

Article I Name

The name of this organization shall be Arizona Registry of Interpreters for the Deaf (Arizona RID).

Article II Objective

The principal purposes of this organization are to initiate, sponsor, promote and execute policies and activities that will further the profession of interpretation of American Sign Language and English and the transliteration of English. This organization shall be affiliated with the national Registry of Interpreters for the Deaf, Inc. (RID) and shall uphold the purposes and abide by the rules and procedures established for affiliated chapters of the Registry of Interpreters for the Deaf, Inc.

Article III Status

Arizona RID shall maintain the status of 501 (c) 3 nonprofit organization under the umbrella of the RID.

Article IV Membership

Section 1: Categories of membership

This organization shall have the following categories of non-transferable membership:

- A. Voting Members (must be a member in good standing with Arizona RID and the RID to vote)
 - a. Certified member
 - b. Associate member
- B. Non-voting Members
 - a. Certified member: inactive
 - b. Certified member: retired
 - c. Student member
 - d. Supporting member
 - e. Organizational/Institutional member

Section 2: Eligibility

- A. Certified member: any interpreter or translator of American Sign Language and/or English who holds a valid certification accepted by the RID. Full voting rights.
- B. Associate Member (pre-certified): Any individual who is actively engaged in the interpretation of American Sign Language and English and/or the transliteration of English, but does not hold a valid certification accepted by the RID. Full voting rights (with the exception of certification issues).
- C. Student Member: Any pre-certified individual currently enrolled in a course of study in interpretation of American Sign Language and English and/or the transliteration of English. No voting rights.
- D. Supporting member: Any non-certified individual with an interest in supporting the purposes and activities of the organization who does not meet the requirements for sections 2. A, 2.B, OR 2.C under Article 4, Membership – No voting rights.
- E. Organizational/institutional member: any organization/institution with an interest in supporting the purposes and activities of the organization. No voting rights.

Section 3: Voting rights and requirements

- A. In order to be a voting member of Arizona RID, a person must be a member in good standing, belong to a voting category, and be a member of the RID.
- B. Each voting member of this organization shall be entitled to one vote in meetings, referenda, and elections. Meetings, referenda, and elections pertaining to evaluations, certifications, and standards/ethics may only be voted upon by active certified members.
- C. Any decision of the Board of Directors may be vetoed by a 2/3 majority vote of those eligible and voting during a regular or special meeting of the membership, or through mail or email referendum.

Section 4: Application for membership

Those interested in membership may submit an application and dues online in one transaction. Membership applications may also be submitted with a check via mail. Upon receipt, a confirmation will be sent via email (unless otherwise requested in writing by the member).

Section 5: Annual dues

The Board of Directors shall not increase or decrease membership dues without a majority vote, fifty percent (50%) plus one (1) vote of the entire membership. The vote may be taken via email or electronic polling referendum. Any member who does not have access to email may request

a mailed ballot from the secretary at least ten (10) days before the voting deadline.

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

Section 6: Membership year, prorating dues, and membership renewal

The membership year is defined as the period from July 1st to June 30th.

Membership dues are not prorated; however, if the membership dues are paid after April 15th, the member will be considered in good standing through the following fiscal year.

Renewal of membership: Each member shall pay annual dues by June 30th each year, directly to the organization. Members whose dues are received and paid by July 31th shall not be considered delinquent.

Section 7: Termination of membership

A. Suspension or expulsion for cause

Any member whose membership is suspended or revoked for cause by the Board of Directors, the Ethical Practices System, and/or the certification council of RID will automatically be suspended or expelled from the chapter.

B. Non-payment of dues

Failure to pay annual dues by July 31st of that membership year shall result in termination of membership.

C. Resignation

Any member may resign before the expiration of membership by contacting the secretary and requesting their online Arizona RID account to be deactivated.

D. Appeals

Suspension or revocation of membership may be appealed to the Board of Directors of this organization.

E. Reinstatement

A former member who satisfies the requirements of reinstatement may apply by filling out a new membership application. For more information, consult the policies and procedures manual.

Section 8: Change of membership category

A member who has a change in membership category will immediately be entitled to the privileges thereof. Beginning with the next

fiscal year, all dues, fees, and assessments for that member shall be based on the new membership category.

Article V Board of Directors

Section 1: Composition of Board of Directors

- A. The Board of Directors shall be composed of President, Vice President, Secretary, Treasurer, Immediate Past-President, and three (3) members at large.
- B. The executive committee of the board of directors shall be comprised of president, vice president, secretary, treasurer, and immediate past president.

