of adequately limiting the practice of such interpreters. For example, where an RID interpreter will have on the third line such listings as "CI," "CT," "CI and CT," "CSC" or the like, and an NAD interpreter will have such listings as "NAD III" or "NAD V," the listing for an agency such as that noted above

could be (Agency name) (agreed upon level) “Educational Interpreter” or something similar (or, in another paradigm, we could offer those new individuals the appropriate levels of the NIC test).

### **Updates**

The national office will inform the RID Board of Directors when it is engaged in conversations with any particular agency. If a testing element is involved, then comments from the RID Board of Directors will be compiled and given to the psychometrician as supporting materials.

### **Costs**

RID will pay for all reasonable costs of the psychometrician and any professional experts who are needed in the effort to determine if there exists comparability between the instruments. RID will be in charge of all logistical efforts necessary with regard to the initiatives.

### **Reciprocity**

The more membership/certifying/testing/assessing agencies that RID can bring into participation with the association, the increased likelihood that, over time a *de facto* reciprocity state can be achieved around the nation. It will increase RID’s presence and profile in the states where collaboration exists. The more states in which this happens, the more likely it is that individual members, not only current members of RID, but also current members of those other entities, will recognize the validity of achieving the NIC certification.

# Member Services

## Affiliate Chapters

The Director of Member Services works directly with Affiliate Chapter leadership, and Board Region Representatives when necessary, for the purpose of providing support and ensuring Affiliate Chapter compliance.

## Member Development

### National Archives<sup>72</sup>

Headquarters collects and archives materials of the Board of Directors, Board appointed volunteers, Member Sections, Affiliate Chapters, and any other group deemed necessary.

### Demographic Reporting<sup>73</sup>

Through the RID database, RID collects demographic information through self-reporting. Members are able to voluntarily provide demographic information via the member's RID member portal.

### Registry<sup>74</sup>

The Articles of Incorporation and the Association Bylaws specify that one of the purposes of the association is to publish a registry of certified members.

---

<sup>72</sup> **90.59** To direct written documentation of official business to the Board of Directors, affiliate chapters, national committees, and SIGs, to be routinely copied and sent to the national office, and the National Office immediately establish an archival record system.

<sup>73</sup> **C89.10** If funds are available, the RID undertake a demographic study of its membership with a progress report to be made no later than the 1991 convention.

**91.10** To authorize the Executive Director to distribute the new membership dues and demographic information forms as amended.

**98.39** To direct the National Office to immediately investigate the development of a demographic survey of the RID Membership with the assistance of the National Multicultural Interpreter Project.

**99.07** To approve Cultural Diversity in Leadership Committee recommendation CDILC 98.01 (to establish a mechanism to incorporate demographic data regarding ethnicity into the existing database.)

**2006.05** To accept the national office recommendation 2006.02 to immediately undertake a complete overhaul of the current membership database and website in order to convert to a web-based system.....Act as a deposit for resources and research in the field, as well as being an asset for researchers through better data collection of various demographics.

<sup>74</sup> **80.21** In addition to certified interpreters listed in the Directory, that we include a listing of names only of supporting members who are not certified.

**91.65** RID publish a general membership registry to include all members.

# Communications

## Publications

### Editorial

All association generated publications, such as books, are reviewed by an editorial board prior to publication.

### IEWS

The following are items to include in the IEWS:

1. Letters to the Editor<sup>75</sup>

The IEWS prints comments on matters of interest and concern to the membership.

Guidelines include:

1.1.1. Submissions that are essentially interpersonal exchanges, rather than statements to the entire membership, will be deemed inappropriate.

1.1.2. Letters should be 300 words or less.

1.1.3. Submissions should be sent to the communications department.

1.1.4. A maximum of one letter per writer will be published in a single issue, unless otherwise deemed appropriate by the editor.

1.1.5. A maximum of two letters per writer will be published in a 12-month period, unless otherwise deemed appropriate by the editor.

