



**San Diego County RID
Policies and Procedures Manual**

August 2020

Mission Statement:

San Diego County RID is a non-profit organization committed to professional development, networking and fundraising efforts for professional interpreters, students of interpreting, and supporters of the interpreting community.

Table of Contents

Introduction:

- Purpose of the Manual
- Need and Process
- Manual Use, Reviews, and Updates

Organizational Operations:

- Mission, Vision, and Values Statements
- Maintaining Chapter Affiliation
- Meetings

Board Organization:

- President
- Vice President
- Treasurer
- Secretary
- Representative #1, Working Interpreter
- Representative #2, Deaf Community
- Representative #3, Mesa College
- Representative #4, Palomar College

Committees:

- Bylaws
- Communications
- Librarian
- Member Services
- Mentorship
- Nominations
- Professional Development
- Publications
- Scholarship
- Webmaster
- Young Professional Interpreter Network

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 San Diego County Registry of Interpreters of the Deaf (SDCRID). The PPM establishes procedures for the key elements and operations of the affiliate chapter of the Registry of Interpreters for the Deaf (RID), including its board and committees. 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 Purpose

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, and individual members 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.

This manual should be referred to and updated as frequently as possible to ensure up to date and robust policies guide the organization.

| |
|----------------------------------|
| Organizational Operations |
|----------------------------------|

Mission Statement:

San Diego County RID is a non-profit organization committed to professional development, networking and fundraising efforts for professional interpreters, students of interpreting, and supporters of the interpreting community.

Vision Statement:

(SDCRID has no statement at this time. This may be explored at a future date.)

Values Statement:

(SDCRID has no statement at this time. This may be explored at a future date.)

Maintaining Chapter Affiliation

"To be considered an AC in good standing, ACs must submit an annual report with the following information:

- Current contact information of the Board of Directors
- Membership list
- Copies of letters regarding political actions
- IRS Form 990 or 990 EZ
- Financial statement that has been certified/approved by the board or an auditor and includes all revenue and disbursements in the Fiscal Year

These documents must be submitted to the national headquarters at compliance@rid.org by September 15th each year. If an AC does not provide an annual report, they are considered non-compliant."

~ Page 37 of the Affiliate Chapter R C

<https://rid.org/wp-content/uploads/2019/09/Affiliate-Chapter-Handbook-Sept-2019-Revised.pdf>

SDCRID Federal tax I.D. #33-0717870

The RID Regional Representatives monitor affiliation requirements mandated as policies by RID. In the event that these requirements are not satisfactorily met, the Chapter's Regional Representative will discuss the situation with the Chapter Board of Directors. The Chapter must determine if they wish to move toward compliance or to dissolve the Chapter.

The following activities must be done on an annual basis. It is the responsibility of the Affiliate Chapter President to assure that these are carried out. The President should forward the information to the current region representative who will then compile the information within his/her region reports to the National Office.

Due as They Occur:

Bylaws Chair--Forward all Bylaws amendments as the Chapter Bylaws are revised to RID. As needed.

Secretary--Forward a copy of the minutes of all membership meetings and Executive board meetings to RID Membership Services and Region Representative.

Secretary--Forward a listing of any changes (names and addresses) of any position of the Board of Directors to RID Membership Services and Region Representative. As needed.

Communications Chair--Forward one copy of each issue of the newsletter to each Affiliate Chapter in the Region and the National Office's Membership Services, and Region Representative.

Due August 15 of each year:

Treasurer--File a letter stating any tax-related changes within the Affiliate Chapter: name, mailing address, new subordinates, etc. As needed.

Treasurer -- Letter stating any tax-related changes within the affiliate chapter (names, addresses, subchapters) to RID Membership Services. As needed.

Secretary Forward a listing of the names and addresses of each member of the Board of Directors indicating the position held by each individual. To the Region Representative and RID.

Secretary Forward the mailing address(es) for the Chapter and its newsletter editor. To the Region Representative and RID.

Bylaws Chair--Forward a complete, updated, revised copy of the Chapter Bylaws. As needed.

Due November 15 of each year

Treasurer-- File the Group Form 990, Return of Organizations Exempt from Income Tax. The RID national office has the form.

Secretary --Maintain an updated copy of the Policies and Procedure Manual (PPM) as it occurs to RID Membership Services and Region Representative. Send PPM to webmaster for update to website.

Communications-- List of mailing addresses for the affiliate chapter and the newsletter editor August 15 to RID Member Services and Region Representative.

Due Within Thirty Days of the End of the Fiscal Year

Treasurer-- Forward a certified copy of the Chapter's financial statement. This financial

statement should include a description of the source of all revenue and all disbursements to the Region Representative.

President -- File an annual report that will become a permanent record in the RID Archives. This report should include:

- The major events of the Chapter
- Listing of workshops sponsored or co-sponsored
- Annual Committee reports
- Copies of letters regarding political actions
- Chapter problems and solutions (not grievance information)

Meetings

SDCRID choice of language is ASL. ASL-English interpreting is available upon request **14** days in advance of meetings.

Process for setting up online and face-to-face meetings:

General Membership Meetings

The Board of Directors shall meet at least quarterly at such place and time as determined by the President. (SDCRID Bylaws) The Secretary shall provide notice of regular and special meetings to all Board and Chairs. Notice for regular meetings must be given not less than 14 days in advance of the meeting. Notice for special meetings must be given not less than three (3) days in advance, unless all Directors agree to waive such notice. Notice for any meeting shall contain date, time, and specific location of the meeting. (SDCRID Bylaws)

General Membership meetings are held four times per year in the months of March, June, September, and December/January. The meetings have been held on the first Saturday but are not restricted to those days. General Membership meetings are open to all members and guests. After dates have been chosen the Secretary shall notify all Board, Committee Chairs, and membership of meeting dates by Aug 1.

National, regional, and chapter business are discussed during the general business meetings. There should be a pre-meeting speaker or panel to share topics of interest to the local Deaf and/or interpreting communities. Board members and Committee Chairs are required to attend a minimum of 3 of the 4 general membership meetings. The call for nominations for any open Board positions is made prior to the March meeting with elections in June.