Section 2: Term of Office

- A. Each director shall be for a two-year term.
- B. No director of the board shall serve more than two (2) consecutive terms in the same office. No director of the board shall serve more than three (3) consecutive terms, regardless of office held.

Section 3: Qualifications

- A. To be an eligible candidate, one must be a paid voting member of the RID and Arizona RID. Candidates must be members of the organizations nine (9) months prior to the election.
- B. Candidates must also not be involved in any disciplinary actions with the RID.

Section 4: Vacancies

- A. Vacancies of the Board shall exist upon the death, resignation, or removal of the director and whenever the number of Directors is increased by amendment to these bylaws.
- B. Any director may resign upon giving written notice to the President. The President may resign by giving written notice to the executive Board.
- C. The removal of a director shall be done for any of the following reasons:
 - 1. A director moves out of the state of the organization.
 - 2. A director is found guilty of a felony.
 - 3. A director does not maintain membership in the organization or the RID.
 - 4. A formal grievance against the director has been substantiated.

5. A 2/3 vote of all eligible members at a special meeting called for the removal of the director.
- D. The remaining Board of Directors shall appoint a person to fill any vacancies for the remaining term of office, except for the office of the President. The office of the President must be elected by the membership at a special election.

Section 5: Duties

A. Directors

1. The Board shall perform any and all duties mandated by the voting membership of the organization.
2. The Board shall meet at least quarterly to conduct business.
3. With the exception of the president, each member of the board of directors shall be a liaison to a minimum of one standing committee and shall be a member of no more than three (3) standing committees.
4. The Board shall meet with the incoming new Board of Directors for the purpose of orientating the new Board of their responsibilities and duties.

B. President

1. The President shall have general supervision and direction of the business and affairs of the organization. The President shall preside at all meetings and shall have such others and duties as prescribed by the Board of Directors or the membership.
2. The President shall appoint committee chairpersons for such committees as is listed in these Bylaws.
3. The President shall share with the Treasurer the right to sign checks and warrants for the withdrawal of organization funds.
4. The President shall provide quarterly reports to the membership regarding the actions of the board, the financial status of the organization, activities of the committees, and other activities of the organization.

C. Vice President

1. The Vice President shall, in the absence or legal disability of the President, perform all duties of the President and in so acting shall have all powers of the President.
2. The Vice President shall have other powers and perform other duties as prescribed by the Board of Directors.

D. Secretary

1. The Secretary shall keep a full and accurate record of all proceedings of the Board of Directors and of the general membership meetings.
2. The Secretary shall keep the logo of the organization and affix it to such papers and instruments as may be required in the regular course of business.
3. The Secretary shall supervise the keeping of records of the organization and supervise the keeping of records pertaining to membership of the organization.
4. The Secretary, for the purposes of providing accurate information to the membership, shall maintain control of all publications sent out to the membership through the organization.
5. The Secretary shall submit the Annual Report to the RID.
6. The Secretary shall perform other duties of the office as prescribed by the Board of Directors.

E. Treasurer

1. The Treasurer shall maintain the financial records of the organization, making at least quarterly financial reports to the membership, maintaining the financial accounts, making payments for authorized expenditures.
2. The Treasurer shall supervise the budget planning / forecasts to allow a smooth, effective operation.
3. The Treasurer shall forward to the RID office within thirty (30) days after the expiration of each fiscal year a certified copy of the organization's financial statement. The financial statement shall include a description of the source of all receipts and a description of all disbursements.
4. The Treasurer shall forward to the RID by November 15 of each year the 501 (c) 3 tax-exempt reporting form (Form 990, Return of Organizations Exempt from Income Tax).
5. The Treasurer shall perform other duties of the office prescribed by the Board of Directors.

F. Immediate Past President

1. The Immediate Past President shall coordinate the transfer of activities and responsibilities between the outgoing and incoming Board of Directors.
2. The Immediate Past President shall perform other duties of the office as prescribed by the Board of Directors.

G. Members at Large

1. The Members at Large shall consist of three (3) representatives from the general membership.
2. The Members at Large shall act as liaisons to the Board from the membership, working directly with the membership assisting with the coordination of activities and communication within the organization.
3. The Members at Large shall perform other duties of the office as prescribed by the Board of Directors.

Article V Committees

Section 1: Executive Committee

- A. The Executive Committee shall be comprised of the President, Vice President, Secretary, Treasurer, and Immediate Past President.
- B. The Executive Committee shall be responsible for preparing the agenda prior to any meeting or activity of the membership.

