



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

[Table of Contents](#)

[Purpose of the Manual](#)

[Need and Purpose](#)

[Manual Use, Reviews, and Updates](#)

[Organizational Operations](#)

[Maintaining Chapter Affiliation](#)

[Meetings](#)

[General Membership Meetings](#)

[Board Meetings:](#)

[Roles and Responsibilities of the Board](#)

[President](#)

[Responsibilities per the Bylaws:](#)

[Vice President](#)

[Secretary](#)

[Treasurer](#)

[Past President](#)

[Community Representative #1: Working Interpreter](#)

[Community Representative: Deaf Community](#)

[Community Representatives #3 and #4:](#)

[Committee Chairs](#)

[Bylaws](#)

[Communications](#)

[Librarian](#)

[Member Services](#)

[Mentorship Committee](#)

[Nominations](#)

[Professional Development](#)

[Scholarship Committee](#)

[Webmaster](#)

[Young Professional Interpreters Network \(YPIN\)](#)

Purpose of the Manual

[Back to Table of Contents](#)

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 activities 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

[Back to Table of Contents](#)

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 follows 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

[Back to Table of Contents](#)

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

[Back to Table of Contents](#)

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

[Back to Table of Contents](#)

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 Handbook)

<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.

Meetings

[Back to Table of Contents](#)

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

Per the bylaws-

The membership shall meet at least two times annually, one meeting being held during the last three months of the membership year. Each officer shall present a status report during each meeting. Meetings shall be conducted in accordance with these bylaws. Where these bylaws do not cover conduct, *Robert's Rules of Order Newly Revised* shall be definitive. The Secretary shall provide written notice, via mail or electronic source, consisting of the date, time, and specific location of the meeting, to all members not less than 14 days prior to the meeting.

(Article VI, Section 1)

Quorum and Voting Eligibility: A quorum for general membership meetings shall consist of at least ten percent of the total eligible voting membership of the organization. Eligible voting members shall be members in good standing of SDCRID **AND** RID. Such quorum may, by majority vote of the voting members present, transact any business stated in the call for the meeting, except as otherwise provided by statute, or elsewhere in the bylaws. Every voting member in good standing shall be entitled to one vote on each matter of SDCRID's business to be acted upon at such meetings.

(Article VI, Section 1)

Special meetings of the members may be called at any time by the Board or by written petition of not less than ten percent (10%) of the voting members. Written notice of the time and place of special meetings shall be given at least thirty (30) days prior to the meeting.

(Article VI, Section 2)

General Membership meetings are typically held four times a 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. The President shall prepare and distribute the agenda three days before the meeting. Board

members shall add their reports to the agenda or provide a written copy to the Secretary not more than 24 hours before the meeting.

National, regional, and chapter business are discussed during the general business meetings. There may be a pre- or post-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:

Per the bylaws-

The Board of Directors shall meet at least four times annually on dates and at locations selected by the Board. These meetings shall be announced to the Directors and members at least 14 days in advance, and shall be open to members and/or visitors unless otherwise designated. Special meetings may be called by any two executive committee members and shall be announced to the Directors at least three days in advance, unless all Directors agree to waive such notice. Any meeting, regular or special, may be held by electronic conference or similar communication equipment, so long as all Directors participating in the meeting can communicate with one another. A simple majority of the members of the Board of Directors are required to attend in order to constitute a quorum in order to conduct organizational business.

(Article IV, Section 9)

The Secretary shall provide notice of regular and special meetings to all Board members and Committee chairs. The President shall prepare and distribute the agenda three days before the meeting. Regular meetings, typically called Board and Chair Meetings, are announced to the membership in advance. The information is posted to members on the website and possibly via email and/ or social media.

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. Most motions require a second from another member.

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

[Back to Table of Contents](#)

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) elected annually.

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.
(Article IV, Section 1)

The Executive Committee shall Be comprised of the President, Vice President, Secretary, Treasurer and immediate past President. 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.
(Article IV, Section 3)

Responsibilities:

Each member of the Board shall perform the duties assigned in the bylaws as well as those listed under each position's description in this PPM. In addition to those duties the Board shall:

1. Attend and actively participate in all meetings.
 - a. It is acceptable to miss $\frac{1}{4}$ of each meeting, Board and General Membership, in one fiscal year.
2. Act in support of the organization in all SDCRID matters and disclose any actual, perceived, or potential conflicts of interest, personal or business related.
3. Reflect the values of SDCRID in the community.
4. Ensure a smooth transition to their successor.

