

# **Wisconsin Registry of the Interpreters for the Deaf**

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## **Policies and Procedures Manual**

**Note: **YELLOW HIGHLIGHTED** information indicates a recently added and/or a policy under review. Please email the board or [vpres@wisrid.org](mailto:vpres@wisrid.org) to confirm if a policy is complete or not.**

## **Purpose of this document**

The Wisconsin Registry of the Interpreters for the Deaf (WisRID) Policies and Procedures Manual functions as a companion to the WisRID Bylaws. The policies and procedures written here are for clarification of specific Articles in the Bylaws. The WisRID Bylaws supersede the Policies and Procedures Manual should there be any potential conflict.

Portions of this Policies and Procedures Manual have been modeled after Minnesota Registry of Interpreters for the Deaf (MRID) Policies and Procedures Manual. WisRID would like to express its deep appreciation to MRID for allowing WisRID to do so.

## **Abbreviations**

ACET – Associate Continuing Education Tracking  
BEI – The Board for Evaluation of Interpreters  
CASLI – Center for Assessment of Sign Language Interpretation  
CDI – Certified Deaf Interpreter  
CEU – Continuing Education Unit  
CMP Sponsor – Certification Maintenance Program Sponsor  
EIPA – Educational Interpreter Performance Assessment  
NIC – National Interpreter Certification  
ODHH – Office for the Deaf and Hard of Hearing  
OTC – Oral Transliterating Certificate  
PINRA – Participant Initiated Non RID Activities  
PPM – Policies and Procedures Manual  
RID – Registry of Interpreters for the Deaf, Inc.  
SC-L – Specialized Certificate-Legal  
SRG – Scholarship Review Group  
TEP – Test of English Proficiency  
WAD – Wisconsin Association of the Deaf  
WESP-DHH – Wisconsin Educational Services Program Deaf and Hard of Hearing Outreach  
WisRID – Wisconsin Registry of Interpreters for the Deaf  
WITA – Wisconsin Interpreting and Transliterating Assessment

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## A. Organization Information

### ***Mission Statement***

WisRID is a non-profit organization with the overarching goal to advance the profession of sign language interpreting with emphasis on enhancing the quality of sign language interpreting services in Wisconsin.

### ***Vision Statement***

We strive to empower interpreters through education, networking, and skill development, while working closely with the Deaf community and partner organizations to ensure effective and equitable communication. We are dedicated to advocating for the laws and other legislation that affects the interpreting community and the communities we serve. We promote inclusivity and equal access for Deaf, DeafBlind, and Hard of Hearing individuals.

### ***Values Statement***

As WISRID, we hold ourselves to the highest standards of integrity, compassion, and professionalism in all that we do. We value:

1. **Empowerment:** We believe in equipping interpreters with the knowledge, skills, and resources necessary to thrive in their profession and to support the Deaf, DeafBlind, and Hard of Hearing communities.
2. **Collaboration:** We foster strong partnerships with the Deaf community, DeafBlind individuals, organizations, and stakeholders to create inclusive environments where communication barriers are removed.
3. **Advocacy:** We are unwavering in our advocacy for the rights of interpreters, the advancement of standards, and the enforcement of licensure requirements, all while defending the integrity and legitimacy of the interpreting profession.
4. **Equity, Intersectionality, and Diversity:** We recognize and honor the complex, intersecting identities of all individuals, understanding that each person's unique experiences and perspectives enrich our community. By actively challenging systemic barriers and biases, we strive to create an environment where everyone feels valued, respected, and empowered to contribute fully.
5. **Continuous Improvement:** We embrace ongoing education, constructive feedback, and innovation to ensure we stay at the forefront of interpreting practices, all while steadfastly defending the integrity and legitimacy of the interpreting profession.

6. **Leadership:** WisRID serves as the premier resource for interpreting in Wisconsin, we uphold our responsibility as the authority on interpreting practices, setting high standards, and supporting interpreters in delivering ethical services.

## ***Organization Documents and Review Timeline***

Document	Update Period	Update Method
WisRID Bylaws	Updated every 3-5 years	<u>Member Vote:</u> Any content revisions to the bylaws must be presented to membership ninety (90) days prior to the annual business meeting or official online vote date for approval. Members will vote on the revisions at the annual business meeting or through a secure voting link.  <u>Board Vote:</u> Any revisions to the bylaws that do not change the meaning, such as editing the format, are voted on by the Board and updated as needed.
WisRID Policies and Procedures Manual (PPM)	Updated as necessary when the board has made an addition or deletion of policies and/or procedures.	<u>Board Vote:</u> Any revisions to the manual will be voted on by the WisRID Board.
Federal Tax Exemption, State Tax Exemption, and Articles of Incorporation	Permanent	Copies available by request only.

## ***Organization Publications***

### **Annual Business Meeting Packet**

The annual packet is disseminated to members during the Annual Business Meeting. [See Annual Business Meeting Packet](#)



## Online Newsletter

All current WisRID members have the option to receive an electronic newsletter. Newsletters are often sent on a regular basis to members including upcoming WisRID events, announcements, community events, and more. If an individual or organization wishes to post an announcement on the newsletter it must first be submitted to the Communications Director ([comdir@wisrid.org](mailto:comdir@wisrid.org)).

## Membership Directory

A membership directory is created annually and is available to members upon request.

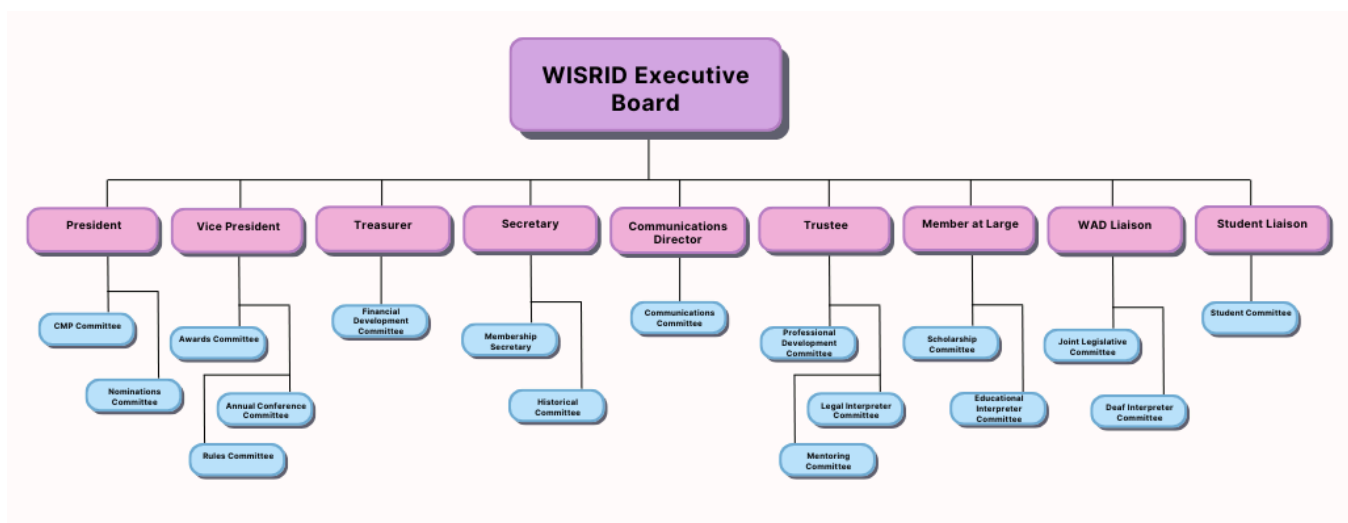
## Social Media

WisRID currently hosts a LinkedIn, Facebook, Tiktok, Youtube, Instagram, and X page. These accounts are controlled by the Communications Committee, members of the Board, and occasionally members of committees. [See Online Communications Policy.](#)

## Web Site ([www.wisrid.org](http://www.wisrid.org))

A website will be maintained for the purpose of disseminating information to both members and the public about WisRID, its mission, goals, functions, and other important updates. Any information posted on the web site will go through the WisRID Communications Director, Communications Committee, or other members who have approved administrative access. These trusted parties have the right to both accept and deny submissions for website content.

## Organization Chart



## General Organization Timeline

1st Quarter January/February/March	<ul style="list-style-type: none"> <li>• Board Meeting (January budget setting, strategic planning)</li> <li>• Committee Training</li> <li>• Review Financial Report/Budget</li> <li>• Membership Directory Ready on January 1<sup>st</sup></li> <li>• Treasurer, Trustee, Member at Large reconcile bank accounts</li> <li>• Treasurer sends completed 1099's by January 30<sup>th</sup></li> <li>• Treasurer sends 1096 to IRS by February 28<sup>th</sup></li> <li>• Recruitment: Volunteers for committees</li> </ul>
2nd Quarter April/May/June	<ul style="list-style-type: none"> <li>• Board Meeting</li> <li>• Review Financial Report/Budget</li> <li>• Treasurer, Trustee, Member at Large reconcile bank accounts</li> <li>• Treasurer pays <u>annual fee</u> for the WisRID PO Box due April 30<sup>th</sup></li> <li>• Recruitment (June): Board members for available positions and members</li> </ul>
3rd Quarter July/August/September	<ul style="list-style-type: none"> <li>• Board Meeting</li> <li>• Review Financial Report/Budget</li> <li>• Focus on Board and Member Recruitment</li> <li>• Annual Online Elections Held</li> <li>• Prepare for Annual Business meeting (packet, bylaws changes notification sent to members)</li> <li>• Treasurer, Trustee, Member at Large reconcile bank accounts</li> <li>• Treasurer sends Federal 990EZ to RID Treasurer by September 30<sup>th</sup></li> <li>• Recruitment (July-August): Board members for available positions and members</li> </ul>
4th Quarter October/November/December	<ul style="list-style-type: none"> <li>• Board Meeting</li> <li>• Review Financial Report/Budget</li> <li>• Board Members/Committee Chairs Submit Annual Reports</li> <li>• Prepare Annual Business Meeting Packet</li> <li>• Annual Business Meeting</li> <li>• Treasurer, Trustee, Member at Large reconcile bank accounts</li> <li>• Treasurer sends Federal 990EZ to IRS by November 15<sup>th</sup></li> <li>• Historical Committee Completes the Annual Organization Records Checklist by end of fiscal year (December 31<sup>st</sup>)</li> <li>• Recruitment: Committee members for the next term (Jan-Dec)</li> </ul>

## **B. Membership**

### ***Membership Cycle and Dues Policy***

WisRID membership auto-renews one year from when the member joined WisRID. Student membership is not able to be on auto-renew based on the need to authenticate student status.

