## Massachusetts Registry of Interpreters for the Deaf

## **BYLAWS**

## Amended Jan 30, 2012

# ARTICLE I – QUALIFICATIONS FOR OFFICERS

### Member in good standing of National RID, Inc.

### General/Voting Member in good standing of MassRID for a minimum of one year immediately prior to becoming an Officer.

### Possesses no conflict of interest.

### Must be a current resident of or work in Massachusetts.

# ARTICLE II – QUALIFICATIONS FOR REGIONAL REPRESENTATIVES

### Member in good standing of National RID, Inc.

### General/Voting Member in good standing of MassRID for a minimum of one year immediately prior to becoming a Representative.

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### Possesses no conflict of interest.

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### Must be a current resident of the region being represented.

### Must have lived within the region of representation for at least one (1) year prior to becoming a Representative.

### Shall relinquish duties if he/she moves out of the region.

# ARTICLE III – QUALIFICATIONS FOR STUDENT REPRESENTATIVES

### Member in good standing of National RID, Inc.

### Student member in good standing of MassRID.

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### Must be a current student in good academic standing at a Massachusetts Interpreter Training Program and/or a Board approved Deaf Interpreter Training Program.

### Possesses no conflict of interest.

# ARTICLE IV – DUTIES OF THE BOARD OF DIRECTORS

### **Section 1: Duties of the Board of Directors**

### To direct and coordinate the business of the Association.

1. To attend meetings of the Board of Directors.
2. To attend General Meetings of the organization.
3. To appoint standing committee chairpersons and, with their cooperation, to select committee members.
4. To appoint special committees when necessary to carry out the functions of the organization.
5. To serve as Board Liaisons to standing committees.
6. To appoint members to serve as representatives to related associations and agencies.

### **Section 2: Duties of the Officers**

A. President:

1. To preside at all general and board meetings of the organization.
2. To attend to and bring to the attention of the Board and Membership all business
3. of the organization.
4. To appoint Board Members to serve as board liaisons to standing and ad hoc committees.
5. To represent MassRID at appropriate professional activities.
6. To serve as a Board Liaison to one (1) or more standing or ad hoc committees, if needed.

B.Vice President:

1. To assist the President in duties relevant to the business of the organization.
2. To serve as a Board Liaison to one (1) or more standing or ad hoc committees.
3. To oversee the CEU system.
4. To assist the President with any duties as necessary.
5. In the absence or disability of the President, the Vice President shall assume all duties of the President.

C. Secretary:

1. To keep complete and accurate records of all general and board meetings of the organization.
2. To send copies of all minutes to board members.
3. To have approved all final versions of the minutes before they are printed for publication/added to the secretary’s book.
4. May have the authority to sign checks in addition to the Treasurer and President.
5. To serve as a Board Liaison to one (1) or more standing or ad hoc committees.
6. To assist the President with any duties as necessary.

D. Treasurer:

1. To collect the moneys of the organization and make disbursements.
2. To collect members’ dues and pass membership information to the Membership Committee.
3. To sign checks.
4. To file all appropriate tax forms, state and federal.
5. To keep accurate records of the organization’s financial business.
6. To make financial reports for all meetings.
7. To serve as a Board Liaison to one (1) or more standing or ad hoc committees.
8. To assist the President with any duties as necessary.

E. Immediate Past President:

1. May serve as a non-voting ex-officio member of the Board of Directors for one term. In situations resulting in a tie vote of the board the ex-officio member may vote to break the tie.

### **Section 3: Duties of Regional Representatives**

1. To attend MassRID Board meetings.
2. To facilitate the development of regional activities, including the scheduling and conducting of meetings of the region represented in accordance with ARTICLE VI.
3. To bring concerns and information expressed by members within the region to the attention of the MassRID Board of Directors.
4. To bring concern**s** and information from the MassRID Board of Directors to the members within the region.
5. To serve as a Board Liaison to standing and ad hoc committees, if needed.
6. To assist the President with duties, as necessary.

### **Section 4: Duties of Student Representatives**

1. To attend MassRID Board meetings and General Meetings.
2. To report to students at their respective institutions and training programs the activities and events of MassRID and National RID.
3. To bring concerns and information expressed by student members within the region to the attention of the MassRID Board of Directors.
4. To bring concern**s** and information from the MassRID Board of Directors to the members within the school or training program.

# ARTICLE V – DUTIES OF ORGANIZATIONAL REPRESENTATIVES TO RELATED ASSOCIATIONS AND AGENCIES

### **Section 1:** To serve a two (2) year term on boards, committees, etc., of related

### associations and agencies as formal representativesof MassRID.

### **Section 2:** To file written reports twice a year with the Board of Directors updating the organization as to the activities, issues, etc. of the related association and/or agency.