Board Meetings:

Board Meetings are held as often as deemed necessary to conduct chapter business. Board meetings are open to the general membership. From time to time, the Board of Directors may need to conduct closed sessions to discuss matters relating to highly sensitive and confidential information, personnel issues, or disciplinary action. Board members and Committee Chairs are required to attend a minimum of $\frac{3}{4}$ of the Board and Chairs meetings. Special meetings of the Board of Directors may be called by any two Executive Board Members. (SDCRID Bylaws)

Sample Agenda

- 1) Call to Order
- 2) Call for additions to agenda items
- 3) Approval of prior Minutes
- 4) Executive Officers Reports - President, Vice President, Secretary, Treasurer
- 5) Community Representative Reports
- 6) Committee Reports
- 7) Old Business
- 8) New Business
- 9) Call for announcements
- 10) Adjourn

Meeting Protocol:

Members must wait to be recognized by the President before addressing the membership with comments, questions or motions.

General Meeting Checklist:

- 1) Meeting Location
- 2) Guest Speaker
- 3) Interpreters
- 4) Registration
 - a. Sign-in Forms
 - b. Membership Applications
 - c. Agendas

Roles and Responsibilities of the Board

The Board is elected by the membership, with the President, Vice President, and Community Representative I (Working Interpreter) elected in even numbered years; the Secretary, Treasurer, and Community Representative II (Deaf Community) elected in odd numbered years; and the Community Representatives III and IV (Student Reps) shall be elected every year.

Composition per Bylaws:

The Board shall be comprised of a President, Vice President, Secretary, Treasurer, Community Representative I (Working Interpreter), Community Representative II (Deaf Community), Community Representative III and IV (Student). In addition, the immediate Past President shall serve as a non-voting ex-officio member of the Board for one term.

The Executive Committee is comprised of the President, Vice President, Secretary, and four Community Representatives.

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.

In addition to the duties outlined in the SDCRID Bylaws, the Board shall:

1. Actively participate in all meetings.
2. Reflect the values of SDCRID in the community.
3. Ensure a smooth transition to the successor.

| |
|------------------|
| President |
|------------------|

Purpose and Duties:

To represent the members of the organization and work towards achieving the mission and objectives to the best of the President's ability, and to oversee all aspects of the organization and be the liaison between the organization and RID.

Responsibilities per the Bylaws:

1. Shall represent SDCRID in all appropriate activities, or a designee shall be appointed.
2. Call, prepare agenda, and preside over all meetings of the membership and/or the Board of Directors.
3. Appoint chairs for such committees as are established by the Bylaws and as may be established ad hoc.
4. Provide at least quarterly reports to the membership concerning business and Board of Directors' activities and financial status of the corporation.
5. Sign checks in the absence of the treasurer.

In addition to the duties outlined in the SDCRID Bylaws, the President shall:

1. Have general supervision and direction of the business and affairs of the organization.
2. Maintain a relationship between SDCRID, the Region V Representative, and the RID National Office.
3. Send workshop announcements to Region V Presidents.
4. Participate in conference calls every one to two months with the Region V Presidents Council (RVPC.).
5. Stay informed on matters impacting the interpreting profession.
6. Oversee professional meetings of the general membership whereby the membership is updated on local, regional and national news.
7. Promote a professional environment and standard for general and Board meetings.
8. Establish ground rules for general and Board Meetings.
9. Prepare agendas for general and Board Meetings.
 - a. Request agenda items from Board and Chairs one week prior to the meeting.
 - b. Request Board and Chair reports via email prior to meetings (include Secretary)
 - c. Send Agenda to Board and Chairs at least 24 hours in advance of meeting
10. Ensure communication accessibility for members and visitors.
11. Calendar annual dates for general and Board meetings.

12. Establish such short-term committees as are found necessary for the business of the organization.
13. May implement and lead Board Orientation in the Fall of every year.
14. Ensure that PPM's are kept up to date, checking with Board and Chairs prior to term ending
15. Submit an article for each issue of the SDCRID InTouch newsletter.
16. Poll Board and Chairs to calendar annual dates for General and Board Meetings no later than July 30 of new FY.
17. Nominate potential candidate to fill vacancies
 - a. Provide a copy of the Bylaws and PPMs to candidates upon notice of interest in a position.
 - b. Request a short biography and photo from the candidate that includes an explanation of interest. May include goals sought to accomplish if chosen for the position
 - c. Information above should be forwarded to the Board for review, discussion, and for a vote to accept the nomination.
 - d. Once a decision is reached, the President will send an announcement to Board and Chairs and the membership, or include the information in the next issue of the *InTouch* newsletter.
18. File an annual report that will become a permanent record in the RID Archives. This report should include:
 - a. The major events of the Chapter
 - b. Listing of workshops sponsored or co-sponsored
 - c. Annual Committee reports
 - d. Copies of letters regarding political actions
 - e. Chapter problems and solutions (not grievance information)
19. Ensure a smooth transition to the new President.

Vice President

Purpose and Duties:

Vice President shall, in the absence of the President, perform all the duties of the President, bearing all the powers of the President. Perform such tasks and duties as are assigned by the Board of Directors.

Responsibilities per the Bylaws:

1. In the absence or disability of the President, assume all the duties and bear all the powers of the President.

In addition to the duties outlined in the SDCRID Bylaws, the Vice President shall:

1. May countersign checks and warrants for the withdrawal of organizational funds.
2. Select and reserve meeting venues for all meetings.
3. Coordinate interpreters for all General Membership meetings as requested.
4. Coordinate volunteers for the meetings. Can ask Student Representatives to assist.
5. Coordinate speakers for pre-meeting mini workshops.
6. With the Secretary, help to maintain and manage the SDCRID Google Calendar (accessible through the GSuites email account).
7. File CEU paperwork for any non PDC sponsored events.
8. Ensure a smooth transition to the new Vice President.

Secretary

Purpose and Duties:

To maintain communication and records of the organization.

Responsibilities per the Bylaws:

1. Keep complete and accurate record of the proceedings of the Board of Directors.
2. Supervise the keeping of all organizational records.
3. Issue meeting notices as are required to establish duly called meetings and actions.
4. Co-sign checks with the Treasurer.