- If a member lapses their membership due to not having a valid card on file or any other reason, they will have 30 days to reinstate their account. If they do not reinstate in 30 days, their online portal becomes deactivated.

### ***Membership Categories/Eligibility***

*Please refer to Bylaws Article III Section 1 and 2*

## **C. WisRID Board**

### ***Board Governance***

The function of the WisRID Board [here on referred to as “the Board”] is to provide governance and leadership, uphold the mission of the organization, and support members and public interest. The Board is nonpartisan and represents the organization as a whole by governing and managing the mission. The Board establishes best practices for the Board and for its members, committees, and volunteers. The Board delegates work while providing support to appropriate committees/volunteers who do mission-critical work.

With governance comes the responsibility to be good stewards of the organization’s assets that encompass money, physical property, and human resources. Since WisRID is an approved 501(c)(3) nonprofit organization registered with the IRS, the Board is accountable to its members and the general public by governing, providing leadership, and establishing basic structural foundations by developing policies that meet the goals, philosophy, and mission of the organization. Additionally, the Board must comply with WisRID bylaws along with state and federal laws and regulations.

The Board monitors and evaluates the programs and services to ensure they are successful financially and the expectations and needs of the whole membership are satisfied.

Board members should attend a majority of the board meetings each year. Depending on the financial stability of the organization, certain reimbursement requests can be made for attending meetings.

## ***Board Reimbursements***

Board members can request to have their full RID membership reimbursed by WisRID, when it is financially viable for WisRID to do so and when it is not reimbursed or paid for by an additional third party.

Board members may request reimbursement for the cost of travel and lodging to attend regular board meetings.

Because the board is to attend the annual business meeting (usually held during the annual conference), these individuals may request funds to attend the annual conference. WisRID can reimburse up to \$200 for registration, half of a hotel room per person\*, and travel at the current reimbursement amount for mileage (Current Federal Mileage Rate to be followed). \*For hotel rooms WisRID will pay for half of a hotel room for each person, per night. If WisRID is paying for two persons per night that decide to share a room, the room will be covered in full by WisRID.

## ***Board Agreement***

Upon being elected as a board member, the candidate must sign the *WisRID Board Member Statement of Agreement* ([See Appendix A](#)) and commit to the prescribed duties and responsibilities in the agreement. The expectations and guidelines outlined in the board agreement help clarify the role of the Board, assist them in performing their assigned duties, and hold them accountable to each other and to the membership. By signing the statement of agreement, the Board member acknowledges their duty to loyalty, and care to the organization.

## ***Board Composition***

President	Vice President	Treasurer	Secretary	Member-at-Large
Student Liaison	Trustee	WAD Board Liaison	Communication Director	Past President

## ***Board Eligibility Requirements***

*Refer to Bylaws Article IV Section 2 Eligibility Requirements*

## ***Board Elections***

*Refer to Bylaws Article V*

- Nominations Committee Chairperson(s) will oversee the election process
- Nominations for office may be submitted to the Nominations Committee in one of two ways:
  - By members of the Nominations Committee
  - By regular WisRID members
- Candidate Restrictions
  - Candidates may only run for one (1) position during an election. If any individual is nominated for more than one (1) position, the nominee will notify the Nominations Committee Chairperson which position he/she would like to run for.

## ***Board Terms of Office***

*Refer to Bylaws Article IV Sections 2 and 3*

- Terms run from January 1<sup>st</sup> – December 31<sup>st</sup>
- No board member shall hold more than one (1) position on the board (i.e. the President cannot also be the Treasurer) See [Board Position Vacancies](#) for additional details

## ***Board Member Removal and Resignation***

*Refer to Bylaws Article V Section 2*

- Any board member may be removed, either with or without cause, by the Board, at any time with a two-thirds (2/3) majority vote
- Any board member may resign at any time by giving written notice to the Board, President, or Secretary and the resignation shall take effect on the date of receipt of such notice or at a specific date from the letter

## ***Board Position Vacancies***

*Refer to Bylaws Article V Section 2*

- If the vacancy is the President: The Vice President shall take the President's position and may appoint a Vice President for the remainder of the term contingent upon approval by the Board
- If the position goes unfilled the duties of the vacant board position may be delegated to other board members until the position is filled

## ***Board Transition***

Upon completion of the annual election, the following may take place:

## **Transitioning Board Members**

- Outgoing board members are asked to attend the first meeting after term completion in order to transition incoming board members into positions
- Newly elected and former board members will have time to work together. Any pertinent information will be compiled by former board members and reviewed with the incoming board members. Former board members are responsible for keeping all records pertaining to their board work for the years that they have served. All official WisRID material and information must be returned to the President by former board members before completion of the board retreat.
- Former board members/and or the acting president will provide new board members the following:
  - RID and WisRID Bylaws
  - WisRID Policy and Procedures Manual
  - Duties and Responsibilities for their respective office
  - List of any unfinished business from their respective office
  - Suggestions/tips for their respective office incoming board member

## **Board Retreat**

- If a board retreat is desired, it is arranged by the President taking or remaining in office
- A budget for the event should be discussed and approved with incoming board
- President establishes a date, time, location, and agenda
- Possible agenda items:
  - Tentative dates and locations for the board meetings for the year
    - Check dates with other RID conferences/events/activities as well as other community events
  - Establish the annual budget
  - Board/leadership training
    - If desired, training can be established for additional times throughout the year
  - Strategic planning
    - Look at long range/short-term goals and objectives that finds the most benefits for members and are compatible with the mission, bylaws, and policies of both WisRID and RID and complies with federal/state laws and regulations.
    - Set organizational priorities and develop a list of work that needs to be delegated to committees/volunteers for the year
    - Establish how the strategic plan will be reviewed throughout the year

## **Fill Committee Vacancies**

- Board members must work together to fill vacancies for committees including Chairperson(s), coordinators, and additional volunteers. The following must be completed annually for the committee term of January-December.
  - Appoint Chairperson(s) and committee members
  - Provide upcoming goals and action plans guided by the Board
  - Provide estimated budget information (if applicable)
  - Gather signed committee agreement document from all committee volunteers

## **D. Board Duties and Responsibilities**

*Refer to Bylaws Article IV Section 4. Additional duties and responsibilities not outlined in the bylaws are listed below by role.*

### ***President***

- Sends a list of current board members (name, address, and contact information) to RID Membership Services and Region III Representative annually by January 1<sup>st</sup>
- Sends a list of any changes of any Board positions to RID Membership Services and Region III Representative as it occurs
- Coordinates efforts and shares ideas within Region III as designed by RID
- Represents WisRID at state, regional, and national levels
  - Depending on financial stability, WisRID reimburses for registration, half of the costs for a single occupancy hotel room, and travel at the current reimbursement amount for mileage.
- Participates in Region III President conference calls
- Submits written annual report to Region III Representative
- Participates in Region III Presidents Council

### ***Meetings/Reports***

- Presides over all meetings of WisRID
- Submits a written report in advance of the meetings and requests the same from each Board Member to plan agendas
- Establishes board meeting agenda and sets location
- Prepares necessary paperwork for annual business meeting
- Submits a written report to the annual business meeting packet

### ***Online***

- Maintains users on the WisRID Board Google Account
- Updates WisRID Accounts including but not limited to email and social media as needed

### ***Committees***

- Acts as the Board liaison to the following committees:
  - Nominations
  - CMP
- Reports on committee decisions and actions to the Board
- Solicits annual reports from Committee Chairs

### ***General***

- Regularly communicates proceedings and affairs of WisRID and RID
- Performs all duties usually incident to the office of the President and other duties that may be prescribed by the Board
- Responsible for the general management and business of the organization
- Appoints or delegates committees and vacant board position(s) as necessary
- Collaborates with the Vice President and Past President
- Manages requests for funds
- Authorizes audit as appropriate or in the event the Treasurer resigns prior to the completion of their term
- Obtains legal consult, as needed

- Prepares necessary documents and shares with incoming President
- Stays informed of any action items they are involved with, responds accordingly and informs the Board when the action is complete

## ***Vice President***

### *Reporting to RID*

- Sends all bylaw amendments to RID Membership Services as it occurs
- Sends updated version of Policies and Procedures Manual to RID Membership Services and Region III Representative as it occurs

### *Meetings/Reports*

- Attend board meetings regularly and submits written reports
- Submits a written report to the annual business meeting packet

### *Committees*

- Acts as the Board liaison to the following committees:
  - Conference Planning
  - Rules Committee
  - Awards Committee
- Serves as chair of the Rules Committee
- Serves as co-chair of the Conference Planning Committee
- Reports on committee decisions and actions to the Board
- Solicits annual reports from Committee Chairpersons and submits them to the President by date requested