1.1.6. Anonymous letters will not be published. A name can be withheld upon request of the writer as long as the identity of the writer is known to the editor and there is a valid reason.

1.1.7. A maximum of five authors per letter will be included in the signature. Letters with more than five authors will be published with the designation “et al.”.

Letters which do not meet these guidelines, or which are not appropriate to the purposes of the publication may be edited or will be returned to the author(s). Reasonable efforts will be made, through contact with the author(s), to make returned letters publishable.

2. Position Papers from Affiliate Chapters’

2.1. IEWS is a publication that addresses issues of interest and concern to the membership and profession. The following set of guidelines for the inclusion of position papers from affiliate chapters has been approved by the Board of Directors<sup>76</sup>:

---

<sup>75</sup> **89.63** The policy on letters to the editor of IEWS be accepted as proposed by the executive director.

<sup>76</sup> **90.27** To accept the IEWS policy statement on position papers from Affiliate Chapters.

- 2.1.1. Position papers submitted by Affiliate Chapters for the *VIEWES* must be 800 words or fewer.
- 2.1.2. RID reserves the right to limit publications from an Affiliate Chapter to three (3) position papers in a 12-month period.
- 2.1.3. RID recommends and encourages representation of both minority and majority views on topics of interest to the membership.
- 2.1.4. Submissions of position papers from Affiliate Chapters must indicate whether the positions stated represent endorsement of the Affiliate Chapter, Board of Directors and/or the membership at large.
- 2.1.5. Position papers from Affiliate Chapters should be sent to the Communications Department.

Position papers which do not meet these guidelines or which are deemed inappropriate will be returned to the Affiliate Chapter with comment. Every reasonable editorial effort will be made, through contract with the Affiliate, to make the returned paper publishable.

### 3. Advertisement

RID reserves the right to advertise products in the *VIEWES* without explicit or implicit endorsement assumed.

### **Journal of Interpretation<sup>77</sup>**

Requirements and processes for the Journal of Interpretation can be found in Appendix G.8 (under revision 2021-22).

### **Limitations**

RID publications department does not print colloquialisms, profanity, explicit language or vulgar language. Symbols or partial lettering may be used (e.g. - \*&^%\$\*) or similar approaches can be employed. But such words should never be printed in official RID materials. If you have a located an instance, make the editorial change as quickly as is reasonably possible. The same approach is in effect for conference program books, official overheads, PowerPoint presentations, etc.. so long as they contain the RID name, the Affiliate Chapter name or the respective logos or can be considered as official documents of the association.

Individuals conducting workshops may wish to have handouts containing explicit language or may wish to employ such language during the course of their presentation. Due to the fact that the materials and the presentation are not considered official documents or statements of the association, such a situation is acceptable.

---

<sup>77</sup> **96.57** To accept the Professional Publications recommendation PPC 96.03 "to provide the Journal of Interpretation annually to all voting and Organizational members, as a benefit of their membership package, with issues available to student and supporting members upon request.

This policy is in effect for all RID entities, including member sections, committees, regions, and affiliate chapters.

# Conferences

## National Conferences

RID has historically hosted a national conference every two years, cycling through the Regions in order (I, II, III, etc.).

The only actual requirement related to this event is from the Bylaws:

Article VI. MEETINGS OF MEMBERS The time and place of general membership biennial meetings will be designated by the Board of Directors with a written notice given to the membership at least nine (9) months prior to the meeting. Special membership meetings may be called at any time by the Board of Directors or by written petition sent to the Board of Directors from a minimum of ten percent (10%) of the voting members of the corporation. Written notice of the time and place of special meetings shall be given at least two (2) months prior to the meeting. A quorum to conduct business at biennial and special meetings shall consist of no less than two hundred (200) voting members.

For the past several decades, conferences have also included CEU opportunities: workshops, plenary sessions, keynote presentations, etc. The conference is also the place where Member Sections meet; many use this opportunity to elect new leadership.