In addition to the duties outlined in the SDCRID Bylaws, the Secretary shall:

1. Shall keep and maintain full and accurate meeting minutes of the organization, Board and Chairs, and the general membership. Make minutes available to any member upon request not more than 14 days following the meeting in question.
2. Maintain organizational records and minutes of all meetings.
3. Send meeting announcements to the general membership at least 14 days in advance of meetings, and send to the Communications Chair to distribute through Social Media..
4. Utilize the shared Google calendar to set secretary reminders of upcoming duties.
5. Request reports from the Board and Committee Chairs for the General Meeting within 48 hours of the Board and Chair meeting. Reports shall be submitted to the Secretary and President.
6. Within a week after the Board and Chair and the General Meeting, the Secretary will send out meeting minutes for review and feedback. Assign one week for all Board and Chairs to review and respond with feedback and any needed corrections. Within one week, the Secretary shall have the draft of the finalized Minutes completed and sent to the Webmaster for posting on the website.
7. Perform such tasks and duties as are assigned by the membership and/or the Board of Directors.
8. May countersign checks and warrants for the withdrawal of organizational funds.
9. Maintain a record of Motions made at General Meetings and Board and Chair meetings
10. Forward a copy of the minutes of all membership meetings and Executive board meetings to RID Membership Services and Region Representative.
11. Forward a listing of any changes (names and addresses) of any position of the Board of Directors to RID Membership Services and Region Representative, as needed.
12. Forward a listing of the names and addresses of each member of the Board of Directors indicating the position held by each individual to

- the Region Representative and RID.
13. Forward the mailing address(es) for the Chapter to the Region Representative and RID.
 14. Maintain an updated copy of the Policies and Procedure Manual (if any) as it occurs to RID Membership Services and Region Representative
 15. Send PPM updates and revisions to the Webmaster for posting to website.
 16. Maintain login information for Wild Apricot and assist in setting up events.
 17. Send out messages through Wild Apricot as needed.
 18. Ensure a smooth transition to the new Secretary.

To be included in Meeting Minutes:

- 11) Call to Order
- 12) Attendees present
- 13) Approval of prior Minutes
- 14) Executive Officers Reports - President, Vice President, Secretary, Treasurer
- 15) Community Representative Reports
- 16) Committee Reports
- 17) Old Business
- 18) New Business
 - a. Motions
- 19) Announcements
- 20) Adjourn

Treasurer

Purpose and Duties:

The Treasurer's role is to manage the finances of SDCRID and report to the Board and general membership on the financial health of the organization.

Responsibilities per Bylaws:

1. Maintain full and accurate financial records of the organization, making at least quarterly financial reports to the members.
2. Promptly pay for authorized expenditures.
3. Supervise budget planning and forecasting to ensure the organization's financial solvency.
4. Have authority to sign checks, deposits, and warrants for the withdrawal of organizational funds.
5. Submit financial statements to authorities as required.

In addition to the duties outlined in the SDCRID Bylaws, the Treasurer shall:

1. Shall maintain full and accurate records of the organization, including keeping record of receipts for tax audit purposes, and making at least quarterly financial reports to the membership.
2. Promptly pay authorized and routine payments for authorized expenditures.
3. Supervise budget planning and forecasting to ensure the organization's financial solvency.
4. Sign all checks, deposits, and warrants for the withdrawal of organizational funds.
5. Submit an annual financial statement, outlining and describing all receipts and disbursements, to the Registry of Interpreters for the Deaf Regional Representative and National Office in the annual report.
6. All Affiliate Chapters must submit either the form 990-EZ or the form 990 (depending on the annual gross receipts), as well as Schedule O and Forms A and B. This will allow each Affiliate Chapter to capture financial history for future board members to better understand the chapter's financial history. Proof of filing this form is due to RID 90 days (September 30) after the end of the chapter's fiscal year (July 1- June 30). Both forms are available on the IRS website (www.irs.gov). A copy of this form is to be included in your Annual report due to

the national office 90 days after the end of the fiscal year. For a list of the required documents for this report, please refer to the Affiliate Chapter Handbook, section 8. To comply with the standards and criteria laid out for all Affiliate Chapters, an annual report must be submitted. ***501(c)3 organizations (annual gross receipts under \$25,000) are required to file form 990. Failure to file this notice for three years in a row will lead to automatic revocation of tax-exempt status.***

7. Request updated IRS Determination letter from RID National Office annually.
8. Maintain copies of the SDCRID Federal tax I.D. #33-0717870, proof of 501(c)3 status, and Determination Letter.
9. Perform such tasks and duties as are assigned by the membership and/or the Board of Directors.

Treasurer's Action Item Checklist:

1. General Meetings:
 - a. Prepare financial reports - Profit and Loss, Summary and Detail
 - b. Prepare Treasurer's Report to membership
2. Prepare checks to workshop presenters and interpreters
3. Check P.O. Box as necessary-or agree with President who will check PO Box.
4. Work with Fundraising and keep records of donations, email Executive Board
5. Work with Library and provide receipt for donation write-offs

Workshops:

1. Coordinate with the Professional Development Committee to provide receipts.
2. Obtain final financial information from the Professional Development Committee Chair for workshops they host.
3. Work with PDC during initial stages of presenter contact to obtain W-9.
4. Keep W-9 in our files for tax purposes, use this info to file form 1096 and submit before January 30 of every year.

New Board:

1. Complete new signature card at bank.
2. Obtain a debit card.

To be considered an Affiliate Chapter in good standing, ACs must submit an annual report with the following information:

1. Current contact information of the Board of Directors
2. Membership list
3. Copies of letters regarding political actions
4. IRS Form 990 or 990 EZ
5. Financial statement that has been certified/approved by the board or an auditor and includes all revenue and disbursements in the Fiscal Year.

Due November 15 of each year

1. Treasurer-- File the Group Form EZ-990, Return of Organizations Exempt from

Income Tax.

At the End of the Fiscal Year:

1. Forward a copy of the Chapter's financial statement to the Region V Representative. This financial statement should include a description of the source of all revenue and all disbursements to the Region Representative.
2. Forward A copy of this form is to be included in the Annual report due to the national office 90 days after the end of the fiscal year. For a list of the required documents for this report, please refer to the Affiliate Chapter Handbook, section 8. To comply with the standards and criteria laid out for all Affiliate Chapters, an annual report must be submitted.

| |
|---------------------------------------------------------|
| Community Representative #1: Working Interpreter |
|---------------------------------------------------------|

Purpose and Duties:

The Community Representative will serve as liaison between the community of working interpreters and the Board of Directors.

