

**Oklahoma Registry of Interpreters for the Deaf, Inc. (OKRID)  
BY-LAWS**

**ARTICLE I: NAME**

This organization shall be known as the Oklahoma Registry of Interpreters for the Deaf, Inc. (OKRID).

**ARTICLE II: PURPOSE**

The purpose of this organization shall be to fulfill the functions of a Chapter Affiliate of the national organization, Registry of Interpreters for the Deaf, Inc., RID, Inc. on a statewide level, to be operated at all times as a non-profit organization. The goals of the organization shall include:

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| <b>TO PROVIDE:</b> | effective training and advocacy for the membership   |
| <b>TO SHARE:</b>   | ideas, opinions, and interpreting experiences providing an avenue for professional support and interaction                             |
| <b>TO CREATE:</b>  | a community that motivates members to achieve the highest standards in education, certification, and skill                             |
| <b>TO EDUCATE:</b> | the public regarding the appropriate use of interpreters and of the availability of interpreter services                               |
| <b>TO ACT:</b>     | as a body to advance the standards as set forth in the Code of Professional Conduct of the Registry of Interpreters for the Deaf, Inc. |

**ARTICLE III: MEMBERSHIP**

- A. Membership in the organization is open to any individual who supports the goals and purpose of the organization. Membership in good standing shall be maintained by payment of annual dues and adherence to the RID Code of Professional Conduct.
- B. Honorary membership in the organization may be awarded by the Executive Board to persons recognized for their outstanding contribution to the field of professional interpreting in Oklahoma. Honorary members may participate in all discussions at membership meetings, but may not make motions, vote, or hold office. No dues are required of honorary members.
- C. Categories of Membership shall include:
  - 1. Voting Members - A member of OKRID in good standing and a voting member of RID in good standing. Each Voting Member shall be entitled to one vote in meetings, referenda, and elections.
  - 2. Non-Voting Members
    - a. Supporting Member - Any individual with an interest in supporting the purposes and activities of the organization who does not meet eligibility requirements for voting membership.
    - b. Student Member - Any individual currently enrolled in an Interpreter Preparation Program.
- D. Application Procedures - Candidates for membership shall complete the membership form and submit it along with the year's membership dues to the Secretary.

E. Membership Dues

1. All members of the organization shall be required to pay annual dues as set by the membership within thirty (30) days of the due date, provided notice has been given by the Secretary at least thirty (30) days in advance of the due date.

2. The decision to establish, raise or lower dues shall be authorized by the membership at the annual conference or by mail referendum.

F. Change of Membership Category - Any member may change membership category, i.e., from supporting or student to voting, by meeting the requirements of Article III.C.1. and paying the fee difference between the former category and the new category.

G. Termination of Membership - Non-payment of annual dues after thirty (30) days of the due date shall result in invalidation of membership.

**ARTICLE IV: ORGANIZATION**

A. The affairs of the organization shall be governed by an Executive Board consisting of the President, Vice-President, Secretary, Treasurer, Parliamentarian, up to six (6) Members-at-Large selected from throughout the state, President-Elect and the Immediate Past-President. Members-at-Large shall include one (1) representative from each Local Chapter, selected by the Local Chapter, and one (1) representative from each geographical area not served by a Local Chapter, selected by the general membership. The President may appoint representatives of related associations and agencies to act as advisors to the Executive Board. Advisors to the Board shall not enjoy voting privileges. The Executive Board shall have the powers to conduct the business of the association between annual meetings.

B. Parliamentary Authority: "Robert's Rules of Order" current edition shall be the parliamentary authority governing deliberations of this organization.

**ARTICLE V: OFFICERS**

A. Eligibility - The President, President-Elect and Vice-President shall have been members in good standing of OKRID for not less than two (2) years prior to their election. The Secretary, Treasurer, Parliamentarian, and Members-at-Large shall have been members in good standing of OKRID for not less than one (1) year prior to their election. All officers shall have been a certified or an associate member of RID for not less than one (1) year prior to their election.

B. Terms of Office - All officers except the President, President-Elect and Immediate Past-President shall be elected in odd numbered years for a term of two years. Said officers will serve through the annual meeting of the next odd year. The President-Elect will be elected at the annual meeting of each even year and will serve in that capacity until assuming the Presidency the following year. **Current officers shall be permitted to be nominated as President-Elect. If elected, that person shall serve in their current office and President-Elect simultaneously.** After a two-year term as President, that person **may** serve one more year through the annual meeting as Immediate Past-President. Executive Board members shall not succeed themselves more than **once in any particular office, limiting them to two (2) consecutive terms of two (2) years each in any particular office.**

C. Duties of Officers

1. President: The President shall preside at all meetings of the organization and of the Executive Board; shall serve as an ex-Officio member of all Standing Committees; and shall perform such other duties as may be assigned by the Executive Board. Following the completion of his or her term, the President **may** serve an additional term on the Executive Board as Immediate Past President.

