***THE POLICIES AND PROCEDURES***

***OF THE MONTANA REGISTRY OF INTERPRETERS FOR THE DEAF***

***Revised March 2017***

**Preamble**

**Purposes:**

The Montana Registry of Interpreters for the Deaf (MRID) shall be a nonprofit organization of interpreters and transliterators for persons who are Deaf or hard of hearing, the purposes for which shall be:

TO PROVIDE training and resources for the interpreters/transliterators who work in the general public and educational setting.

TO EXCHANGE ideas, opinions, and experiences concerning interpreting.

TO PROMOTE the highest standards of communication methods among all consumers.

TO ADHERE to the Code of Professional Conduct as adopted by the National Registry of Interpreters for the Deaf (RID).

# Mission Statement

In order to empower the interpreters of Montana, it is the mission of Montana Registry of Interpreters for the Deaf to promote a professional community and to provide educational opportunities in a supportive environment.

**I. BOARD OF DIRECTORS**

**Section 1: Board Duties and Assignments**

# PRESIDENT

* Prepare board meeting agendas.
* Facilitate and conduct board meetings following Roberts Rules of Order.
* Attend RID Region IV meetings, if funds allow.
* Act as liaison with Montana Association of the Deaf (MAD).
* Act as liaison with Registry of Interpreters for the Deaf (RID).
* Act as liaison with Office of Public Instruction (OPI).
* Respond to incoming mail or email in a timely manner.
* Coordinate with Media Chair the communication of RID events, trainings, opportunities and correspondence to the membership.
* Lead the board in goal setting and strategic planning.
* Assist other board members in their duties.
* Ensure that MRID is in alignment with RID as an Affiliate Chapter.
* Maintain active status with the Montana Secretary of State.
* Procure items to donate to Regional and National Conferences.
* Work with the Treasurer to complete the Annual Report for RID.
* Work with the Treasurer to approve final tax statement prior to submission to RID and IRS per Affiliate Chapter Handbook.
* At the end of their term, assist the incoming MRID Board with the transition.
* Be familiar with MRID Bylaws and Policy and Procedures Manual.
* Update and revise the President’s handbook.

# VICE PRESIDENT

* Take over for President when necessary.
* Assist the President in her/his duties.
* Assist Media Chair with gathering newsletter information and meeting deadlines for distribution to our membership.
* Be familiar with the Affiliate Chapter Handbook and help the President to ensure that MRID is in alignment with RID as an Affiliate Chapter.
* Be familiar with MRID Bylaws and Policy and Procedures Manual.
* Oversee board committees and have committee chairs report back to Vice President.
* Scholarship Committee Chair.
* Train behind with oncoming new board member through the completion of Big Sky Interpreting Conference.
* Update and revise the Vice President’s handbook.

# SECRETARY

* Inform RID and RID Region IV Affiliate Chapter President’s Council of newly elected officers and contact information.
* Keep minutes of each meeting and report action items to board members.
* Distribute minutes of previous meeting to the board for review and approval.
* Retain all minutes and correspondence regarding board discussions and decisions.
* Inform board of new members.
* Distribute membership cards and letters and request new members provide a short introduction of themselves for the upcoming newsletter.
* Keep a running list of current MRID members and, if applicable, RID members in order to maintain a current Dual Membership List for voting purposes.
* Per MT State Code 49-4-507, annually provide a list of qualified interpreters to DPHHS.
* Update new stationary for MRID after election of new board.
* Keep paper and electronic history of MRID.
* Train behind with oncoming new board member through the completion of Big Sky Interpreting Conference.
* Be familiar with MRID Bylaws and Policy and Procedures Manual.
* Update and revise the Secretary handbook.

# TREASURER

* Maintain an updated live budget/financial statement tracking income and expenses.
* Reconcile and maintain bank accounts.
* Collect, deposit, and document monies.
* Pay invoices and other approved payments.
* Disperse reimbursements.
* Create PayPal buttons for electronic payments and supply them to the Media Chairs.
* File required IRS and MT forms.
* Inform MRID board members regarding financial information that affect their position duties.
* Maintain copies of important financial documents and supply them to board members as needed.
* Train fellow board members on how to process electronic payments.
* Train behind with oncoming new board member through the completion of Big Sky Interpreting Conference.
* Update and revise the Treasurer handbook.