Responsibilities per Bylaws:

1. Serve as liaisons between the membership and the Board of Directors.
2. Assist in coordinating activities and communications in and among the organization.
3. Serve as resource persons to the membership.

In addition to the duties outlined in the SDCRID Bylaws, the Working Interpreter Representative shall:

1. Assist in coordinating activities and communications of the organization including establishing member sections as membership needs.
2. Serve as a resource person to the membership by keeping up to date with the current needs and trends of the local and national interpreting community.
3. Plan and host quarterly events addressing the needs and trends of the interpreting community. May plan and coordinate with Board members and Committee Chairs.
4. Ensure a smooth transition to the new Community Representative.

Events:

- 1) Host events as necessary.

Community Representative: Deaf Community

Purpose and Duties:

The Community Representative will serve as liaison between the Deaf community and the Board of Directors.

Responsibilities per Bylaws:

1. Serve as liaisons between the membership and the Board of Directors.
2. Assist in coordinating activities and communications in and among the organization.
3. Serve as resource persons to the membership.

In addition to the duties outlined in the SDCRID Bylaws, the Deaf Community Representative shall:

1. Assist in coordinating activities and communications of the organization including establishing member sections as membership needs.
2. Serve as a resource person to the membership by keeping up to date with the current needs and trends of the local and national Deaf community.
3. Plan and host quarterly events addressing the needs and trends of the interpreting community. May plan and coordinate with Board members and Committee Chairs.
4. Ensure a smooth transition to the new Community Representative.

Events:

- 2) Host events as necessary.

| |
|---------------------------------------------|
| Community Representatives #3 and #4: |
|---------------------------------------------|

Community Representative #3: Student (Palomar)

Community Representative #4: Student (Mesa)

Purpose and Duties:

The Community Representative will serve as liaison between the community of student interpreters and the Board of Directors.

Responsibilities per Bylaws:

1. Serve as liaisons between the membership and the Board of Directors.
2. Assist in coordinating activities and communications in and among the organization.
3. Serve as resource persons to the membership.

In addition to the duties outlined in the SDCRID Bylaws, the Student Representative shall:

1. Assist in coordinating activities and communications of the organization including establishing member sections as membership needs.
 - a. Coordinate communication between the organization and interpreting students, both members and potential members, including informing students of the benefits of membership
2. Serve as a resource person to the membership by keeping up to date with the current needs and trends of the local and national interpreting community.
 - a. Provide information to students in the Interpreter Training Programs to inform them of the benefits of SDCRID membership. This includes talking to interpreting pro students in interpreting classes and assisting in staffing the booth at SDCRID attended events.
3. Plan and host quarterly events addressing the needs and trends of the interpreting community. May plan and coordinate with Board members and

Committee Chairs.

4. Ensure a smooth transition to the new Community Representative.

Past Events Have Included:

1. Interpreting Program Mixer
2. Interpreter Panel:
In the spring, each school site will host an interpreter information session to discuss the Interpreter Training Program for that specific school. Guest speakers could include, but not limited to, the following:
 - a. Instructors
 - b. Recent graduates
 - c. Current students
 - d. Working interpreters
3. Skill Development: Coordinate with appropriate committees to provide opportunities for students to further develop their signing and interpreting skills. This includes planning and hosting workshops, student-only discussion forums and practice interpreting situations using mock interpreting scenarios.

| |
|-----------------------|
| Past President |
|-----------------------|

Purpose and Duties:

Ensure a smooth transition of administrative duties to the new Board.

Responsibilities per Bylaws:

1. Serve in an ex-officio for one term.
2. Assist the President during the transition into office.
3. Serve as an advisor to the President.
4. Assume special assignments as determined by the President.
5. Attend Board meetings.

In addition to the duties outlined in the SDCRID Bylaws, the Past President shall:

1. Attend SDCRID Board and General Membership meetings.
2. Respond to all emails.
3. Ensure financial accounts are transferred.
4. Support the new President as needed.
5. Attend Region V meetings as needed when the new President cannot attend.
6. Pass on organizational information.
7. Advise the new Treasurer regarding account information, as needed.

Committee Chairs

Purpose and Duties

1. Committee Chairs are appointed by the Board.
2. Term limits are two years, and coincide with the term dates of the election of the President.
3. All Committee Chairs must be dual RID and SDCRID members in good standing.
4. As necessary, recruit committee members to assist with carrying out the mission of the committee.
5. Committee Chairs are expected to attend and actively participate in all SDCRID Board and Chair and General Membership Meetings.
6. Establish committee goals, a plan of action to achieve those goals, and set timelines to successfully meet those goals.
7. As necessary, construct a budget proposal and submit it to the Board for approval.
8. Work closely with other committees to achieve mutual or similar goals.
9. Report committee activities and submit accomplishments, as necessary, to the Publications Committee to be published in the InTouch.
10. Coordinate with the Communications Chair to advertise on various sites using approved distribution lists:
 - Newsletter
 - SDCRID calendar
 - Social Media accounts
 - Wild Apricot/ website

11. Ensure that the Policies and Procedures Manual is up to date before the end of their term.
12. Perform tasks and duties as assigned by the Board of Directors.

Bylaws Committee

Purpose and Duties:

Bylaws recommends Bylaws revisions and amendments, implement those changes and assure that the adopted Bylaws are followed, and provide a parliamentarian to meetings of the membership.

Responsibilities:

Recommend Bylaws revisions and amendments, implement those changes and assure that the adopted Bylaws are followed, and provide guidance for parliamentary procedures for meetings of the membership.

The Bylaws Committee will follow *Robert's Rules of Order, Newly Revised* to assure that the bylaws are adhered to and ensure that proper procedure is followed during meetings with regard to voting on recommended bylaws changes.