### *Online*

- Keeps an updated list of all online WisRID accounts, usernames, and passwords

### *General*

- Maintains current and updated copies of all official and governing organizational documents
- Represents WisRID to outside organizations and public entities as needed
- Collaborates with the President
- Prepares necessary documents and shares with incoming Vice President
- Stays informed of any action items they are involved with, responds accordingly and informs the Board when the action is complete

## ***Member-At-Large***

### *Committees*

- Acts as the Board liaison to the Scholarship Committee, & Educational Interpreters Committee.
- Reports on committee decisions and actions to the Board
- Solicits annual reports from coordinators and submits them to the President by date requested

### *Meetings/Reports*

- Attend board meetings regularly and submits written reports
- Submits written report to the annual business meeting packet

### *General*

- Works cooperatively with Treasurer to audit the books quarterly and at the end of term



- Along with the Trustee will be responsible for the general fund. Reviews and approves record reconciliation
- Prepares necessary documents and shares with incoming Member-At-Large
- Stays informed of any action items they are involved with, responds accordingly and informs the Board when the action is complete

## **Secretary**

### *Meetings/Minutes/Motions*

- Attend board meetings regularly and submits written reports
- Submits a written report to the annual business meeting packet
- Keeps minutes of all board meetings, which should include: date, time, and place of these meetings; board members present/absent and guest(s) present; a call to order and an adjournment statement including times; a summary of discussions and/or reports, action items to be taken, person(s) responsible for the actions, and a timeline for completion; announcements; and date, time and place for the next meeting
- Sends a draft copy of minutes to all board members requesting corrections be sent to the Secretary within a prescribed period of time
  - Corrections will be made and approved at the next board meeting
- Uploads meeting minutes to Google Drive Historical Archive
- Keeps a running list of motions made throughout the year, including motions made via electronic means
- Sends approved minutes to RID Membership Services, Region III Representative, and the WisRID Communications Director

### *Committees*

- Acts as the Board liaison to the following committees:
  - Historical Committee
  - Membership Secretary
    - See Bylaws Article IV, Section 4, Point D, Subpoint 4.
- Reports on committee decisions and actions to the Board
- Solicits annual report from Committee Chairperson and submits them to the President by date requested

### *General*

- Prepares necessary documents and shares with incoming Secretary
- Stays informed of any action items they are involved with, responds accordingly and informs the Board when the action is complete
- Keeps record of all Honorary Members and their names
  - Proposes a bylaws change when there is a new Honorary Member

### *Annual Business Meeting*

- Prepares member cards with voting status labels
- Counts the total number of voting members in attendance at the annual business meeting
  - A quorum (20% of voting members) must be in attendance to vote on a motion.

## **Treasurer**

- Serves as the WisRID financial representative and oversees all organizational finances

- Collects, records, and disseminates WisRID mail
- Manages PayPal account and transfers money accordingly
- Communicates with the IRS, prepares tax statements, and provides the necessary information, if audited
- Records all financial debits and credits made to WisRID
- Updates the list of board members authorized to sign checks with the WisRID General Account through Chase Bank
  - Form(s) are available at any branch office
- Accepts/Declines donations when necessary (see [Donation Acceptance Policy](#))
- Sends donation acknowledgement letters to donors with appropriate WisRID tax information

#### *Meetings/Reports*

- Attend board meetings regularly and submits written reports
- Submits a written report to the annual business meeting packet

#### *Committees*

- Acts as the Board liaison to the Financial Development Committee
- Reports on committee decisions and actions to the Board
- Solicits annual report from Financial Development Committee Chairperson and submits it to the President by date requested

#### *Fiscal Year Schedule*

- Fiscal year runs July 1<sup>st</sup> through June 30<sup>th</sup>
- Submits necessary tax forms
  - Completes and sends 1099 to all service providers paid through WisRID by January 30<sup>th</sup>
  - Completes and sends 1096 to IRS by February 28<sup>th</sup>
  - Completes and sends Federal 990EZ to RID Treasurer by September 30<sup>th</sup> and to the IRS by November 15<sup>th</sup>
- Pays the annual fee for the WisRID PO Box due April 30<sup>th</sup>

#### *General*

- Prepares necessary documents and shares with incoming Treasurer
- Stays informed of any action items they are involved with, responds accordingly and informs the Board when the action is complete

## **Trustee**

#### *Meetings/Reports*

- Attend board meetings regularly and submits written reports
- Submits a written report to the annual business meeting packet

#### *General*

- Works cooperatively with Treasurer to audit the books quarterly and at the end of term
- Trustee will be responsible for the general fund.
- Reviews and approves record reconciliation
- Prepares necessary documents and shares with incoming Trustee
- Stays informed of any action items they are involved with, responds accordingly and informs the Board when the action is complete

#### *Committees*

- Acts as the Board liaison to the following committees:

- Professional Development Committee
- Mentoring Committee
- Legal Interpreter Committee
- Reports on committee decisions and actions to the Board
- Solicits annual reports from Committee Chairs and submits them to the President by date requested

## ***Communication Director***

### *Purpose*

- Maintains and develops WisRID publications, including the website, online newsletter, and social media outlets for WisRID

### *Meetings/Reports*

- Attend board meetings regularly and submits written reports
  - Relays Board meeting information to members in a timely manner
- Submits a written report to the annual business meeting packet

### *General (specific to Communications Director)*

- Develops ongoing communication plans to relay information from the board to the membership
- Maintains as communications liaison with other committees to plan and execute information to disseminate to members.
- Create more opportunities for the membership to connect with the board and each other
- Oversees Communication Committee Duties as described and other duties as assigned
- Adds the following statement to all outgoing communications to the public when promoting another organization's materials:  
 "The Wisconsin Registry of Interpreters for the Deaf (WisRID) does not specifically endorse any of the organizations that are listed or in the newsletter or website, whether as news items or sponsors. We encourage you to carefully assess whether any article, product, service, person or vendor will meet the needs of your specific circumstance. All contributions are published as submitted and are not a direct representation of WisRID. Any organization can contact WisRID at any time to have its information removed from this website or deleted from future newsletters."

### *Committees*

- Acts as the Board liaison to the following committee:
  - Communication Committee
- Reports on committee decisions and actions to the Board
- Solicits annual reports from Committee Chairs and submits them to the President by date requested

## ***WAD/WisRID Liaison***

- Works on any projects that may affect both associations such as legislative action or workshops
- Collects and shares meeting minutes from the ASL Weekend Committee

### *Term Information*

- Jointly appointed by the WAD board and WisRID board
- WAD must officially accept the appointment of the WAD/WisRID Liaison prior to WisRID's annual conference

#### *Meetings/Reports*

- Attends both WAD and WisRID board meetings regularly and submits written reports
- Submits a written report to the WisRID annual business meeting packet
- Has voting privileges on both the WAD and WisRID Boards
- WisRID will be responsible for covering any expenses incurred from attending WisRID board meetings and conferences while WAD will cover any expenses incurred from attending WAD board meetings and conferences.

#### *Committees*

- Acts as the Board liaison to the following committees:
  - Deaf Interpreters Committee
  - Joint Legislative Committee
- Reports on committee decisions and actions to the Board
- Solicits annual reports from Committee Chairs and submits it to the President by date requested

#### *General*

- Prepares necessary documents and shares with incoming WAD Liaison
- Stays informed of any action items they are involved with, responds accordingly and informs the Board when the action is complete

### ***Student Liaison***

- Serves as a liaison between the WisRID Board and students in interpreter training programs in Wisconsin

#### *Meetings/Reports*

- Attends board meetings regularly and submits written reports
- Submits a written report to the annual business meeting packet

#### *Committees*

- Acts as the Board liaison to the Student Committee
- Reports on committee decisions and actions to the Board
- Provide an annual report on the Student Committee and submit it to the President by date requested

#### *General*

- Prepares necessary documents and shares with incoming Student Liaison
- Stays informed of any action items they are involved with, responds accordingly and informs the Board when the action is complete

### ***Immediate Past President***

#### *General*

- Collaborates with the President
- Has no voting rights

## **E. Additional Positions**

## ***CMP Sponsor(s)***

### *Board Liaison and Reports*

- Uses the President as the point of contact to the Board
- Submits a CMP update to the Board prior to every board meeting
- Submits a written report to the annual business meeting packet

### *Timeline*

- Keeps all records of CEU information for five (5) years
- Maintains a running list of all CEUs approved for the current year

### *General*

- Follows RID Standards and Criteria for timelines and assessing and approving CEUs
- Approves Academic Coursework, Participant Initiated Non-RID Activities (PINRA), and Sponsor Initiated Activities that meet with RID's standards
- Monitors the [cmp@wisrid.org](mailto:cmp@wisrid.org) email address and promptly responds to CEU requests
- Communicates regularly with Treasurer on the collection and recording of CEU Processing Fees as well as any purchasing needs
- Responds to RID CMP Sponsor Audits
  - Gathers appropriate documents to submit for audit
  - Responds to questions and directives in the audit
- Prepares necessary documents and shares with incoming CMP Sponsor(s)
- Receives free WISRID membership as a thank you for their dedication as CMP is a heavy time commitment

## **F. Meetings**

### ***Board Meetings***

*Refer to Bylaws Article VI Section I.*

- Any WisRID member may attend any of these meetings and participate in discussion but not motion or vote
- The Board shall convene in executive/closed session where circumstances warrant

## **Board Meeting Motion Policy**

### **Scheduled Board Meetings (In-Person, Conference Call, or Online Video Session)**

During a board meeting a motion can be made at any time. The secretary will type the motion into the meeting notes including the appropriate motion number and the board member responsible for proposing the motion. Once an additional board member seconds the motion and documents the motion, then discussion and amendments to the motion can be made. The President or designated chair for the meeting will then call the vote. The board Secretary must note all those who support the motion, oppose the motion, and abstain from the vote.