### **Section 3:** To make oral reports at MassRID Board Meetings and General Meetings when necessary.

# ARTICLE VI – MEETINGS

### **Section 1: General Meetings**

1. The organization shall have at least three (3) General Meetings per year. One meeting each will be held in the spring, fall and winter. Regions shall rotate hosting General Meetings each year to ensure fairness in sharing meeting locations.
2. Special or Emergency General Meetings may be held as needed and called by the Board of Directors or by at least fifteen percent (15%) of the General /Voting Membership with at least fourteen (14) days notice in either written or electronic form.

### **Section 2: Meetings of the Board of Directors**

1. The Board of Directors shall meet at least four (4) times per year. Each meeting may occur either prior to or following a General or Regional Meeting. Meetings shall rotate to different Regions to allow maximum participation of members around the state at Board Meetings.
2. Special or Emergency Meetings of the Board of Directors may be held as needed and called by the President or by at least five (5) members of the Board with at least fourteen (14) days notice in either written or electronic form, or by an agreed upon method approved by the Board of Directors.

### **Section** **3: Regional Meetings**

1. Each region shall hold at least two (2) Regional Meetings per year. Each meeting may occur either prior to or following a General or Board of Directors meeting. One meeting shall occur within three (3) months prior to the Spring General Meeting.
2. Special or Emergency Regional Meetings may be held as needed and called by the Regional Representative, Board of Directors or at least fifteen percent (15%) of the General Members residing within that particular region with at least fourteen (14) day notice in either written or electronic form.
3. Regional Representatives will submit semi-annual written reports in order to document the activities of each Region.

### **Section 4: Committee Meetings**: Each Standing and Ad Hoc committee shall meet as often as deemed necessary by the Chairperson in consultation with the Board of Directors or their representative.

### **Section 5: Proxy Votes**

1. Proxy voting is allowed at any membership meeting.  All proxies must be filed, in writing or electronic format, with the Secretary prior to the meeting being called to order.
2. Proxies may be assigned and carried by General /Voting Members only.
3. Proxies are “general” proxies, meaning they give the person holding the proxy the right to vote as the holder sees fit on all issues and motions.
4. A member can carry a limit of 2 proxies.
5. Proxies can not be split. A holder must vote the same way with all the votes they carry.

# ARTICLE VII – QUORUM

### **Section 1: General Meetings**

1. Either five (5) General/Voting Members or one-third (1/3) of the General/Voting Membership, whichever is greater, is required to meet the quorum of any General Meeting.

### **Section 2: Meetings of the Board of Directors**

1. A majority of Board members must be present at the meeting to constitute a quorum.

### **Section 3: Regional Meetings**

1. Five (5) General/Voting members or one-third (1/3) of the General/Voting members within a region, whichever is greater, must be present for a quorum.

# ARTICLE VIII – NOMINATIONS AND ELECTIONS

### **Section 1: Nominations**

**A. Nominating of Officers**

1. During an election year, nominees, pursuant to ARTICLE V, Section 1 and 2 of the Constitution and ARTICLES I and II of the Bylaws, may be solicited by an Ad Hoc Nomination Committee appointed by the Board of Directors.
2. A list of qualified (refer to Article I) nominees shall be presented to the membership at the Spring General Meeting of an election year, or may be sent to the membership with a mail or electronic ballot on or before April 1 of that election year. Additional nominations may be made from the floor during the Spring General Meeting in a face-to-face election only.
3. All elections utilizing a mail or electronic ballot system must solicit nominations from all membership before February 1, of that election year, giving all members the opportunity to nominate individuals for office.

### **Section 2: Election**s:

### B. Elections of Officers

1. Elections shall be conducted at the Spring General Meeting or by mail or electronic ballot sent to all General/Voting Members on or before April 1 of that election year. All elections shall be by secret ballot.
2. All elections shall be by majority vote.

**C Elections of the Regional Representatives**

1. Elections shall be conducted at the appropriate Spring Meeting during its election year or by mail/electronic ballot sent to members on or before April 1 of that election year.
2. All elections shall be by secret ballot.
3. All elections shall be by majority vote of General/Voting Members residing within their respective regions.
4. Any vacancy occurring in the Board of Directors with less than one year remaining in the term may be filled by the affirmative vote of the majority of the remaining Directors. A Director appointed to fill a vacancy shall be appointed for the unexpired term of their predecessor’s office. If the unexpired term is more than one year, a special election must be held within sixty (60) days of the vacancy.

# ARTICLE IX – DUES

### **Section 1: Annual Dues**

Annual Chapter dues for members shall be determined by the membership at any meeting provided notice that the topic will be discussed is given with at least fourteen (14) days notice in either written or electronic form.

# ARTICLE X – AMENDMENTS

### **Section 1: Amendments**

Amendments to the Bylaws shall be approved by a majority vote at any regular or special meeting of the membership provided notice has been given to all members at least fourteen (14) days in advance in either written or electronic form.

MassRID Bylaws; Amended by the MassRID General Membership meeting, Jan 30, 2011.