President

[Back to Table of Contents](#)

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.

(Article IV, Section 3)

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 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.
 - a. Poll Board and Chairs to calendar annual dates for General and Board Meetings no later than July 30 of new FY.
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. This is typically called the Board and Chair's Retreat.
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. Provide a copy of the Bylaws and PPMs to candidates upon notice of interest in a vacant position.
 - a. 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
 - b. Information above should be forwarded to the Board for review, discussion, and for a vote to accept the nomination.
 - c. Once a decision is reached, the President will send an announcement to the Board and Chairs and the membership, or include the information in the next issue of the *InTouch* newsletter.
17. File an annual report that will become a permanent record in the RID archives.

This report should include:

 - a. List of SDCRID Board members and their contact info
 - b. List of all SDCRID members
 - c. Federal tax 990
 - d. Financial Statement
 - e. List of political action involved with
18. Work with the Treasurer to file new forms at the bank and obtain an updated debit card.
19. Ensure a smooth transition to the new President.

Vice President

[Back to Table of Contents](#)

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.
2. Sign checks in the absence or nonavailability of the Treasurer.
(Article IV, Section 3)

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

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

Secretary

[Back to Table of Contents](#)

Purpose and Duties:

To maintain communication and records of the organization.

Responsibilities per the Bylaws:

1. Keep a 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.

(Article IV, Section 3)

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 48 hours prior to 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 the 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:

1. Call to Order
2. Attendees present
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
 - a. Motions
 - i. With motion maker, second (as required), and number of votes in support, against, and abstaining.
9. Announcements
10. Adjourn

Treasurer

[Back to Table of Contents](#)

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.

(Article IV, Section 3)

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 updated debit card.

Past President

[Back to Table of Contents](#)

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 two-year 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.

(Article IV, Section 3)

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

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

Community Representative #1: Working Interpreter

[Back to Table of Contents](#)

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.
(Article IV, Section 3)

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. May host or co-host events for the membership.
5. Ensure a smooth transition to the new Community Representative.

Community Representative: Deaf Community

[Back to Table of Contents](#)

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.

(Article IV, Section 3)

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. May host or co-host events for the membership.
4. Plan and host quarterly events addressing the needs and trends of the interpreting community. May plan and coordinate with Board members and Committee Chairs.
5. Ensure a smooth transition to the new Community Representative.

Community Representatives #3 and #4:

[Back to Table of Contents](#)

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.

(Article IV, Section 3)

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.

Black, Indigenous, and People of Color (BIPOC) Representative

[Back to Table of Contents](#)

Purpose and Duties:

BIPOC Representative will serve as liaison and resource person between the community of BIPOC interpreters and the Board of Directors.

Responsibilities:

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

(Article IV, Section 3)

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

1. Assist in coordinating activities and communications of the organization including the BIPOC committee member sections as membership needs. Coordinate communication between the organization and BIPOC interpreters, both members and potential members, including informing BIPOC potential 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.
3. Provide information to BIPOC students in the Interpreter Training Programs to inform them of the benefits of SDCRID membership. This includes talking to interpreting students in interpreting classes and assisting in staffing the booth at SDCRID attended events.
4. Plan and host quarterly events addressing the needs and trends of the interpreting community. May plan and coordinate with Board members and Committee Chairs.
5. Ensure a smooth transition to the new BIPOC Representative.

Committee Chairs

[Back to Table of Contents](#)

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:
 - a. Newsletter
 - b. SDCRID calendar
 - c. Social Media accounts
 - d. 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

[Back to Table of Contents](#)

Purpose and Duties:

The Bylaws Committee ensures proper procedure for adhering and making changes to the current bylaws.

Responsibilities:

Recommend bylaws revisions and amendments, assist the board in implementing those changes, and assure that the adopted Bylaws are followed. Provide guidance for parliamentary procedures for meetings of the membership. Provide reports and updates to the Board on a regular basis.