Bylaws revision procedure:

1. Submit the proposed change(s) to the Bylaws Chair at least 40 days prior to the General Membership meeting.
2. The Bylaws Chair will have 10 days to consider the change and decide if the change is editorial in nature or substantial.
 - a. If the change is editorial in nature, there is no need for a membership vote and the change will be made.
 - b. If the change is considered substantial, a membership vote to approve must take place.
3. If a membership vote is required, the proposed change must be presented to the membership 30 days before the General Membership meeting for a vote.
4. Provide reports and updates to the Board.

Communications

Purpose and Duties: The Communication Chair is responsible for disseminating the following announcements via SDCRID's social media platforms or email. The announcements include and are not limited to

- General Meetings Dates
- Workshops- hosted by SDCRID or shared and approved by board members.
- Newsletters- both SDCRID's InTouch and RID's headquarters' news.
- Job announcements
- SDCRID Events

Each board member is responsible for creating dates, times, flyers, captions, etc. promptly for the communications chair representative to send out to members.

Ownership of Social Media platforms: **ALL posts should be accessible to each individual. This includes media descriptions, transcripts (if needed), and closed captions.**

- Facebook
- Instagram
- Twitter (not active)
- YouTube

Editorial Policy/Article Submissions:

The SDCRID InTouch publishes articles on matters of interest and concern to interpreters and transliterators. SDCRID encourages representation of various views and opinions within the interpreting field. SDCRID reserves the right to edit, excerpt, or refuse to publish any submission. It is helpful to have a consistent deadline for the submission of articles and advertisements established for the year and published in the newsletter. The goal of the newsletter is that it be a collaborative effort on behalf of the Board, newsletter staff, and the general membership. As often as possible, the team should solicit articles and ideas from the membership for inclusion in each issue.

Scheduling:

The communication chair is responsible for setting a set schedule for when information is needed to be published. Reminders are to be posted/sent out twice. One week before the published date. Then followed up by a reminder three days before.

| |
|------------------|
| Librarian |
|------------------|

Purpose and Duties:

The librarian will maintain a collection of books and materials that are available to members for borrowing, as well as maintain an electronic database of all items. The librarian will assist patrons with check in and check out of books and ensure the return of materials. The librarian will promote use of the library to the members of the organization.

Responsibilities:

1. Assist patrons with finding reference materials and other reading materials when asked.
2. Maintain lending library inventory and conduct periodic audits of the information on file.
3. Manage the electronic lending library database, including its integration with the organization website.
4. Help patrons navigate the electronic records and periodicals.
5. Create and implement new programs to attract patrons.
6. After ensuring that a patron is a current member of the organization, check books and other materials in and out of the lending library, including making arrangements to deliver the books and materials.
7. Send reminders to patrons about upcoming due dates and overdue materials.
8. Teach patrons how to use the electronic database and its functions.
9. Manage the acquisitions of new materials (work with the Board for payment).
10. Provide tax deduction receipt for donors (to be obtained from Treasurer).
11. Send email to Webmaster with updates of loaned materials and new materials.
12. Provide reports and updates to the Board.

All members who borrow materials from the Lending Library will agree to the terms outlined in the Agreement Form and fill out the form (electronic accepted) in order to borrow materials.

Guidelines of Using the RID Test Study Materials Library:

1. Individuals must be a SDCRID member in good standing.
2. Contact the Librarian to request materials.
3. Materials will be loaned on a first come / first served basis.
4. Lending period (with option to extend):
 - a. 2 weeks for books
 - b. 2 weeks for media
5. Individual will fill out the SDCRID MATERIALS LIBRARY AGREEMENT form when

- checking out materials, thus accepting responsibility for picking up materials, taking care of materials and returning them on time.
6. Form may be filled out electronically or hard copy.
 7. The maximum number of items to be checked out is one media item at a time and/or two books.

Member Services

Purpose and Duties:

Member Services Chair shall recruit and orient new members to the organization, maintain membership rolls, and respond to member inquiries concerning membership issues.

Responsibilities:

Maintain Member Database:

1. Maintain an up-to-date membership database in WildApricot by continually monitoring and approving pending new member information as it becomes available.
2. Archive contacts on Wild Apricot that are not current SDCRID members.
3. The database should include information on dual membership status for voting purposes. This information may be required for voting meetings and Elections at the June meeting.
4. Upon request supply various committees and Board members the specific information they require from the current database.
5. Include in the annual report a listing of members.

Process New/ Renewing Members:

1. Towards the end of the membership year, approximately mid-April, it is the Chair's responsibility to send out renewal notifications. The Member Services Chair may want to seek feedback from the Board about any changes they may want to add to the online membership form. Work with the Webmaster on posting the current application on the website and on Wild Apricot.

Reports:

1. If running a promotion, request that the Webmaster set up promo codes ahead of time for half off member price for "new/first time" members in Wild Apricot.
2. During DeaFestival, provide an up-to-date list of current members for the booth in order to verify membership status.
3. Provide reports and updates to the Board.

Mentorship Committee

Purpose and Duties:

Recruit, orient and support mentors and mentees. Mentors, for the purposes of this document, are professional hearing/Deaf interpreters/language models who assume the role of mentor for a mentee.

Responsibilities:

1. Recruit, orient, and support mentors and mentees.
2. Develop timelines and plan for participants to follow.
3. Provide reports and updates to the Board.

Nominations Committee

Purpose and Duties:

Nominations Committee shall compose a slate of qualified candidates running for elected offices, making the information available to the membership for election, and manage the election process.