### **Online Discussions**

Policy changes, funding approvals, and other decisions can arise in between regularly scheduled board meetings through online discussions. There are several ways a motion may surface in an online discussion. When a discussion is created by a board member, a due date is recommended along with reminders sent to board members. Unless immediate attention is required, an ideal time frame for discussion would be one (1) week. The discussion can also be just on a single motion prior to it being raised to a vote. After the discussion timeframe is complete, a motion can be made by any board member to call a vote. Once an additional board member replies seconding the motion, board members can respond to the email chain with their votes. If a motion requires or is requested, the Vice President will create a blind vote (can use Google form or similar) to vote on the motion along with a due date. After the vote satisfies a quorum and/or all board members complete the form, the Secretary will add the item to the running list of motions for the year along with documenting board members in support/opposition/abstain.

### ***Board Meeting Visitors***

- All members are welcome to attend open board meetings
- In the event the Board needs to discuss an issue in the privacy of the executive/closed session, they will ask any visitors to leave for a period of time. After the Board has concluded the necessary discussion, they will once again welcome back any visitors.
- If a visitor (member or nonmember) has business to bring before the Board, he/she must contact the President at least two weeks prior to the meeting to be placed on the agenda.
  - If the visitor has a time constraint, they must request a specific time and inform the President before the meeting.
  - Requests may be honored depending on the agenda and the Board schedule.

### ***Membership Meetings***

### **Special Meetings**

*Refer to Bylaws Article VI Section 1.*

### **Annual Business Meeting**

*Refer to Bylaws Article VI Sections 1 and 2.*

### **Annual Business Meeting Preparation**

#### *President*

- Contacts parliamentarian early to reserve time for meeting should one be deemed necessary
- Sends Nominations Chair the roster of available board positions open for the yearly election
  - A posting can be made by the Nominations Chair on the WisRID website and newsletter to advertise for open positions listing the qualifications for becoming a board member
- Contacts board members to prepare their reports with enough time to allow for printing before the conference
- Remains in contact with the Conference Planning Committee to ensure that everything is ready for the meeting: room, board space on risers, microphones, computer equipment, projection screens, refreshments, set-up, etc.
- Prepares business meeting standing rules, motions that have been presented in advance and any other items for projection on computer screen
- Prepares agenda and script for business meeting and responses regarding action on the previous year's motions

#### *Treasurer*

- Prepares financial report and sends to the President with enough time to allow for printing before the conference

#### *All Board Members*

- Gather committee reports from respective committees and send them to the President with enough time to allow for compilation before the conference

### **Annual Business Meeting Packet**

- President and Vice President compiles the Annual Business Meeting Packet and makes arrangements for making the report available to the membership.
- Items to be included:
  - Agenda
  - Business meeting standing rules
  - Annual Business Meeting Minutes from previous year
  - Available Board/Committee Positions
  - President's Report
  - Board Members Reports
  - Committee Chairs Reports
  - Treasurer's financial report
  - Motions prepared in advance
  - Current WisRID Bylaws
  - Proposed bylaws changes

### **Annual Business Meeting Standing Rules**

These standing rules shall apply during the WisRID Annual Business Meeting during a designated time frame at the Annual Business Meeting or until the meeting is adjourned.

- Official Languages

- o The official languages for the business meeting are both American Sign Language and English. Interpreters will be present to accommodate the communication needs of the membership. All members should indicate the language they will be using to make their comments prior to beginning their statement.
- Civility
  - o The chair reminds everyone of the professional nature of this meeting and would ask that everyone keep in mind the goal of a civil, respectful process to all involved in organization discussions.
- Conduct of Meeting
  - o The President or his/her designee shall chair the meeting and be responsible to indicate who has the floor.
- Agenda
  - o According to Robert's Rules and the WisRID Bylaws, the chair shall set the agenda for the annual business meeting. The chair will entertain member input on the content and order of the agenda; however, the chair reserves the right to make the ultimate decision on these matters.
- Meeting Check-in
  - o Members are requested to arrive and be seated at least five (5) minutes prior to the opening of any Business Session.
- Quorum
  - o At the beginning of the business meeting, the Secretary shall determine whether a quorum exists, and shall report to the chair when at least 20% of the voting membership is in attendance. A quorum is counted through the voting cards received by attendees before entering the meeting. Once a quorum is established, the chair may proceed with business items on the agenda, in the order presented.
  - o Presumption of a Quorum. Once a quorum is established, the continued presence of a quorum is presumed unless the chair or a member notices that a quorum no longer appears to be present. The procedures to follow if a quorum no longer appears to be present are described in Robert's Rules of Order Newly Revised, 11<sup>th</sup> Edition, on page 349, lines 8 to 28.
  - o Proceedings in the Absence of a Quorum. If a quorum is not present at the beginning of a session, or if a quorum is no longer present during a session, the members in attendance may make and receive reports, present awards, and conduct other non-business activities. The only motions that are in order in the absence of a quorum are to fix the time to which to adjourn, adjourn, or recess. Simultaneously, every effort should be taken to obtain a quorum, as described in Robert's Rules of Order Newly Revised, 11th Edition, on pages 347-348.
- Motions or Resolutions
  - o All motions from the floor must be in writing and presented to the chair. The maker of the motion/resolution shall be allowed to provide rationale for the proposed action prior to the beginning of discussion. The chair may offer historical perspective for member information. The chair may call for affected/involved WisRID representatives to comment on the motion which takes place before any general membership discussion occurs.
- Debate



- o Eligibility to Debate on Motions. Any member in good standing can participate in discussion by approaching the designated location, being recognized by the chair, and stating his/her name and city or town of residence.
- o Limit on Numbers of Debaters. Members wishing to address a motion on the floor will be directed to the designated area: Support, Opposed, or Other. A maximum of six (6) members, three (3) in support and three (3) in opposition of the motion/resolution on the floor, may debate each debatable item.
- o Obtaining the Floor for a Second Time. A member may be recognized a second time to address the same issue, only if there are no other members desiring recognition to address the issue on the floor.
- o Limit on Length of Debate. Each member is allowed a maximum of three (3) minutes for debate.
- o Ending Debate. Once three members (3) have spoken in support and three members (3) have spoken in opposition to the motion on the floor, no other members will be permitted to speak in support of or in opposition to that item unless two-thirds of the members present and voting agree to extend the discussion. The chair shall call the question and take a vote on the motion.
- o Points. To indicate a point (of order, ask a question, provide information or clarification) members are to indicate going to the Other designated area, being identified by the chair, and then stating the nature of the point.
- Voting
  - o All voting shall be done with valid voting cards that are distributed at this meeting. Only members with voting rights will be able to vote on any motions or bylaws changes. The chair may call for advisory votes from those members who are not eligible to carry binding votes during the business meeting.
- Additional Standing Rules
  - o Additional standing rules may be proposed and adopted by a two-thirds vote of the members present and voting.
- Amendment or Suspension of a Standing Rule
  - o Any individual standing rule may be amended or suspended by a two-thirds vote of the members present and voting.

## **G. Committees**

WisRID Committees function as the “hands” of the organization and do the business of WisRID by providing programs and services for its members and implementing policies set by the Board. WisRID Committees should follow the best practices that are established by the Board. All committee business is conducted in accordance with WisRID Bylaws and Policies and Procedures Manual and any state or federal laws. Committee participation is on a volunteer basis and involvement is not compensated. *Refer to Bylaws Article VII.*

### ***Definitions***

Committee: any Standing or Ad Hoc Committee under the WisRID organization

Chairperson(s): member(s) designated by the WisRID Board to lead/guide a committee

Committee members: WisRID members who play an active role on a committee

Committee Statement of Agreement: an outline of general duties and responsibilities contract to be signed by all Committee Chairpersons) and members

## ***General Committee Policies***

### **Composition**

- Each Committee will have a designated Chairperson(s), to be determined by the Board
- All committee members must be members in good standing of WisRID and sign the [Committee Statement of Agreement \(Refer to Appendix B\)](#)
- Committee Chairperson(s) is responsible for verifying membership and submitting committee member names to the Vice President
- Volunteers for committee events can be non-members if under supervision of Committee Chairperson(s) and/or committee members

### **Terms of Service**

- Standing Committees:
  - Chairperson(s) are asked to serve once appointed until they provide a letter of resignation or are removed from the position by the executive board.
- Ad Hoc Committees:
  - Established to address specific issues per the Board
  - Chairperson(s) and members serve until the committee's work is completed
  - Upon dissolution, the committee makes a report including any recommendations to the Board

### **Meetings/Agendas**

- WisRID shall allow committees to meet at the discretion of the Chairperson(s)
- A written agenda, to be decided by the Chairperson(s), will be distributed to all members present
- Minutes from committee meetings will be given to the board liaison for archiving
- Committee members are encouraged to find cost efficient ways to meet; including conference calling, online video meetings, and other free services as committee members will not be able to receive reimbursement on travel for meeting times
- Any committee meeting may be closed to visitors during deliberations as determined by the chairperson with consultation from the Board

### **Reports**

- Committee Chairperson(s) provides regular updates to Board Liaison
- Committee Chairperson(s) creates and submits a summary report for the annual business meeting packet to respective Board Liaison by date requested
- Financial reports (See *Finances>Documenting and Reporting Income* below )