2. President-Elect: **In the event a current officer is serving as President-Elect simultaneously, that person shall retain their voting privileges.** Otherwise, the President-Elect shall not have voting privileges for their one-year term. The responsibility of this office shall be to assist the Executive Board or any committee as requested by the Executive Board toward the goal of being a more effective President.

3. Immediate Past-President: The Immediate Past-President shall not have voting privileges for their one-year term. The responsibility of this office is to provide guidance and advice based upon their experience having served on the Executive Board.

4. Vice-President: The Vice President shall, in the absence of the President, perform the duties of the President, and shall perform such duties as may be assigned by the Executive Board.

5. Secretary: Keeps complete and accurate record of the proceedings of all meetings of the organization and of the Executive Board; shall be responsible for sending notice of all meetings of the organization, annual or special; shall notify all members of the Executive Board at least fifteen (15) days before meetings of the Executive Board; shall keep an accurate membership roll; shall notify members at least thirty (30) days in advance of the due date for membership dues; shall distribute current membership cards to members in good standing.

6. Treasurer: Maintains financial records of the organization and makes disbursements as requested by the Executive Board, co-signing with the President the checks for said disbursements; shall present a financial report at each meeting of the Executive Board; shall forward to the RID Regional Representative and to the national office of RID within thirty (30) days after the expiration of each fiscal year a certified copy of the organization's financial statement which shall contain a description of all receipts and a description of all disbursements; and shall distribute a written financial report at the annual convention of members.

7. Members-at-Large: The Members-at-Large shall serve as a liaison between the Executive Board and their Local Chapter or other geographical area of the state and shall perform duties as delegated by the Executive Board.

8. Parliamentarian: The Parliamentarian shall guide the Chapter in abiding by established rules and order of meetings and shall see that the Chapter complies with its **Standing Rules** and By-Laws in conducting all the affairs of the Chapter.

D. Nominations/Elections

1. Nominations shall be made by a Nominating Committee consisting of three (3) members selected by the Executive Board. Being a member of the Nominating Committee shall not preclude one from running for Executive Board office. The Nominating Committee shall meet in advance of the election meeting to prepare a slate of nominees to be sent to the membership with the official notice of the election meeting.

2. Additional nominations may be made from the floor at the time of the election.

3. Voting by ballot shall be held after the conclusion of New Business. Election to any office shall be by majority vote. In the event of a tie, a run-off election shall be held until a simple majority of the ballots cast is reached. There shall be no proxy votes of the election of officers. The new office holder shall assume office immediately upon election.

4. Elections may also be conducted via mail referendum as outlined in Article VI.B.2.

- E. Vacancies - Any vacancy on the Executive Board occurring between elections shall be filled by action of the Executive Board; the replacement shall be chosen to fulfill the requirements of the vacant position.
- F. Conditions for Removal - Conditions for removal of an officer shall be three consecutive absences from meetings **without just cause as determined by the Board** or misconduct.
- G. Meetings - The Executive Board shall meet at least semi-annually. The Secretary shall notify members of the Executive Board at least fifteen (15) days in advance of the meeting.

#### **ARTICLE VI: MEETINGS**

- A. There shall be an annual convention of members of the organization. The Executive Board shall have the responsibility for establishing the date and location for the convention and related activities. Special meetings may be called by the President with the approval of the Executive Board stating the desired date of the proposed special meeting and the business to be transacted. The Secretary shall mail notice of all meetings, annual or special, to all members at least thirty (30) days in advance.
- B. Conducting Business - The Chapter and all of its affiliates may conduct business during meetings or by mail referendum.
  - 1. Meetings
    - a. Quorum - A quorum for a business meeting shall be 20 (twenty) % of the voting membership.
    - b. Results of all voting shall require a quorum and shall be determined by a majority of votes cast.
    - c. Proxy votes are permitted for voting during membership meetings.
    - d. Voting by secret ballots will be permitted upon the request of 5 (five) % of the membership present.
  - 2. Mail Referendum - Mail ballots may be sent through standard mail or through e-mail. Motions may be voted on by the membership by mail referendum in the following manner:
    - a. Mail Referenda may be drafted and submitted by the Executive Board, by a committee at the request of the Executive Board, or by written petition of at least 5% of the voting members of the organization, sent to the Executive Board.
    - b. Written notice of the referendum, stating and describing all motions, procedures and deadlines for voting, shall be provided to all voting members at least 30 (thirty) days prior to the referendum deadline.
    - c. An economic impact report and the pros and cons of all motions shall be included in the written notice.
    - d. Mail-in ballots regardless of media may be considered a secret ballot by the request of 5 (five) % of the membership.
    - e. Results of all mail referenda shall require a quorum and shall be determined by a majority of the valid ballots returned.
    - f. Results of mail referenda shall be disseminated to the membership within forty-five (45) days after the referenda deadline.
- C. Any decision of the Executive Board may be vetoed by a two-thirds vote of those eligible and voting during a regular or special meeting of the membership or through mail referendum. RID By-Laws: Article III, Section 3, Item D.