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

Bylaws revision procedure:

The process for submitting a change to the current bylaws is outlined in the bylaws and is as follows:

1. Any member may submit a proposed change(s) to the Bylaws Chair. The change must be sent at least 40 days prior to the General Membership meeting where the voting will take place.
2. The Bylaws Chair then has 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.
 - i. An *editorial* change is defined as a change that does not impact the meaning or intent of what is written. This may include spelling or grammar corrections, or other wording errors or clarifications.
 - b. If the change is considered *substantial*, a membership vote to approve must take place.
 - i. A *substantial* change is defined as a change that impacts the meaning or intent of the initial statement.
 - c. If a membership vote is required, the proposed change must be presented to the membership 30 days before the General Membership meeting where the voting will take place.

Communications

[Back to Table of Contents](#)

Purpose and Duties:

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

1. General Membership Meetings- dates, times, locations
2. Workshops- hosted by SDCRID or approved by board members to share with the membership
3. Newsletters- both SDCRID's *InTouch* and RID's headquarters' news
4. Job announcements as appropriate
5. other SDCRID events

Each board or committee member is responsible for creating their own flyers for events and communicating all pertinent information to the Communications Committee in a timely manner for dissemination to members. The committee will set a schedule for when announcements and reminders are sent out.

ALL articles and posts shall be made accessible via: ASL, media descriptions, transcripts and/ or closed captions (as needed).

Ownership of Social Media platforms: SDCRID as an organization should own and maintain all its social media outlets and accounts, currently:

1. Facebook
2. Instagram
3. Twitter (not active)
4. YouTube

Editorial Policy:

"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."

This policy should be published on the SDCRID website and in each issue of the *InTouch* newsletter.

Librarian

[Back to Table of Contents](#)

Purpose and Duties:

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

Responsibilities:

1. Assist patrons with finding reference materials and other resource materials when asked.
2. Maintain inventory of the lending library and conduct periodic audits (at least once annually) of the information on file.
3. Manage the electronic database of the lending library, including its integration with the organization's 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 the Treasurer).
11. Send an email to Webmaster with updates of loaned materials and new materials for removal from/ adding to the website.
12. Provide reports and updates to the Board.

All patrons who borrow materials from the Lending Library will agree to the terms outlined in the Agreement Form and fill out the form (electronic forms preferred) 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. Individuals 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 by hard copy.
7. The maximum number of items to be checked out is one media item at a time and/or two books.
- 8.

Member Services

[Back to Table of Contents](#)

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. Provide a list of current members to the President for annual reporting to RID.

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.
2. 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.
3. 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

[Back to Table of Contents](#)

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.

Process:

This position is vacant and has been under many revisions over the years. The new Chair may work with the committee to develop new procedures approval by the Board.

Nominations

[Back to Table of Contents](#)

Purpose and Duties:

The 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 nine months prior to candidacy.
 - 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

[Back to Table of Contents](#)

Purpose and Duties:

Provide Professional Development opportunities for SDCRID members, with the goal of offering at least 2.0 RID certification education units (CEUs) worth per year. Preference is to host events that are presented in ASL.

Responsibilities:

1. Select, coordinate, advertise and host approved events/ workshops as approved or directed by the SDCRID
 - a. All events must be approved by the board
2. Prepare and present budgets to the SDCRID board for approval
 - a. For individual workshops/ events
 - b. Annual budget for the committee
3. Work with board and other committee members as needed.
 - a. Some examples include: treasurer for budgeting/ tax documents, secretary for contracts, communications and webmaster for events announcements/ postings

Event/ Workshop Process:

1. Research and select a workshop topic, presenter, date and location
 - a. Based on community need, request, cost, etc.
 - b. The committee may choose to poll the membership for preference, be directed by the board, or seek out workshops on their own
2. Check for available dates with the Board of Directors to avoid concurrent events
3. Negotiate topic, date, fee, hours, hotel accommodations, travel arrangements, cancellation cut-off date, materials and equipment needs, etc.
 - a. See Speaker's Agreement Form.
4. Prepare Budget and present to Board for approval
 - a. Do not move forward without approval from the Board
5. Prepare Paperwork
 - a. For CMP Sponsor
 - b. From Presenter
 - i. Contract