# BOARD MEMBER 2YR (Media Chair(s))

* Responsible for all media regarding events, trainings, opportunities, announcements, surveys and resources to our members.
* Administer MRID g-mail accounts and update members’ e-mail addresses as necessary.
* Receive board meeting minutes from Secretary and distribute to members via e-mail and post on website.
* Manage and update MRID website regularly.
* Respond to incoming e-mails and requests in a timely manner.
* Work with Treasurer to make PayPal payments accessible on MRID webpage
* Act as pagemanager on Facebook and approve social media posting.
* Discuss website hosting changes, as well as the deletion and/or addition of any website pages with the board for approval.
* Publish a quarterly newsletter; distribute to members via e-mail.
* Post job vacancies, educational materials, resource links and workshop opportunities online.
* Distribute MRID board meeting agendas to members after receiving from the President.
* Work collaboratively with board members to set up video conferencing to blend in-person meetings with remote attendees.
* Work collaboratively with board members to set up and organize on-line Board Meetings in lieu of traveling to an on-site location.
* Manage *Remind,*a free text messaging app and send messages to members as necessary.
* Be familiar with MRID Bylaws and Policy and Procedures Manual.
* Train behind with oncoming new board member through the completion of Big Sky Interpreting Conference.
* Update and revise the Media Chair handbook

# BOARD MEMBER 2YR (Fundraising Chair)

* Chair a Fundraising committee.
* Recruit committee members to help execute fundraisers. Fundraising committee will research expenses for each fundraising event. Present these expenses, in the form of a budget to the board.
* Establish an annual budget
* Research different fundraising opportunities and present them to the board. The board will then choose which fundraising activities are done the following year.
* Chair and committee will then execute the fundraiser(s) with the help and participation of the full board.
* Create blueprints and revise as needed for fundraising events.
* Coordinate announcements for fundraising events with media chair.
* Be familiar with MRID Bylaws and Policy and Procedures Manual.
* Train behind with oncoming new board member through the completion of Big Sky Interpreting Conference.
* Update and revise the Fundraising Chair Handbook.

# BOARD MEMBER 2YR (Professional Development Chair (PD))

* Assemble a Professional Development Committee that will assist the PD chair.
* Chair the Professional Development Committee.
* Responsible for all aspects of organizing and coordinating training opportunities.
* Develop a budget with the board for each training provided. Additional fund requests must be approved by the Treasurer and President.
* Coordinate the date, time and location of event.
* Coordinate hiring the presenter/s.
* Arrange for presenter transportation and payment.
* Arrange for a CEU Sponsor.
* Advertise the event.
* Coordinate online registration.
* Coordinate meeting space, dorms, hotels and equipment.
* Plan food and refreshments.
* Post event cleanup.
* Post event paperwork for CEU's and OPI invoices.
* Post event debrief/discussion at next board meeting.
* Be familiar with MRID Bylaws and Policy and Procedures manual.
* Train behind with oncoming new board member through the completion of Big Sky Interpreting Conference.
* Update and revise the Professional Development Chair handbook.

# Section 2: Proof of Membership

A. Board members must be dual members of RID and of MRID. Proof of membership will be required by the Annual Meeting of each year.

# Section 3: Meetings

1. There will be a minimum of four Board meetings each year. Members and the general public are welcome to attend Board meetings, however only Board members may make motions and/or vote. All dual members are allowed to make motions and/or vote during an Annual Business Meeting.
2. Board members are expected to attend all Board meetings. If a Board member is unable to attend a scheduled meeting, s/he should notify the President as soon as the absence is anticipated.
3. All suggested agenda items should be submitted to the President at least two weeks prior to the Board meeting.
4. The location and date of the Board meetings will be agreed upon by the Board and scheduled during the meeting prior.
5. Meetings will be conducted by following Roberts Rules of Order. The Board will establish any other communication policies.
6. MRID Board meetings shall be held in a location that complies with the Americans with Disabilities Act.

# Section 4: Mileage

A. Board members will be reimbursed for the cost of fuel to and from Board meetings. Receipts are required for reimbursement. Two or more Board members traveling along the same route are encouraged to travel together.

**II. REGIONAL AND NATIONAL MEETINGS**

# Section 1: Representation

A. The President or a selected Board member will represent MRID at national and regional conferences. They will be responsible for preparing a report to the membership to be published in the newsletter following the conference.

# Section 2: Expense Policies for Representatives

A. The Board will decide on reimbursement items for the MRID representative, taking into account the financial standing of MRID.