Nomination and Election Procedures:

1. Nominations for the SDCRID Board of Directors shall be submitted in writing no later than three months prior to the June General Membership meeting.
2. Nominations will confirm with the Member Services Chair that all candidates for office meet membership requirements.
3. Nominees for all positions must be SDCRID and RID members:
 - a. VP, Secretary, and Treasurer must be dual members by January 15th of the election year.
 - b. Members running for President must be dual members in good standing for at least two years before serving.
 - c. Members running for Community Representative positions must be members in good standing when commencing their terms of office.
4. Nominees' eligibility will be verified according to bylaw position requirements.
 - a. President shall -
 - i. Be a member in good standing of RID and SDCRID for two years prior to serving.
 - ii. Have at least five years interpreting experience.
 - iii. Be RID certified.
 - iv. Maintain dual membership status during term in office.
 - b. Vice President shall-
 - i. Be a member in good standing of RID and SDCRID for nine months prior to serving.
 - ii. Have at least five years interpreting experience.
 - iii. Be RID certified.
 - iv. Maintain dual membership status during term in office.
 - c. Secretary shall:

- i. Be a member in good standing of RID and SDCRID for nine months prior to serving.
 - ii. Be RID certified.
 - iii. Maintain dual membership status during term in office.
 - d. Treasurer shall:
 - i. Be a member in good standing of RID and SDCRID for nine months prior to serving.
 - ii. Be RID certified.
 - iii. Maintain dual membership status during term in office.
 - e. Community Representatives
 - i. Be members of RID and SDCRID in good standing when commencing their terms of office.
 - ii. Maintain dual membership status during term in office.
- 5. Eligible nominees will be notified and asked if they will accept the nomination.
- 6. Nominees must submit a bio in both English and ASL, and a photo (including photo identification) for the newsletter and email dissemination (Wild Apricot) prior to the March newsletter deadline.
- 7. Nominee names, bio (English and ASL), and photos (including photo identification) will be printed in the March issue of the SDCRID *InTouch*.
- 8. The period for submitting nominations closes 30 days prior to the date of the election, however, write-in candidates are allowed on the ballot at the time of the election.
- 9. Elections will be held at the June General Membership Meeting, unless special elections are needed.
- 10. Only SDCRID/RID dual members in good standing shall be allowed to vote. Verification will be required in order to receive a ballot for elections.
- 11. Nominations will contact Member Services and/or the RID website to verify dual membership approximately one week prior to elections.
- 12. If elections are electronic, only those members who are dual members will be sent ballots.
- 13. At the June General Membership Meeting:
 - a. Ballots shall be collected and counted by the Nominations Committee Chair.
 - b. One member of the Nominations Committee and one member of the general membership will count ballots.
 - c. Upon final count, election results shall be announced by the Nominations Chair as part of his/her report at the meeting.
- 14. If elections are done electronically, a new procedure will be determined.
- 15. If a quorum is not reached, (see SDCRID Bylaws), the election process must be conducted via electronic or mail balloting.
- 16. If a special election is necessary, the Nominations Chair will follow the same procedures (see Bylaws).

17. Election results shall be submitted to the Communications Chair for the purpose of posting results in the next issue of the SDCRID *InTouch*.

Professional Development Committee

Purpose and Duties:

Provide Professional Development opportunities for SDCRID members, with the goal of offering at least 2.0 RID CEU's per year.

PDC Chair will oversee the committee who they may appoint, and attends Board and Chair meetings, presents PDC budgets to the Board of Directors, and gives PDC reports at the B&C and General Membership meetings.

Workshop Selection Process

- 1) Select a Topic
Workshop topics may be submitted by committee, by the Board of Directors, or by the general membership. Committee will review topics and decide on topics/presenters to pursue.
- 2) Coordinate dates with the Board of Directors to avoid concurrent events. See RID Master Calendar and SDCRID on-line calendar.
- 3) Select Presenter
- 4) Negotiate topic, date, fee, hours, hotel accommodations, travel arrangements, cancellation cut-off date, materials and equipment needs, etc. See Speaker's Agreement Form.
- 5) Prepare Budget
 - a. Annual Budget
 - b. Individual Workshop Budget
 - c. All budgets require approval from the Board of Directors. See prior workshop budgets for template/ ideas.
- 6) Prepare Paperwork
 - a. Presenter must complete all CMP paperwork, provide a bio/vita, and a statement of workshop goals to the PDC. CMP paperwork must be submitted to CMP Sponsor in time in order to apply for RID CEU's.
 - b. Presenter should be provided with a map and directions to the workshop location.

- c. Presenter should be provided with an IRS form W-9 (may be downloaded from www.irs.gov)
- d. A final draft of the workshop flyer will be submitted to the presenter, to the SDCRID Board, and to the CMP Sponsor. . Flyer must include CMP/ ACET logos, SDCRID logo, RID Activity Number (provided by CMP Sponsor.) See prior workshop flyers for template/ ideas.
- e. Flyer must include the following information:
 - Title
 - Presenter name and bio/vita (bio/ vita may be posted on-line on SDCRID's) website
 - Start and end time
 - Location (map optional)
 - Workshop description
 - Payment information (early and late registration; cost for members/non-members (student?); SDCRID/SCRID members pay same rate; refund information; cancellation date; fee for non-member CEUs; website to pay electronically; and address to send payment)
 - Refund and cancellation information may be posted on-line.
 - Interpreter accommodation information
 - Contact name/email for more information

Current CMP is through CM Hall from WRIEC

- 7) Select Location
Location varies, depending on availability and cost. The Committee will maintain a list of possible workshop venues.
- 1) Title
- 2) Presenter name and bio/vita
- 3) Location (map optional)
- 4) Workshop description
- 5) Payment information (early and late registration, cost for SDCRID members/non-members, refund information, cancellation date, CEUs, website to pay electronically and address to send payment).
- 6) Name

Workshop Checklist

- 1) Send emails with flyer attached to all current members via Wild Apricot, and those who are on list kept for PDC (includes nonmembers and other students, teachers, ITP's, etc).
- 2) Set up event on Wild Apricot and open event for registration.
- 3) Send event info to Communications Chair for posting on social media.

- 4) Arrange for travel and transportation of presenter to/from workshop site if needed.
- 5) Coordinate lunch invitation during workshop.
- 6) Determine if interpreters will be needed and if so, schedule them.
- 7) Arrange for equipment with site—check any fees for rentals.
- 8) Arrange for refreshments and paper goods, and bring to workshop.
- 9) Arrange for someone to stay with equipment during lunch break if room is not locked.
- 10) Arrange for someone to be at site for registration check-in. Bring list of paid attendees (can be downloaded from Wild Apricot or accessed electronically.)
- 11) Print or copy and bring CMP (RID CEU) and Evaluation forms, handouts, and name tags to workshop. (May be done electronically)
- 12) Place signage at location.
- 13) Arrange for payment of speaker (and interpreters, if needed) with Treasurer
- 14) Arrange for cleanup.