- ii. W-9
- c. Flyer to post on website and social media, and send for print to ITPs/ other orgs
 - i. Check with CMP sponsor for what needs to go on the flyer
- 6. Enter event information in Wild Apricot
 - a. May work with Webmater, Communications, or the board
 - b. Make sure to include:
 - i. Payment information and refund policies
 - 1. As of 11/20 Region V AC members pay the same price for our events as SDCRID members
 - ii. Accommodation contact

Workshop Checklist:

- 1. Flyers
 - a. Emailed to members via Wild Apricot and others on PDC list
 - b. Send to Communications to post on Social Media
- 2. Wild Apricot Event Registration
- 3. Workshop materials needed
 - a. from presenter: send out early or pass out at events
 - b. AV needs
- 4. Presenter transportation to/ from airport and event location
- 5. On site
 - a. Signage
 - b. Check in table/ on site registration
 - c. Food/ snacks/ water
 - d. Paper work
 - i. Name tags
 - ii. Handouts (if not sent electronically)
 - iii. Evaluation forms (can be done electronically)
 - e. Lunch
 - i. Attendees- included in event or on your own
 - ii. Presenter and volunteers
 - iii. Lock up or have someone stay in room during breaks
 - f. Clean up
- 6. Confirm payment of presenter with treasurer

Workshop Budget:

- 1. Expenses
 - a. Speaker's fee
 - b. Perdiem
 - c. Travel
 - d. Lodging

- e. Venue
 - f. CEU processing
 - g. Food/ snacks/ lunch
 - h. Handouts
 - i. Interpreters (as requested)
 - j. Registration and credit card processing fees
 - k. Thank you card/ gift
2. Income
- a. Registrations
 - b. Donations
 - i. Cash or in-kind

Annual Budget:

1. Provide the Board Treasurer with the following by April 1st
 - a. List all projected events for the upcoming year
 - i. May not have exact topic/ presenter chosen
 - ii. List projected expenses by event
 - iii. List projected income by event
 - b. Total projected expenses for the upcoming year
 - c. Total projected income for the upcoming year

Scholarship Committee

[Back to Table of Contents](#)

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.

SDCRID provides members with half the fee(s) for RID recognized *performance tests*. Currently these tests include: the NIC performance exam and EIPA performance exam (rater fee not included).

Responsibilities:

1. Research costs of currently covered performance exams
2. Present budget to Board Treasurer by April 1 for the upcoming fiscal year
 - a. To include the total cost of paying one half of five exams
3. Advertise the availability of scholarships to SDCRID members
4. Check for completion of application and verify eligibility of applicants
5. Coordinate with Board Treasurer for payment to qualified applicant

Procedure:

1. Receive a written request for a scholarship along with the verification letter from the testing entity for performance test date.
2. Confirm with the Member Services Chair that the applicant is a member in good standing of SDCRID.
3. Confirm with the Treasurer that scholarship funds are still available.
4. Send a congratulations email along with verification for the candidate to the Treasurer. Verification includes either a copy or scan of items from the application checklist.
5. Request a check from the Treasurer and email a letter of congratulations to the scholarship recipient.

Each person is allowed only one scholarship per exam. If someone receives a scholarship and fails to pass or is re-taking for a higher level, that person may not receive further scholarships through SDCRID for the same exam. However, if an applicant has taken the exam, but did not receive a scholarship from SDCRID for the previous exam, and would like to retake it, that person is eligible for a scholarship.

Performance Test Scholarship Application Sample (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 the first time requesting a scholarship for testing from SDCRID.

Please email your packet information to Scholarship@sdcrd.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

_____ Copy of RID membership card

_____ Proof of SDCRID membership for at least 6 months

_____ Copy of test date confirmation

Webmaster

[Back to Table of Contents](#)

Purpose and Duties:

The Webmaster maintains the SDCRID web site, www.sdcrd.org (currently routed to sdcrd.wildapricot.org), email (currently Google Suites), Zoom, and Slack accounts.