*National Conference Guidelines Appendix H under review 2020-2022.*

## Regional Conferences

### Region Conferences

Motion 88.33 established guidelines for region conferences. A copy of the detailed guidelines may be found in Appendix H (*see above*).



## Appendices

### Charter Documents

Appendix A.1- Articles of Incorporation

Appendix A.2- IRS letter determining 501(c)(3) status- 2002

Appendix A.3- Virginia Retail Sales and Use Tax Certificate and Exemption- 2020-2025

### Strategic Plan Documents

Appendix B.1- PMGDS Final Report

Appendix B.2.1 - Strategic Plan 2018-2022

Appendix B.2.2 - FINAL DRAFT Strategic Recommendations to RID Board of Directors for the 2018-2022 Strategic Planning Process

Appendix B.3- Status Report Example

### Membership Operations/Organization

Appendix C- Process for Reinstatement of Membership or Certification

### Member Sections

Appendix D.1- Member Section Policies, Procedures, and Guidelines

Appendix D.2.1- Interpreters for the Deaf-Blind (IDB)

Appendix D.2.2- Deaf Caucus

Appendix D.2.3- Interpreters in Education and Instruction Settings (IEIS)

Appendix D.2.4- Interpreters and Transliterators of Color (ITOC)

Appendix D.2.5- RID Bisexual, Lesbian, Gay, Intersex and Trans\* Interpreters (BLeGIT)

Appendix D.2.6- Deaf-Parented Interpreters (DPI)

Appendix D.2.7- Interpreters in HealthCare Member Settings

Appendix D.2.8- Interpreter Service Managers (ISM)

Appendix D.2.9- Legal Interpreter Member Section (LIMS)

Appendix D.2.10- Student Member Section (SMS)

Appendix D.2.11- Video Interpreter Member Section (VIMS)

### Governance Operations/Organization

Appendix E.1- Policy and Procedures Manual Receipt and Understanding Confirmation

Appendix E.2- Board Four Rs

Appendix E.3- Antitrust Policy

Appendix E.4- Transition Planning Checklist

- Appendix E.5- Conflict of Interest Certification and Disclosure Form
- Appendix E.6- Social Media Policy
- Appendix E.7- Board Meeting Attendance Policy
- Appendix E.8- Board Member Fiduciary Responsibilities
- Appendix E.9- Critical Attributes of Effective Nonprofit Leaders
- Appendix E.10- Decision Making- RAPID
- Appendix E.11- Successful Board Self Assessment
- Appendix E.12- Self Assessment of Non-Profit Governing Boards
- Appendix E.13 Call for Board Nominations
- Appendix E.14- Board Member-Elect Orientation/Onboarding Checklist
- Appendix E.15- Board Group Norms
- Appendix E.16- Board Report Sample
- Appendix E.17- Board Meeting Agenda Sample
- Appendix E.18- Board meeting checklist
- Appendix E.19- RID Travel Policy

Board Appointed Volunteers Organization/Operations

- Appendix F.1- Special Appointments- Roles and Responsibilities
- Appendix F.2- Committee Letter Sample
- Appendix F.3- Committee Chair Roles and Responsibilities
- Appendix F.4- Committee Member Roles and Responsibilities
- Appendix F.5- Board Liaison Roles and Responsibilities
- Appendix F.6- Staff Liaison Roles and Responsibilities
- Appendix F.7- Committee Report Sample
- Appendix F.8- Committee Fiscal Guidelines

National Operations

- Appendix G.1- RID Record Retention Policy version 1-31-18
- Appendix G.2- Expenditures
- Appendix G.3- Region Funds Request Policies and Procedures
- Appendix G.4- Member Section Financial Policy
- Appendix G.5- Member Sections Funds Request Policy
- Appendix G.6- EPS Manual
- Appendix G.7- Standards and Criteria for Approved Sponsors
- Appendix G.8- JOI Guidelines - *currently being revised.*

Conference Planning

Appendix H.1 - National Conference Guidelines - *currently being revised.*

Appendix H.2 - Regional Conference Guidelines - *currently being revised.*