Suggested Timeline

By May 31st of Fiscal Year

- 1) Hold meeting to discuss speakers for next year
- 2) Submit to executive board estimated budget for workshops for full year (fiscal year)

6 mos. Prior to proposed workshop date

- 1) Contact speakers
- 2) Decide upon a date for the workshop
- 3) Begin seeking a location for the workshop
- 4) Configure budget for workshop

5 mos. Prior to proposed workshop date

- 1) Confirm date with speaker
- 2) Send 2 copies of contract to speaker (signed by executive board and PDC chair)
- 3) Notify SDCRID committees of upcoming dates and possible cross-marketing opportunities

4 mos. Prior to workshop date

- 1) Design flyer
- 2) Contact outside agencies for sponsorship
- 3) Hold PDC committee meeting to decide upon roles at each workshop (Registration, food, parking, etc).

3 mos. Prior to workshop date

- 1) Confirm location, parking and equipment needs

- 2) Finalize flyer design
- 3) Distribute via Internet and website.
- 4) Post workshop information on SDCRID yahoo group , send to Webmaster and Publications Chair
- 5) Email flyer to members and others on PDC list
- 6) Open registration on Wild Apricot
- 7) Confirm travel arrangements with speaker (if needed)
- 8) Apply for CEU's through The Language Door (Julie Simon)

2 mos. Prior to workshop date

- 1) Contact catering with date, time, place and estimated number of lunches
- 2) Reserve hotel room for speaker (if needed)
- 3) Reserve interpreters for workshop

1 mo. Prior to workshop date

- 1) Contact caterer with lunch number update
- 2) Purchase supplies if needed (see supply addendum)

3 weeks prior to workshop date

- 1) Send out "tickler" (reminder) email via SDCRID yahoo group and email list

2 weeks prior to workshop date

- 1) Confirm receipt of handouts from speaker
- 2) Confirm location and equipment
- 3) Submit revised budget (if needed)
- 4) Request checks for speakers and interpreters (from Treasurer)
- 5) Discuss parking availability for event and confirm use for interpreters, speaker and one committee member.

1 week prior to workshop date

- 1) Process any registrations that did not come through Wild Apricot

3 days prior to workshop date

- 1) Contact caterer with final numbers (registrations + 5 additional)
- 2) Make copies of all evaluations and handouts
- 3) Purchase breakfast and lunch/ dinner foods
- 4) Print certificates
- 5) Get parking passes (if at DCS)

Day of workshop

- 1) Transport speaker (if needed)
- 2) Arrive 90 minutes prior for set-up
- 3) Reserve parking for interpreters and/or speaker
- 4) Post signs if needed

- 5) Get person to hand out parking passes (if at DCS)
- 6) Have registrants sign-in and provide handouts and food
- 7) Introduce speaker and thank sponsors
- 8) Fill in names and signatures on certificates
- 9) Pass around CEU sign-up and evaluation forms at end of the day
- 10) Clean-up workshop room
- 11) Provide payment to speaker and interpreters

Within one week after workshop

- 1) Process all grant paperwork
- 2) Submit all receipts for reimbursement
- 3) Write final statement of workshop finances

Office Supplies:

- 1) Scotch and masking tape
- 2) Signs (arrows/laminated)
- 3) Certificate paper
- 4) Receipt book
- 5) Pens
- 6) Thank you notes
- 7) Dry erase markers
- 8) Highlighters
- 9) Plastic case and manila folders (retaining files)

Food:

- 1) Bagels
- 2) Cream cheese
- 3) Coffee, sugar, sweet and low, Splenda (supplied by Starbucks)
- 4) Half-n-half, creamer
- 5) Plastic utensils and stirrers
- 6) Cups
- 7) Tablecloths
- 8) Napkins
- 9) Juice
- 10) Water
- 11) Soda
- 12) Cookies
- 13) Candy
- 14) Catered lunch

Workshop Budget Considerations:

Expense Guidelines (as of 2010):

- 1) Speaker's Fee- rate run around \$100/hr
- 2) Per Diem- \$35/ day (our rate)
- 3) Travel (our maximum)- \$350.00
- 4) Lodging (our per night maximum)- \$250.00
- 5) Venue- varies, anywhere from free to \$100/hr
- 6) CEU Processing fee (to The Language Door)- \$35.00
- 7) Food (breakfast and lunch)- about \$10/ person
- 8) Handouts- varies 0-\$25
- 9) Interpreters (if needed)- \$50/hr
- 10) Credit Card processing fee (Wild Apricot, or other system)- we pay a scale
- 11) Registration fee (Wild Apricot, or other system)- \$2/person base plus a percent
- 12) Event fee - there is none for Wild Apricot
- 13) Thank you gift card - \$10 - \$20

Income:

- 1) Registrations
- 2) Donations (can work with Fundraiser Chair)
- 3) In-kind donations
- 4) Consider door prizes – but must register w/ state first

Publications

Purpose and Duties:

To develop, maintain and distribute organizational publications as required, including all SDCRID social media channels and the SDCRID Newsletter - *InTouch*

Responsibilities:

To disseminate information to members. Articles and posts will be received by SDCRID Board and Committee Chairs, and possibly by SDCRID members.

Circulation:

The newsletter is a benefit of membership and is distributed to all members regardless of membership category. Copies of each newsletter are to be submitted to the Affiliate Chapter Relations Committee (ACRC) at the RID national office. Complimentary copies are provided to nonmembers who submit articles/information and to authors who have given permission to reprint or cite their work. Newsletters are available for download on the SDCRID web site in pdf or xps formats.

Number of Issues:

The newsletter is typically published four times per year to coincide after the general meetings: July, October, January, April. Distribution should be within one month after the General Membership Meeting dates.

Archives:

Currently all copies are stored by Wild Apricot.

Format:

The newsletter staff has the flexibility and the responsibility to design the newsletter to meet the needs and expectations of the membership. It should reflect the professional organization of SDCRID as well as the national Registry of Interpreters for the Deaf.

Editorial Policy/Article Submissions:

The SDCRID *InTouch* publishes articles on matters of interest and concern to interpreters and transliterators. SDCRID encourages representation of various views and opinions within the interpreting field. SDCRID reserves the right to edit, excerpt, or refuse to publish any submission. It is helpful to have a consistent deadline for the submission of articles and advertisements established for the year and published in the newsletter. The goal of the newsletter is that it be a collaborative effort on behalf of the Board, Committees, and the general membership. As often as possible, SDCRID should solicit articles and ideas from the membership for inclusion in each issue.