Responsibilities:

1. Monitor webpages for outdated information and update accordingly.
2. Maintain biographies and pictures of the Board, and ensure that all links are in working order.
3. With the Board Secretary, maintain confidentiality of password(s) and provide passwords as needed to Board and committee chairs. These include email, Slack, and Wild Apricot login and passwords.
4. Assist in setting up events and reminders in Wild Apricot
5. With the Board Treasurer, make sure all invoices for web hosting, domain name, and other relevant invoices are paid in a timely manner.

Emails can be set up and passwords reset in Google Suite. The basic e-mail forwarding recipes in Google are:

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

interpreter-rep@sdcrd.org

deaf-rep@sdcrd.org

palomar@sdcrd.org

mesa@sdcrd.org

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

president@sdcrd.org

vice-president@sdcrd.org

secretary@sdcrd.org

treasurer@sdcrd.org

past-president@sdcrd.org

interpreter-rep@sdcrd.org

deaf-rep@sdcrd.org
palomar@sdcrd.org
mesa@sdcrd.org
bylaws@sdcrd.org
librarian@sdcrd.org
membership@sdcrd.org
mentorship@sdcrd.org
nominations@sdcrd.org
pdcc@sdcrd.org
scholarship@sdcrd.org
webmaster@sdcrd.org

Other recipes that were managed by Pair Networks are:

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

committees@sdcrd.org: (multi forward to the following)
bylaws@sdcrd.org
librarian@sdcrd.org
membership@sdcrd.org
mentorship@sdcrd.org
nominations@sdcrd.org
pdcc@sdcrd.org
scholarship@sdcrd.org
webmaster@sdcrd.org

Young Professional Interpreters Network (YPIN)

[Back to Table of Contents](#)

Purpose and Duties:

The Young Professionals Interpreters Network (YPIN) is designed to support and equip emerging interpreters for the first seven years of their career, including recent ITP graduates, as they pursue various goals such as EIPA qualification or NIC certification.

Responsibilities:

1. Coordinate with other committees for workshops/ mentorship opportunities, including:
 - a. PDC
 - b. Mentorship Committee
 - c. Student Reps
2. Organizing Study Groups
 - a. Through Zoom (or in person when available)
 - b. Possible themes could include: study/ practice for the EIPA or NIC, being a mentor to ITP students, sharing new information/ best practices
 - c. Partner with Communications Chair to communicate about YPIN events on the website and social media pages
3. Collect information to serve as a resource list for YPIN participants
 - a. Partner with the Librarian
 - b. Distribute electronically
4. Work with Treasurer to develop and adhere to budget

Procedures:

1. Solicit feedback from the YPIN community before and after events
2. Present event to board for approval
3. Once approved:
 - a. Get event added to the SDCRID calendar
 - b. Communicate with the social media team to advertise the event
4. Host event
5. Have event debrief as a committee

Black Indigenous People Of Color (BIPOC)

[Back to Table of Contents](#)

Purpose and Duties: The Black, Indigenous, and People of Color (BIPOC) Committee advises and collaborates with the SDCRID Board and Chairs to ensure the representation and support of BIPOC (deaf and hearing) interpreters within the organization and to create a safe space for them to connect, network, and collaborate.

Responsibilities:

1. Serve as a resource to the SDCRID Board and Committees:
 - a. by sharing information and resources that promote the BIPOC interpreting community
 - b. by providing recommendations on policies and events to ensure BIPOC representation
 - c. by making recommendations to the Board based on current needs of the BIPOC interpreting community
2. Serve as a resource to the SDCRID BIPOC membership:
 - a. by keeping up to date with the current needs and trends of the local and national BIPOC interpreting communities
 - b. by creating a means for identifying and connecting with BIPOC members of SDCRID
 - c. by hosting or attending events that discuss and/or address the needs of the San Diego BIPOC interpreting community
 - d. by creating a space for networking and collaboration within the San Diego BIPOC interpreting community
3. Foster communication and collaboration between the BIPOC interpreting and BIPOC Deaf communities
 - a. by hosting or collaborating on events to bridge the SDCRID BIPOC members and BIPOC Deaf communities
4. Prepare a budget and present to Board for approval
 - a. budget item ideas include: hosting events and/or trainings, purchasing resources