## Finances

- Contracts
  - All contracts must be **approved** by a WisRID Board member including, but not limited to, contracts with presenters, interpreters, venues, and catering businesses
- Documenting and Reporting Income
  - All funds raised by committees belongs to the organization and are collected in the name of WisRID
  - Committee Chairperson(s) are responsible for keeping income and expense receipts for all WisRID sponsored workshops, conferences, or other events
  - The Chairperson(s) must prepare a financial report and are responsible to submit this report to the Treasurer within thirty (30) days after the event
  - In the case of the Conference Planning Committee, a report may be submitted within sixty (60) days following the conference
- Budgets
  - Projected budgets for the calendar year must be submitted before January 31<sup>st</sup> for board approval
  - Budgets submitted and approved will have set funding available for the committee's work
  - Committees who decide not to create a budget can request funds from the Board using a Funding Request Form on the WisRID website
  - Funding Request for an Event or Purchase
  - Funding Request Form may be submitted to the Treasurer at least thirty (30) days prior to the event or purchase
  - The WisRID Board reserves the right to decline funding requests or advise the Treasurer not to pay for an unacceptable reimbursement request
  - WisRID cannot make checks out to WisRID members in advance to pay for event deposits or projected costs
  - Members can be reimbursed for these expenses or the Treasurer can pay the event host through an invoice or receipt
  - Committees will not be provided a separate checking account, checkbook, or credit/debit card for making purchases

## Miscellaneous

- Alcohol
  - Alcohol cannot be purchased with any WisRID funds
  - Alcohol may be sold as a silent auction item
    - These items require proof of legal age by purchaser
- Registration Waiver for Committee Members
  - Committees who are involved with coordinating a workshop, conference, or other fee-based event will not be expected to pay the registration or entrance fee
- Hotel Accommodations for Committee Members
  - Depending on the financial stability of WisRID and the nature of the event, the Board can approve for committee members to receive hotel accommodations, when related to the committee's duties, at the double occupancy rate.
  - Committees should contact their Board Liaison in advance for reimbursement

## ***General Committee Chairperson(s) Duties and Responsibilities***

- Submits list of committee members that join throughout the term to Board Liaison
- Verifies all members are current on their WisRID membership
- Creates meeting agendas and provides copies to committee members
- Submits committee meeting minutes to Board Liaison
- Prepares all financial reports to be submitted to the WisRID Treasurer (see [Reporting Income](#))
- Creates and submits a summary report for the annual business meeting packet to Board Liaison by date requested

## ***Communications Committee***

### *Purpose*

- Maintains and develops WisRID publications, including the website, online newsletter (*E-Interpreter*), and social media outlets for WisRID

### *Board Liaison*

- Contacts Communications Director with reports, minutes, and any additional updates

### *Committee Duties*

- Sends out regular E-Interpreter emails
- Posts updates on social media
  - Adds/Removes administrative roles on social media accounts
- Uploads videos to WisRID's YouTube Channel
- Adds events to the Events Calendar (Gmail/website)
- General troubleshooting of all online accounts
- Updates the website

### *Chairperson(s) Responsibilities*

- See [General Committee Chairperson\(s\) Duties and Responsibilities](#)
- Trains incoming board/committee members on website, Google, Facebook, YouTube and any other WisRID owned online account as necessary

### *Timelines*

- Website: update as needed
  - Solicits Board members to check all active pages to ensure content is accurate and updated at least once a year
- E-Interpreter: sent as needed
  - There is no minimum or maximum amount of times the E-Interpreter needs to be distributed to members
- Renew Website Domain and Hosting
  - Contact Treasurer for approval of renewal
  - Varies depending on last renewal (can renew for several years at a time)

## ***Conference Planning Committee***

### *Purpose*

- Plans and conducts the WisRID Annual Conference to be held annually in various locations across the state

#### *Board Liaison*

- Contacts Vice President (co-chair) with reports, minutes, and any additional updates

#### *Committee Duties*

- Follows the general guidelines outlined in the Annual Conference Binder
- Gathers financial support for the conference through its own fundraising efforts
- Submits a public Call for Presenters and Interpreters

#### *Location Rotation Schedule*

- This rotation is a general guideline as to the potential location for the annual conference
- The conference does not need to occur in these specific cities, rather in the general area of these cities:
  - Stevens Point, Wausau, Eau Claire (2019) (2023)
  - Madison, Delavan, Whitewater, Wisconsin Dells (2016) (2022)
  - Sheboygan, Appleton, Green Bay (2017) (2024)
  - Milwaukee, Racine, Kenosha, Waukesha (2018) (2025)

#### *Chairperson(s) Responsibilities*

- See [General Committee Chairperson\(s\) Duties and Responsibilities](#)
- Follows the general guidelines outlined in the Google Drive
- Acts as committee treasurer by creating financial reports including projected budget as well as income/expense reports to be submitted regularly to the Treasurer with general committee reports

#### *Conference Budget/Finances*

- While the annual Conference Planning Committee will receive seed funding from WisRID for initial conference and hotel deposits, all funds are within WisRID's general account
- Chairs will work with the WisRID Treasurer to manage all accounts receivable and payable

## **Deaf Interpreters Committee**

#### *Purpose*

- Support the professional and skill development of Deaf Interpreters

#### *Board Liaison*

- Contacts WAD Liaison with reports, minutes, and any additional updates

#### *Committee Duties*

- Maintains the Wisconsin Deaf Interpreter Training Center (WDITC) by providing trainings, networking events, and additional resources for Deaf Interpreters
- Seeks additional sources of funding (sponsors, grants, etc.) to provide these resources at minimum cost to participants
- Update the membership on the state of Deaf interpreting, credentialing, and licensing

#### *Chairperson(s) Responsibilities*

- See [General Committee Chairperson\(s\) Duties and Responsibilities](#)

## **Educational Interpreter Committee**

#### *Purpose*

- Maintains the networking, collaboration, and support of the educational K-12 and postsecondary interpreters who are WisRID members

#### *Board Liaison*

- Contacts designated Member-at-Large with reports, minutes, and any additional updates

#### *Committee Duties*

- Meets at least four (4) times per year
- Collaborates with the Professional Development Committee, Wisconsin Educational Services Program – Deaf and Hard of Hearing Outreach (WESP-DHH) and/or other organizations to provide a minimum of two (2) workshops or educational activities annually addressing the specific needs of educational interpreters

#### *Chairperson(s) Responsibilities*

- See [General Committee Chairperson\(s\) Duties and Responsibilities](#)

## **Financial Development Committee**

#### *Purpose*

- Investigates and coordinates activities and mechanisms that promote year-round organizational income to support the mission and goals of WisRID

#### *Board Liaison*

- Contacts Treasurer with reports, minutes, and any additional updates

#### *Committee Duties*

- Meets at least four (4) times per year
- Coordinates a minimum of two (2) fundraising events and/or activities

#### *Chairperson(s) Responsibilities*

- See [General Committee Chairperson\(s\) Duties and Responsibilities](#)

## **Historical Committee**

#### *Purpose*

- Maintains records that track the history of WisRID

#### *Board Liaison*

- Contacts Secretary with reports, minutes, and any additional updates

#### *Committee Duties*

- Meets at least two (2) times per year
- Updates documents with current events such as WisRID board members, scholarship award recipients, etc.
- Maintains the online WisRID Archive via Google Drive
- Keeps historical records in a secure facility
- Completes the **Annual Organization Records Checklist** and organizes documents in WisRID Archive via GoogleDrive by the end of each fiscal year (December 31st)
  - All Board Meeting Minutes
  - Annual Conference Program Book
  - Annual Business Meeting Packet (including Board/Committee Reports)
  - Statement letters to outside organizations
  - Annual Member list (1 for the year)
  - Copy of Bylaws (if updated)
  - Copy of PPM (if updated)
  - List of board members

- List of committee members
- Any additional important documentation, videos, and photographs

*Chairperson(s) responsibilities*

- See [General Committee Chairperson\(s\) Duties and Responsibilities](#)

## **Joint Legislative Committee**

*Purpose*

- Collaborates with the WAD Legislative Committees on the following priorities:
  - Interpreter Licensure
  - Mental Health
  - Education
  - Deaf Commission
  - Emergency Preparedness

*Board Liaison*

- Contacts WAD Liaison with reports, minutes, and any additional updates

*Committee Duties*

- Each subcommittee from the five priorities will each have a designated chairperson who report to the Joint Legislative Committee chairpersons

*Chairperson(s) Responsibilities*

- See [General Committee Chairperson\(s\) Duties and Responsibilities](#)

## **Legal Development Committee**

*Purpose*

- Plans and conducts the Legal Interpreter Institute
  - These trainings are for certified interpreters to increase their competency in legal settings and raise awareness of the need for trained legal interpreters.