## **ARTICLE VII: COMMITTEES**

Upon approval of the Executive Board, the President may 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 to serve as a non-voting member. A majority of the entire committee shall constitute a quorum.

## **ARTICLE VIII: LOCAL CHAPTERS**

- A. A Local Chapter shall consist of at least five (5) members in good standing of OKRID who live in geographical proximity to each other, have joined together in petitioning OKRID for recognition as a Local Chapter and have been accepted as such by action of the Executive Board.
- B. All Local Chapters shall forward to the President of OKRID a copy of the By-Laws of the Local Chapter, and copies of any amendments made to them, for review and approval of the OKRID Board. After approval, said copies shall be filed with the Secretary of OKRID.
- C. All Local Chapters shall file a written report of its activities and a financial report with the Executive Board at least thirty (30) days prior to the annual convention of OKRID for the general information of the membership.
- D. All Local Chapters shall file a membership roll with the OKRID Executive Board at least annually.

## **ARTICLE IX: EXPENSES OF EXECUTIVE BOARD AND COMMITTEES**

- A. Travel to Official Meetings - Members of the Executive Board and Committees will be reimbursed for their travel expenses to official meetings of the Board or committee of which they are a member. This shall not be construed to include meetings of the general membership, whether annual or special, and shall not include meetings of the Executive Board or Committees which are held on the same day as a meeting of the general membership. Reimbursement shall be made for mileage and turnpike fees, payable after receipt of an itemized statement from the member, and approval of the statement by the Treasurer. The rate of mileage payment will be reimbursed as recommended by the Oklahoma State Travel Reimbursement Act.
- B. Direct Operating Expenses - Members of the Executive Board and Committees will be reimbursed for direct operating expenses incurred in carrying out the duties of their office and/or committee, including such items as postage, long distance telephone calls, stationery and printing, copies, office supplies, and other necessary items. Itemized statements are to be submitted to the Treasurer for reimbursement.
- C. Control of Expenses - It shall be the duty of each and every member of the Executive Board and Committees to minimize the expenses incurred, by careful planning of meeting locations, number of meetings held, and materials used in carrying out the duties of each member.

## **ARTICLE X: AUDIT OF FINANCIAL RECORDS AND MEMBERSHIP ROLLS**

- A. The Treasurer's books shall be audited and all expenses and receipts inspected by the Vice-President and one Member-at-Large, and the audit completed at least thirty (30) days prior to each annual convention. A detailed report of the audit shall be prepared and released to the membership at the annual convention.

- B. This organization shall, within thirty (30) days after each annual convention, forward to the President of RID, Inc., a certified copy of its financial statement, including a description of the source of all receipts and a description of all disbursements of OKRID, all in accordance with the By-Laws of the Registry of Interpreters for the Deaf, Inc.
- C. The membership roll shall be audited at least thirty (30) days prior to each annual convention, said audit to be conducted by three (3) members appointed by the President from the Executive Board. The purpose of this audit shall be to affirm the accuracy of each member's name and membership in RID, Inc. A written report of the results of this audit is to be filed with the Secretary prior to each annual convention.

#### **ARTICLE XI: AMENDMENT OF BY-LAWS**

- A. The By-Laws may be amended or repealed at any regular or special business meeting of the Chapter or by mail referendum by a majority of the voting membership, with thirty (30) days prior notice.
- B. By-Laws revisions or amendments required to comply with RID policies and procedures shall not require a vote but shall be automatically incorporated into these By-Laws. The membership shall be notified in writing of such revisions within thirty (30) days.

#### **ARTICLE XII: DISSOLUTION**

- A. In case of dissolution, all records, moneys, and holdings, shall be forwarded to the Registry of Interpreters for the Deaf, Incorporated for the purpose of continuing education of interpreters/translitterators.
- B. Dissolution may occur for any of the following reasons:
  - 1. Upon a three-fourths (3/4) majority vote of the membership.
  - 2. Non-recognition of affiliated status by RID for failure to comply with provisions required of affiliate chapters as set forth in the RID By-Laws.
- C. No single member shall be held liable for debts incurred by the organization.