Job Announcements/Employment Opportunities:

The posting of employment opportunities is done as a courtesy for interpreter/transliterators positions (paid or volunteer). There is currently no fee for this service.

Assembly Procedure:

Articles and information received will help determine the layout for each issue. A central theme or focus may be used. For example, the September issue might focus on educational interpreting. It is preferable to keep related information in one section rather than scattered throughout the newsletter.

Each issue should include:

- 1) SDCRID's mailing address, e-mail address, and web site (if applicable)
- 2) The SDCRID Board of Directors and Committee Chairs contact information
- 3) A list of dates and times for general and board meetings
- 4) Location of general meetings
- 5) Editorial policy (publications policy)
- 6) Membership information
- 7) President's report
- 8) Workshop and training opportunities
- 9) Submission deadline for the next issue
- 10)

Articles published in whole or part must have prior permission from the author(s). The RID CMP and ACET logos are to be used for all CEU-sponsored events.

To distribute, send newsletter via email to all members through Wild Apricot.

For special circumstances when print copies are needed:

- 1) The format should be eight to twelve pages on 11" x 17" paper in a booklet style. Copies from 8½" x 11" originals are used to make an 11" x 17" template and then copied front to back. Half of the back page will need to be reserved for the mailing label and SDCRID's return address. Copies can be dropped off at the printers or can be made manually using the large copy machines.
- 2) Newsletters will need to be collated, folded in half, and then folded again. Postal regulations require that the fold of the newsletter be at the bottom as well as on the right to ensure compatibility with postal cancel equipment. Mailing seals (not staples) are affixed to the top and side panels. Membership mailing address labels will also need to be affixed.
- 3) Postage will vary depending on the weight of each issue, so it is best to take a completed copy to be weighed at the post office prior to purchasing postage. Newsletters are sent as first class mail rather than bulk mail or non-profit mail.
- 4) The cost of printing and postage will be reimbursed by submitting a receipt to the Treasurer.

Scholarship Committee

Purpose and Duties:

Develop guidelines for scholarship programs, including a program to assist with supporting candidates for certification and award scholarships based on established guidelines. Chair is expected to provide an updated report during the General Membership Meetings on how to receive a scholarship and how many have been awarded to date.

Costs:

SDCRID provides members with half the fee(s) for these current performance tests: NIC and EIPA (rater fee not included).

The scholarship committee estimates the cost for five scholarships every year for the organizational budget.

Procedure: -- see our website

1. Receive a written request for a scholarship along with the verification letter from the testing entity for performance test date.
2. Confirm the applicant is a member in good standing with SDCRID.
3. Verify that the cap of five scholarship awards has not been exhausted.
4. Send a congratulations email along with verification for the candidate to the Treasurer. Verification includes either a copy or scan of items in check list on application.
5. Request the treasurer send a check and email the letter of congratulations to the scholarship recipient.

Each person is allowed only one scholarship per exam. If they receive a scholarship and fail to pass or are re-taking for a higher level, they may not receive further scholarships through SDCRID for the same exam. However, if s/he has taken the exam, but did not receive a scholarship from SDCRID, and would like to retake the exam, they are eligible.

Performance Test Scholarship Application (on SDCRID letterhead)

SDCRID offers scholarships to help local interpreters by awarding compensation for half the cost of the performance test. To receive the scholarship reimbursement you are required to:

Before taking the test, apply and turn in all required documents that are listed below,

1. Have confirmation of a performance test date at the time of applying. (SDCRID must receive your request before the test date)
2. Must be taking the test for the first time.

Please mail your packet to the following address:

SDCRID
C/O Scholarship Committee.
PO Box 600004
San Diego, CA 92160-0004

Email the information to Scholarship@sdcrid.org

Congratulations and good luck on your test!

Date: _____

Name: _____

Check one:

_____ National Interpreter Certification (NIC)

_____ Educational Interpreter Performance Assessment (EIPA)

Please provide the following:

_____ Copy of this form and/or written request

_____ Copy of RID membership card

_____ Copy of SDCRID membership card or proof of membership for at least 6 months

_____ Copy of test date confirmation letter

Webmaster

Purpose and Duties:

Reporting to the Communications Chair, the Webmaster will publish and maintain our organization's Web site, <http://WWW.SDCRID.ORG> through Wild Apricot

Responsibilities:

- 1) Receive and electronically disseminate Board approved information to the members in a timely and efficient manner.
- 2) Post new information in a timely manner, delete older information, maintain biographies and pictures of Board and Chairs, and ensure that all links are in working order.
- 3)
- 4) Maintain confidentiality of password(s) and provide passwords as needed to Board and committee chairs.

Maintain Login Information for Wild Apricot and assist in setting up events

9. Maintain Login information for Wild Apricot and send out messages as needed
The web site may include, but is not limited to, information on general meetings, board meetings, chapter bylaws, membership application, workshops, Board, Committee, and member contacts, and links to related sites.

Process for updating the e-mail forwarding recipes:

1. go to <http://my.pair.com>
2. click: „Mail%00
3. click: „view recipes%00

The basic e-mail forwarding recipes are:

board@sdcrd.org: (multi forward to the following)
executive-board@sdcrd.org
Interpreter-rep@sdcrd.org (Working Interpreter)
deaf-rep@sdcrd.org (Deaf)

palomar@sdcrd.org (Palomar Student)
mesa@sdcrd.org (Mesa Student)

committees@sdcrd.org: (multi forward to the following)

bylaws@sdcrd.org

librarian@sdcrd.org

membership@sdcrd.org

mentorship@sdcrd.org

nominations@sdcrd.org

pdcrd@sdcrd.org

scholarship@sdcrd.org

webmaster@sdcrd.org

executive-board@sdcrd.org: (multi forward to the following)

president@sdcrd.org

vice-president@sdcrd.org

secretary@sdcrd.org

treasurer@sdcrd.org

past-president@sdcrd.org

Young Professional Interpreters Network (YPIN)