*Board Liaison*

- Contacts designated Trustee with reports, minutes, and any additional updates

*Committee Duties*

- Meets at least two (2) times per year
- Maintains the networking, collaboration, and support of legal interpreters who are WisRID members
- Collaborates with the Professional Development Committee (PDC) to provide the Legal Interpreter Institute

*Chairperson(s) Responsibilities*

- See [General Committee Chairperson\(s\) Duties and Responsibilities](#)

## **Mentorship Committee**

*Purpose*

- Facilitates access to mentorship opportunities for WisRID members

*Board Liaison*

- Contacts designated Trustee with reports, minutes, and any additional updates

#### *Committee Duties*

- Meets at least four (4) times
- Collaborates with other entities such as Wisconsin Association of the Deaf (WAD), Interpreter Training/Preparation Programs in Wisconsin, and Interpreter service providers on mentoring initiatives
- Researches grants and other resources for the purpose of funding sustainable mentoring programs
- Researches other states/entities to find a successful mentoring model
- Collaborates with the Professional Development Committee to coordinate mentoring workshops both for mentors and mentees

#### *Chairperson(s) Responsibilities*

- See [General Committee Chairperson\(s\) Duties and Responsibilities](#)

## **Nominations Committee**

#### *Purpose*

- Maintains the annual election procedure

#### *Board Liaison*

- Contacts President with reports, minutes, and any additional updates

#### *Committee Duties*

- Meets at least two (2) times per year
- Maintains the online election account and its content
- Upholds the following requirements for nominees:
  - Checks with Secretary if nominees have been members in good standing for the year preceding their nomination for office excluding the Student Liaison
- Submits a list of nominees to the WisRID President two (2) weeks prior to elections
- Solicits candidate statements and bios
- Works with the Communications Committee on announcements including candidate names, statements, and/or bios to be disseminated to members prior to election as well as reminders of election closing date

#### *Chairperson(s) Responsibilities*

- See [General Committee Chairperson\(s\) Duties and Responsibilities](#)
- Must not be a current member of the WisRID Board
- Recommends at least two (2) other committee members, who are not members of the WisRID Board, to participate in the committee

## **Professional Development Committee**

#### *Purpose*

- Creates professional development opportunities that meet the diverse needs and skill levels of WisRID members

#### *Board Liaison*

- Contacts designated Trustee with reports, minutes, and any additional updates

#### *Committee Duties*

- Meets at least four (4) times per year
- Sponsors a minimum of two (2) educational activities
- Collaborates with other committees (Educational Interpreter, Legal Development, Mentoring, etc.)



- Secures interpreting services when needed for educational activities (See [Communication Access During Events](#))

*Chairperson(s) Responsibilities*

- See [General Committee Chairperson\(s\) Duties and Responsibilities](#)

## Rules Committee

*Purpose*

- Maintains and revises the WisRID Bylaws and Policies and Procedures Manual (PPM)

*Board Liaison*

- Contacts Vice-President (chair) with reports, minutes, and any additional updates

*Committee Duties*

- Meets at least two (2) times per year
- Maintains current copies of organizational documents
- Updates Bylaws and PPM as needed
  - Maintains updated copies on the Google Drive account
  - Shares updated copies with Communications Committee for website updates

*Chairperson(s) Responsibilities*

- See [General Committee Chairperson\(s\) Duties and Responsibilities](#)
- Appoints other members to be on the committee

## Scholarship Committee

*Purpose*

- Promotes and maintains the Scholarships

*Board Liaison*

- Contacts Member-at-Large with reports, minutes, and any additional updates

*Composition*

- Chairperson (Member-at-Large), Testing and Student Initiative Scholarship Coordinator, Leo Dicker and Hedy Miller Memorial Funds Coordinator

*Duties and Responsibilities*

- Board Chairperson/Liaison (Member-at-Large) Duties
  - See [General Committee Chairperson\(s\) Duties and Responsibilities](#)
  - Appoints the two coordinators and recruits members to the SRG
- Testing Scholarship & Student Initiative Scholarship Coordinator Duties
  - All materials will be submitted to the Scholarship Review Group for evaluation
  - All decisions of the Scholarship Review Group are final
  - Once the SRG has made their final decisions an award letter along with scholarship information will be sent to scholarship recipients
  - All award letters and documents must have a date on them
  - Records should be submitted to board liaison to be included in the annual report
  - Maintains ongoing records of funding recipients
- Leo Dicker & Hedy Miller Memorial Funds Coordinator Duties
  - Maintains ongoing records of funding recipients
  - The board liaison will receive the applications and send to the Scholarship Review Group

- Communicates with the WisRID Treasurer for approval of funding prior to the presentation of award(s)
- Administers and awards funds to individuals seeking assistance with professional development, mentoring, and testing costs specifically related to religious and legal interpreting
- Records should be submitted to board liaison to be included in the annual report
- Scholarship Review Group
  - *Member Eligibility*
    - WisRID Members with voting rights
    - Must have at least 5 years of interpreting experience
    - Members may not apply for a scholarship during their term
- Scholarship Evaluation
  - All scholarships will be evaluated using rubrics created by and agreed upon by the committee based on the application materials requested for each scholarship.

## Awards

### *Purpose*

- Promotes and maintains the Awards programs

### *Board Liaison*

- Contacts the Vice-president with reports, minutes, and any additional updates

### *Composition*

- Chairperson

### *Duties and Responsibilities*

- Chairperson Duties
  - See [\*General Committee Chairperson\(s\) Duties and Responsibilities\*](#)

### Awards Coordinator Duties

- Solicits nominations
- Assesses nominations with the Scholarship Review Group or the Executive Board
- Communicates with the WisRID Treasurer for approval of funding prior to the presentation of award(s)
- Maintains ongoing records of award recipients
- Records should be submitted to Chairperson to be included in the annual report

## Student Committee

### *Purpose*

- Enhance interpreting student learning and professional development

### *Board Liaison*

- Contacts Student Liaison with reports, minutes, and any additional updates

### *Composition*

- Student representatives at all levels from Wisconsin based Interpreter Training Programs (ITP)

### *Committee Duties*

- Meets at least two (2) times per year
- Makes special announcements through WisRID communications about student interpreters

- Works with other WisRID committees such as Mentoring, Professional Development, and Educational Interpreters to host events and programs geared toward student members

#### *Chairperson(s) Responsibilities*

- See [\*General Committee Chairperson\(s\) Duties and Responsibilities\*](#)
- Appoints other members to be on the committee

## **H. Scholarships and Awards**

### ***Testing Scholarship***

#### **Scholarship Information**

- Three (3) performance test scholarships are awarded to WisRID members twice per calendar year for a total of six (6) scholarships.
  - Application Deadlines:
    - February 15<sup>th</sup>
    - July 15<sup>th</sup>
- The following performance exams will be supported by this scholarship:
  - EIPA, NIC, CASLI, BEI (Basic, Advanced, Master), OTC, SC:L, CDI, NIC written, CASLI written, EIPA written, BEI Test of English Proficiency, etc.
- The number of scholarships to be awarded may change depending on the financial stability of WisRID.
- Scholarships are available only to exams that have not been completed, however, the funding is a reimbursement after the exam has been completed. This means that an applicant should not be applying for an exam that has already been taken and needs to evaluate the application deadlines to ensure their test will not be completed before the scholarships are reviewed and awarded.
- Each scholarship will cover the fees for taking a test excluding additional charges for out-of-state or non-member rate. This excludes BEI exams that are not offered in Wisconsin and retroactively applies to previously awarded scholarships for the BEI up to the date in which the scholarship in question becomes/became available in Wisconsin.
- Candidates are asked if they are receiving additional assistance for the exam to indicate the amount. The amount remaining would then be covered by this scholarship
- Candidates can only receive one performance test scholarship per calendar year
  - If a candidate applies for the first deadline and is not selected as a scholarship recipient, then he/she may reapply for the second deadline
  - Recipients that have not received a scholarship in the past calendar year will get priority

#### **Eligibility**

- Only members with voting rights who are in good standing may apply for scholarships
- Members of the Scholarship Review Group may not eligible for the scholarship

## Testing Scholarship Application Procedure

### Due Date

- Applications are accepted annually and must be submitted online by 5pm on February 15th and July 15th

### Application Materials

- All applications must include the following items and be submitted online:
  - General Scholarship Application Form (available on website)
  - Letter of intent
    - Letter must explain why the candidate is qualified to receive the scholarship as well as emphasize the applicant's educational background, interpreting experience, and involvement with WisRID and/or RID
    - Letter should identify which test the candidate is applying for
    - Letter should be a formal letter as spelling and grammar will be rated
  - Letter of recommendation
    - One letter of recommendation from an interpreter who is currently working in the field and has a minimum of 3 years interpreting experience OR a Deaf consumer. The letter of recommendation cannot be written by a relative or employee of a formally established interpreter training program.
  - Video Recommendations
    - Videos in ASL are allowed to be submitted in lieu of a written recommendation
      - Videos must be no more than four minutes in length
      - Link must be submitted with all other application materials

### Scholarship Voucher

- Scholarship recipients will receive an award letter along with a voucher and Proof of Test Completion Form
- All vouchers must be used within one (1) year after the date of award letter
- Persons who fail to redeem their scholarship voucher within one (1) year forfeit their scholarship
- Vouchers can be redeemed by submitting them to the WisRID Treasurer along with proof of test registration, payment, and the completed Proof of Test Completion Form.
- Candidates **must** submit a signed Proof of Test Completion Form (*See Appendix X*) by the testing administrator, such as the LTA, to the Scholarship Coordinator (original copy or scanned original acceptable)
- Voucher will only reimburse a candidate for the test on their scholarship application
- The candidate does not have to pass the test to receive reimbursement

## ***Student Initiative Scholarship***

### **Scholarship Information**

- Each scholarship will be \$500 or determined by WisRID board depending on WisRID financial stability.
- Three scholarships will be awarded annually at the WisRID annual conference unless determined by the WisRID board, based on financial stability, to award additional applicants.

### **Eligibility**

- Must be a student member of WisRID for minimum 30 days prior to application
- Each scholarship will be awarded to assist a student currently enrolled at a formally established Interpreter Training Program and accepted into the Interpreter Training Program OR taking prerequisite coursework for the Interpreter Training Program at time of application. Students will only be awarded one Student Initiative Scholarship per academic year. Students who have not received the Student Initiative Scholarship will be given priority.