Section 2: Standing committees

- A. The Board of Directors by a plurality vote of the quorum, shall have the right to establish any standing committee deemed necessary to carry out the objectives of the organization as set forth in these Bylaws and/or mandated by the voting membership.
- B. The Board of Directors shall determine the operating guidelines for each active committee. These guidelines shall include, but not limited to, specific objectives and time lines.
- C. Standing committees shall be comprised of members in good standing of the organization and be appointed by the Committee Chairperson.
- D. The President, upon approval of the Board of Directors, shall appoint the Chairperson of each standing committee.
- E. Members of the Board of Directors shall not be chairpersons of standing committees.
- F. The standing committees are outlined in the Arizona RID Policies and Procedures Manual.

Section 3: Special committees

A. The Board of Directors shall appoint any special and/or ad hoc committees as may be deemed necessary to carry out the activities of the organization.

B. By majority vote of the voting membership during any membership meeting shall mandate the Board of Directors appoint a special and/or ad hoc committee.

Article VI: Voting and Elections

Section 1: General

- A. Voting may occur 1) during membership meetings, or 2) email referendum, or 3) electronic referendum.
- B. Proxy Votes are not permitted.
- C. Elections of the Board of Directors shall be held prior to the end of the membership year.
- D. A simple plurality (Fifty (50) percent plus one (1) of the quorum) of the ballots cast shall be sufficient to elect each position.
- E. Election procedures are outlined in the Arizona RID Policies and Procedures Manual.

Section 2: Email Referendum

- A. The Board of Directors may draft and submit email referendum.
- B. Emailed notice of the referendum describing the motions, procedures, and voting deadlines must be submitted to the voting membership no less than fourteen (14) days prior to the voting deadline.
- C. Results of the referendum shall be distributed to the membership no more than fourteen (14) days after the voting deadline.

Article VII: Meetings

Section 1: Board of Directors meetings

- A. The Board of Directors shall meet at least quarterly.
- B. The Executive Board shall set the dates for the Board of Directors meetings.
- C. The Secretary shall post notices of the meeting date, time, and agenda at least fourteen (14) days prior to the meeting.
- D. A majority of the Board shall constitute quorum.
- E. Participants of the Board of Directors meetings will be the Directors only; however, members are welcome to attend.

Section 2: Membership meetings

- A. There shall be at least one (1) Annual General Membership Meeting.
- B. Meetings shall be conducted in accordance with parliamentary procedure.
- C. All motions, except those amending these Bylaws, shall be passed with a simple majority vote.
- D. Ten (10) percent of the voting members shall constitute quorum (in person or remotely via video).
- E. The secretary shall send out a notice of the date and time at least thirty (30) days before the meeting, and the agenda at least fourteen (14) days before the meeting.

Section 2: Business meetings

- A. There shall be at least one (1) business meeting held within the last three (3) months of the fiscal year.
- B. The main purposes of this business meeting shall be to:
 - 1. Present the annual report to the membership
 - 2. Present the budget for the following year
 - 3. Elect Board of Directors for those with expiring terms
- C. All motions, except those amending these Bylaws, shall be passed with a simple majority vote.
- D. Ten (10) percent of the voting members shall constitute quorum (in person or remotely via video).
- E. The secretary shall send out a notice of the date and time at least thirty (30) days before the meeting, and the agenda at least fourteen (14) days before the meeting.

Section 3: Special Meetings

- A. Special meetings may be called for any purpose when a petition signed by twenty (20) percent of the voting members is presented to the Board of Directors.
- B. Once a petition is received by the Board of Directors, a chairperson will be appointed to form a special committee to conduct a meeting within sixty (60) days and all members will be notified at least thirty (30) days prior to the meeting date.

Article VIII: Amendment of the Bylaws

- A. Any revisions of the Bylaws must first be submitted to the Board of Directors.
- B. The Board of Directors shall provide emailed notice of proposed Bylaws or Amendments to these Bylaws no less than two (2) weeks prior to the date of the vote.

- C. New Bylaws may be adopted or these Bylaws may be amended or repealed by a simple fifty (50) percent plus one (1) of the total voting membership.
- D. The election may be held 1) during a meeting of the membership, or 2) email referendum, or 3) via online polling.
- E. Bylaws revisions and amendments which are required to comply with the RID policies and procedures shall not require a vote, but shall be automatically incorporated with these Bylaws. The membership shall be notified in email of such revisions within thirty (30) days.

Article IX: Dissolution of the Organization

- A. Upon the dissolution of this organization, the President and Treasurer shall forward all assets and records to the RID national office.
- B. A requirement of 2/3 of the eligible voting members in attendance or by proxy constitutes a quorum for Dissolution.
- C. Dissolution may occur because of non-recognition of affiliated status by the RID for failure to comply with provisions required of affiliated chapters set forth in the RID Bylaws.