### **Application Materials**

- All applications must include the following information items and be submitted online:
  - Name of institution currently attending
  - Campus identification number
  - A letter of intent
    - Explain why the student is qualified to receive the scholarship and outline financial need if applicable.
    - Emphasize experience in the Deaf and interpreting communities and any involvement with WisRID and/or RID if applicable.
    - Be a formal letter of intent, spelling and grammar will be rated.
  - Transcripts to show related coursework (unofficial or official transcripts will be accepted)

## ***Leo Dicker Memorial Training Fund***

### **Funding Requests**

- Eligible persons may apply for assistance with general professional development or mentoring costs
- Requests can be made for up to half of the actual registration cost and up to half of travel expenses
- Actual amount awarded to each recipient will depend on the amount of funds available and the number of applicants for a given year
- The Scholarship Review Group will consider the merits of the request and the current solvency of the fund then make recommendations to the board to either award or decline funds or partial funds accordingly
- Recipient will be responsible to pay the difference between the funds awarded and the cost of the activity

## **Eligibility**

- Only WisRID members with voting rights who are in good standing may apply for funds
- Only one (1) award of funds will be allowed per member per year

## **Leo Dicker Memorial Training Fund Application Procedure**

### **Timeline**

- Requests are to be submitted to the Leo Dicker Memorial Training Fund Coordinator two (2) months or more prior to the fee deadline for the class/workshop/educational opportunity

### **Application Material**

- All applications must include the following items and be emailed to [trainingfunds@wisrid.org](mailto:trainingfunds@wisrid.org):
  - Proof of WisRID membership (applicants must be a member for minimum 30 days prior to the due date of the scholarship)
  - Advertisement of the activity with full registration contact information
  - A description of the registration and travel costs
  - The specific amount of funds requested
  - An explanation of the benefit of attendance to the applicant
  - An explanation of the benefit of attendance to WisRID
  - An account of the applicants volunteer activities related to WisRID and/or their volunteer experience in the Deaf community.

## ***Hedy Miller Memorial Fund***

### **Scholarship Information**

- A total of two (2) awards are given out to WisRID members once per calendar year based on a first come first serve basis after satisfying the eligibility requirements.

### **Funding Requests**

- Eligible persons may apply for assistance with professional development, mentoring, and testing costs specifically related to religious and legal interpreting
- Requests can be made for up to half of the actual registration cost and up to half of travel expenses
- Actual amount awarded to each recipient will depend on the amount of funds available and the number of applicants for a given year. Actual funds awarded will not exceed \$500 per person per year.

- The coordinator along with the Scholarship Review Group will consider the merits of the request and the current solvency of the fund then make recommendations to the board to either award or decline funds or partial funds accordingly
- Recipient will be responsible to pay the difference between the funds awarded and the cost of the activity

### **Eligibility**

- Only WisRID members with voting rights who are in good standing may apply for funds
- Only one (1) award of funds will be allowed per member per year

## **Hedy Miller Memorial Fund Application Procedure**

### **Timeline**

- Requests are to be submitted to the Hedy Miller Memorial Training Fund Coordinator two (2) months or more prior to the fee deadline for the class/workshop/educational opportunity

### **Application Material**

- All applications must include the following items and be emailed to [trainingfunds@wisrid.org](mailto:trainingfunds@wisrid.org):
  - Proof of WisRID membership (applicants must be a member for minimum 30 days prior to the due date of the scholarship)
  - Advertisement of the activity with full registration contact information
  - A description of the registration and travel costs
  - The specific amount of funds requested
  - An explanation of the benefit of attendance to the applicant
  - An explanation of the benefit of attendance to WisRID
  - An account of the applicants volunteer activities related to WisRID and/or their volunteer experience in the Deaf community.

## **Awards**

### **Distinguished Service Award**

- For an interpreter who provides valuable service to the professional interpreting community

### **Robert W. Horgen Award**

- For a person, who is not an interpreter, yet provides a valuable service to WisRID

### **Boyce L. Williams Award**

- Given to individuals, agencies, or organizations in recognition for meritorious service

## **Eva Dicker Eiseman Illuminator Award**

- Given to individuals who “light the way” to grow connections between communities related to the interpreting profession.

## **Award Nomination Procedure**

- Nominations will be accepted year-round, awards will be awarded at the WisRID Annual Conference.
- Letters of nomination should be submitted to the Awards Coordinator
- Nomination letters should include, as appropriate:
  - Nominee’s background of meritorious service
  - Participation in local, state, and national activities
  - Participation in professionally related activities
  - Any other specific types of service to WisRID or other specialized service
  - Minimum of a year of membership in WisRID and RID, Inc.

## **I. Additional Organization Policies**

### ***Communication Access During Events***

WisRID strives to be a model of communication access for all users of ASL and English. Workshops and other events hosted by WisRID will have interpreting services provided upon request so participants can access the information in the language that is most accessible to them. Any communication needs such as tactile interpreting, low vision interpreting, cued speech transliteration, captioning, or other services must be requested in a reasonable time frame prior to the event. WisRID cannot guarantee that any of these services will be provided without first having advance notice of communication needs.

On all event flyers and registration forms, a request for accommodation services must be available with contact information to the site coordinator. Additionally, event flyers should state the language the event is being hosted in and what services that will automatically be provided if any.

### **ASL Only Workshops**

If the intent of the workshop is solely for the purpose of acquiring the ASL language or specific skills in ASL, the hosting committee can refrain from providing English interpreting services. The flyer or event registration for this type of event must clearly indicate that interpreters will not be provided and that participants must have the minimum linguistic skills to participate fully in the workshop.

### **Conferences**

WisRID hosts an annual conference open to members and nonmembers. All workshops provided by WisRID will be fully accessible in American Sign Language. In the event that a participant needs accommodations, the participant must request accommodations no later than three weeks before the conference or as noted on conference registration forms.



It is recommended that CDIs are recruited to be a part of the conference interpreting team especially during public forums, business meetings, mirroring (copy-signing), and for any unique communication needs (tactile interpreting, minimum language users, etc).

WisRID recognizes that ideal conditions for services are not always available and ask committees to use their best judgment when scheduling interpreting and captioning services for any event.

## ***Budgetary Policies***

### **Committee Funds**

- WisRID committees will be able to request funding on an as-needed basis for expenses.
- Funds must be requested by Committee Chairs to the WisRID Treasurer prior to date of purchase.
- Retroactive funds will not be granted if the committee does not make a request in a timely manner.

### **CMP Sponsor Fee Structure**

WisRID, as a CMP Sponsor, processes RID CEUs for individuals and entities that are WisRID members and those who are not. The following fee payment policy was implemented because these various requests consume WisRID resources: CMP Sponsor time, printing, and the annual fee to RID to serve as a CMP Sponsor. Non-members requesting CEUs are encouraged to become members and are steered to the WisRID website, which includes an active link to the WisRID Membership form.

- Organizational members receive 1 (one) free Activity form/number per incident and each additional activities incur a \$25.00 fee
  - Example: a 5-workshop conference would cost \$125.00
- Non-member individuals/entities would be charged:
  - \$30 per Academic form (used for coursework)
  - \$40 per Independent Study form (WisRID is not currently approved for Independent Studies)
  - \$25 per Activity form (used for workshops and conferences)

### **Purchases**

- Purchases made by Board members, Committee Chairperson(s), or Committee members outside of approved budgets and exceeding \$100 need Board approval.
- The annual Conference Planning Committee must submit regularly updated financial statements to the WisRID Treasurer along with a projected/actual budget.

## ***Conflict of Interest Policy***

Any individual serving WisRID is subject to engaging in conflicts of interest. The purpose of this conflict of interest policy is to protect WisRID when entering into a transaction or arrangement that will benefit

the private interests of those serving WisRID, including Board members, Committee Chairpersons, Committee Members, and other Volunteers.

A conflict of interest is defined as any situation in which a member's decisions or votes could substantially and directly affect the member's professional, personal, financial or business interests. Any actual or perceived conflicts of interest should be brought to the attention of the Board immediately. The Board may decide to take any action once notified.

## ***Contracts***

All contracts must be **approved** by at least one WisRID Board member including, but not limited to, contracts with presenters, entertainers, interpreters, hotel/venues, and catering businesses.

## ***Donation Acceptance Policy***

All donations to the organization support the WisRID mission. WisRID may refuse any gift that does not sufficiently benefit the organization, is in conflict with the mission, puts the reputation of WisRID at risk, or is prohibited by law.

- Upon request, donors will be provided an acknowledgement letter written by a member of the WisRID Board that accurately states the amount of the gift donated along with WisRID's Tax ID number within thirty (30) days of donation receipt
- If a donor makes an error in making a donation or changes their mind about contributing to WisRID, we will honor refund requests if the donor requests within seven (7) days of WisRID receiving the donation
  - Refunds are returned using the original method of payment unless the donation was made with cash, which will be returned via check
  - The WisRID Treasurer is responsible for handling all donation refunds
- If a donor contacts the organization stating their card had been used fraudulently to make a donation, the organization will direct the individual to their card provider for resolution

## ***Mail***

The mailbox will be checked monthly by a designated Executive Board member. The mailbox rent must be renewed yearly and payment is due annually on April 30th. The address for the mailbox is 552 West Layton Ave. PO Box 370698, Milwaukee, WI 53207

## ***Refund Policy***

All refunds for WisRID sponsored events are subject to a 20% processing fee unless noted otherwise. No refunds will be given within two (2) weeks prior to the event or sixty (60) days after an electronic

transaction date, whichever deadline occurs first. Any checks returned non-sufficient funds are subject to a \$50 charge. Extenuating circumstances may be taken to the Board for refund approval.

## ***Online Communications Policy***

(for all WisRID members using WisRID accounts)

### *General*

- Adhere to all state and federal laws
- Comply with all WisRID and RID policies and procedures
- Consider the Code of Professional Conduct and confidentiality rights when creating online communications
- Respect copyright and fair use: when posting, be mindful of the copyright and intellectual property rights of others
- Moderate all comments and responses on WisRID's social media pages
  - WisRID will ensure that no spam, profanity, defamatory, inappropriate or libelous language is posted to our sites and WisRID will refrain from using such language when we post comments
- Respond to negative or inaccurate posts/comments from outside the organization or from members
- Comply with social media platform policies and remove any content that is deemed inappropriate per website rules including Facebook, Twitter, YouTube, Instagram, and any other social media platforms that WisRID chooses to utilize in the future
- Protect confidential and proprietary information: Do not post confidential or proprietary information about WisRID members without permission
- Strive for accuracy in content and check for any spelling or grammatical errors prior to posting
- Consider before publishing that the presence in the social media world is or easily can be made available to the public at large
- On personal sites, members must identify their views as their own
  - If a member identifies as a WisRID representative, it should be clear that the views expressed are not necessarily those of the organization.

### *Videos*

- Video content created by WisRID shall be made accessible to the public, which includes captioning video content
- Video creator can submit a transcript of video to the Communications Committee who will caption the video on WisRID's YouTube channel only
- Transcripts will also be available in the video description section for Blind/Low Vision accessibility

### *Account Management*

- Any online account that wishes to be open on behalf of WisRID must obtain Board approval
  - This includes Gmail, Square, PayPal, Facebook, Twitter, Youtube, and any other social media platform that WisRID wishes to utilize in the future
- Usernames and passwords for such accounts must be given to the WisRID President and Vice President who will be responsible for keeping track of all online accounts

### *Prohibited Behavior*

- Intentionally creating or sending information that could damage WisRID's reputation or interests
- Sharing sites that contain offensive or pornographic material, or material that may discriminate against, harass or vilify WisRID, its members, or any other group or individuals

- Using WisRID accounts for personal buying, selling, trading or for any other personal commercial gain
- Using the internet for any purpose restricted or prohibited by State and Federal laws and regulations e.g. copyright law
- Allowing non-WisRID approved representatives to access proprietary information such as account information

## ***Workshop and Conference Registration Forms***

All WisRID sponsored workshops and conferences must have the following information listed on the registration form:

- Workshop title and description
- Workshop mode of communication
- Option for requesting accommodations in advance
- WisRID's refund and cancellation policy
- RID CMP logo, ACET logo, and/or WisRID logo
- Information on the objectives of the activity (this information may take a variety of formats and depth of detail)
- Target audience
- CEU information

## ***Workshop and Conference Registration Fees***

Workshop and conference registration fees for WisRID members shall be at a minimum of 20% lower than for non-members. This reduced rate applies to WisRID regular members, charter members, honorary members, student members, and any members of a Region III affiliate chapter (Minnesota, Illinois, Michigan, Indiana, Ohio, and Kentucky).

There may be a further reduced rate for students. This applies only to individuals who are student members of WisRID.

# Appendix

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## Policies and Procedures Manual

## ***Appendix A***

### ***WisRID Board Member Statement of Agreement***

Name \_\_\_\_\_ Position \_\_\_\_\_

Dates of Term \_\_\_\_\_

As a member of the WisRID Board, I understand that my duties and responsibilities include the following:

- I am morally responsible to the overall health and well being of this organization. As a member of the board I have pledged myself to help realize the principle purpose of this organization.
- I will maintain RID and WisRID membership.
- I am responsible, along with the other board members, for the financial health of this organization. It is my responsibility to take an active part in overseeing the budget and implementing any fundraising efforts and spending controls that are needed to ensure that the budget is adhered to.
- I will make myself aware and ensure that I understand all policies and procedures approved by the board.
- I will attend at least 75% of the board meetings per year and make myself available for phone and email consultation. I understand that commitment to this board will involve a significant amount of time and will probably not involve less than five (5) to twenty (20) hours per month depending on officer position and organization strategic plan.
- I recognize that authority is only vested in the board when the full board meets in session. Rather than attempt to make decisions myself, I will bring any complaints or requests from committees, volunteers, or membership to the full board for action.
- I will attend the annual conference and the annual business meeting. If I am unable to attend, I will inform the board as soon as possible, prepare all reports and documents as far in advance as applicable, and arrange to be informed of all business and organizational action.
- I understand that there may be disagreements within the convened meetings of the board, but once a meeting is adjourned, I have the responsibility to maintain the respectability of the discussion and support the outcome, whether or not I agree with it.
- I will avoid conflicts of interest. I will disclose all known or potential conflicts of interest to the board. The board can decide the extent of the conflict of interest and I will abide by the decision of the board.
- I will bring to the attention of the board any issues that I believe may have an adverse effect on WisRID, RID, or those we serve.
- I will represent all the people that WisRID serves and not a particular interest group.
- Upon the completion of my term or my resignation, I will surrender all WisRID belongings and pertinent documents to the board.

I am signing this as an expression of good faith and moral integrity.

Signed \_\_\_\_\_ Date \_\_\_\_\_

***Appendix B***  
***WisRID Committee Statement of Agreement***

Name \_\_\_\_\_ Committee \_\_\_\_\_

Dates of Term \_\_\_\_\_

I understand that the President appoints committee chairs/co-chairs.

I am responsible for reviewing the mission statement of WisRID and follow the WisRID Bylaws and Policies and Procedures Manual.

I am responsible to be a member of WisRID in good standing. Membership cannot be Organizational.

Funding requests will be submitted to the Treasurer thirty (30) days prior to the event.

Chairs and committee members serve from January 1<sup>st</sup> – December 31<sup>st</sup>. Chairpersons and committee members have the opportunity to serve for as long as they desire.

Resignation from a chair position must be made in writing to the WisRID Vice President and fellow committee members.

Upon resignation, all WisRID property must be returned to the WisRID Board.

Committee chairs will notify the Vice President of any changes in committee members at any given time.

All committee meeting minutes must be submitted to the WisRID Vice President, the committee liaison. Reports should be sent monthly to the Vice President. If you have nothing new to report on, you can state that the committee has nothing to report at this time.

I will avoid conflicts of interest. I will disclose all known or potential conflicts of interest to the board. The board can decide the extent of the conflict of interest and I will abide by the decision of the board.

I will follow the best practices in agreement and policies in the Policy and Procedure Manual.

I will represent all the people that WisRID serves and not a particular interest group.

I am signing this as an expression of good faith and moral integrity.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Appendix C**  
***Annual Organization Records Checklist (page 1 of 3)***

Prepared by (Name/Title):	
Term Year:	
Completion Date:	

Items to be archived and recorded:

✓	Record	Notes
	Board Meeting Minutes	
	Annual Conference Program Book	
	Annual Business Meeting Packet (including Board/Committee Reports)	
	Statement letters to outside organizations	
	Annual Member list (1 for the year)	
	Copy of Bylaws (if updated)	
	Copy of PPM (if updated)	
	List of board members	
	List of committee members	
	Any additional important documentation, videos, and photographs	

**Annual Organization Records Checklist (page 2 of 3)**



**Board List:**

<b>President</b>	
<b>Vice President</b>	
<b>Treasurer</b>	
<b>Secretary</b>	
<b>Trustee 1</b>	
<b>Communications Director</b>	
<b>WAD Liaison</b>	
<b>Member-at-Large</b>	
<b>Student Liaison</b>	

**Ad-hoc or task force committees:**

<b>Name of Committee</b>	<b>Chair</b>	<b>Additional Members</b>

### Annual Organization Records Checklist (page 3 of 3)

#### Standing Committee List:

Committee	Chair	Additional Members/Volunteers
Communications		
CMP		
Deaf Interpreters		
Educational Interpreters		
Conference Planning		
Financial Development		
Historical		
Legal Development		
Mentoring		
Nominations		
Professional Development		
Rules		
Scholarships/Awards		Leo Dicker/Hedy Miller Coordinator:  Performance Test Scholarship Coordinator:  Awards Coordinator:  SRG:
Student		

# **PPM Formatting Guidelines:**

## **Use of headers:**

- Header 1 is used for main areas of the PPM (Usually proceeded with a letter in A-B-C order following previous)
- Header 2 is used for general topics
- Header 3 is used for more specific topics

A good example of this can be seen here taken from the Table of Contents (click on link to see the policy)

[I. Additional Organization Policies](#) (HEADER 1)

[Communication Access During Events](#) (HEADER 2)

[ASL Only Workshops](#) (HEADER 3)

[Interpreting or Captioning Services](#) (HEADER 3)

[Conferences](#) (HEADER 3)

## **Use of bullet points:**

- Board Position Descriptions:
  - Use action words first at the beginning of the sentence
- Generally keep bullet points to 1-2 lines and no period (.) at the end of the sentence
- Keep the bullet tiered pattern as follows:
  - First ● Filled circle (black), Second ○ outlined circle (white), Third ■ filled in square (black)
  - Alignment not as important throughout the entire document but the pattern is

## **Capitalized words:**

- Board
- Annual Business Meeting
- Chairperson(s), Chairs
- Specific board positions: WisRID President, WisRID Treasurer, etc.
- WisRID member categories: Voting/Regular (used interchangeably), Associate, Student, Organization, Supporting, Honorary

## **Misc. formatting:**

- Using superscripts for dates such as “ July 15<sup>th</sup>”
  - Highlight the text you want superscripted then click Format < Superscript.