**III. BENEFITS OF MEMBERSHIP**

# Section 1: Individual Membership

All individual members:

1. Receive the MRID Newsletter
2. Receive discounts to MRID functions and workshops
3. Eligible for MRID scholarship
4. Receive proof of membership

# Section 2: Dual Members

1. Are members of both MRID and RID
2. May vote at the MRID Annual Business Meeting while in good standing
3. Those wishing to vote at an Annual Business Meeting must have joined RID prior to the date of the Annual Business Meeting, with verification from either the RID database or a valid RID membership card

# Section 3: Membership Fees

A. The Board, with membership input, will decide upon membership fees. Membership dues are effective as of July 1st through June 30th, and all MRID dues expire on the same date regardless of the date a member joined. First time members’ dues shall be prorated on a quarterly basis.

# IV. WORKSHOPS/CONFERENCES

MRID sponsored activities shall be held in a location that complies with the Americans with Disabilities Act.

# Section 1: Planning

1. Annual BSIC conference shall be held within the first three months of the fiscal year. After soliciting suggestions of topics from members, the Board will decide on the objectives and potential dates for the BSIC conference, trainings and webinars.. These should be designed to pay for themselves and ideally make a profit. The board will agree upon a budget.
2. The PD committee will take these objectives and dates and will explore presenters, location and cost for members nonmembers and materials needed. They will discuss options with the board and make final decisions together.
3. The PD committee is responsible to secure dates and location of the training, coordinate the presenter’s travel and lodging accommodations, equipment, food/refreshments, and other necessary aspects of the training.
4. An advertisement for the training will be made and presented to the Board for comments. Responses and suggestions for the advertisement will be finalized two months prior to the training. Advertisements will be sent out via social media, email and on the MRID website.
5. Registration forms/monies will be compiled and the PD chair will keep the board informed about the number of registrants. If at any time the board feels that participant interest will not support the estimated budget, the Board may decide to cancel the event with a refund to registrants.
6. Deadlines for registration, cancellation and refunds will be determined per training by the board.
7. Establish deadline/cancellation procedures with presenters.

# Section 2: Financial Logistics

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1. Payment for Presenters
   1. MRID will pay professionals depending on their level of expertise and length of presentation as determined by the PD committee.
   2. When an I(RS W-9 form has been completed and filed, payment will be dispersed following the close of the conference.
   3. Registration fees for MRID members who provide workshops will be waived if he/ she is the presenter for the current workshop.
   4. Members of panels are to be charged no registration fee, allowing them access to other sessions and workshops for free. Board members, depending on the topic, preparation time, distance traveled and time on the panel, may negotiate a small honorarium.
2. Travel for Presenters
   1. Airfare is paid at the most economical rate available. PD committee will find flights and check for approval with presenter. MRID Treasurer/President will purchase the ticket. Reimbursement for mileage is based on gas receipts. Two or more trainers traveling along the same route are encouraged to travel together.

1. Housing and Per Diem for Presenters
   1. The PD committee will make lodging arrangements for presenters. The Treasurer/President will pay for lodging arrangements at the time they occur.
   2. When the training is held at the Montana School for the Deaf and Blind, (MSDB), the presenter will be offered a Staff Apartment available through the MSDB cottage program.
   3. When requested, per diem will be negotiated following the Montana state per diem rate and will be included in final payment .

# Section 3: Interpreters

MRID intends to provide the highest quality of interpreting services possible for its conferences and trainings. Selection and scheduling of interpreters for conferences are the responsibility of the PD committee and the MRID Board of Directors.

1. Interpreters
   1. Interpreters working at a MRID workshop shall be MRID or RID members in good standing.
   2. Hearing and Deaf Interpreters shall hold current certification as follows:
      1. RID CI or CT; CSC; IC/TC; NIC (any level); RID CDI, NAD Level IV or Level V, or
      2. Other specialty certificates (I.e. SC:L) as may be deemed necessary, or
      3. Shall possess specific skills, experience, cross cultural skills, knowledge and/or training that would (at the determination of the interpreter coordinator(s)) make that person an appropriate member of the interpreting team

B. Compensation of Interpreters

Interpreters working an MRID conference shall be compensated at a rate equitable to certification and experience and will be determined by the MRID Board of Directors.

# V. SCHOLARSHIP FUNDS

Scholarships to help defray the cost of attendance at RID, RID Region IV and MRID workshops, NIC testing, and applicable professional development endeavors will be made available as funds allow and at the discretion of the Scholarship Committee or the Board of Directors.

# Section 1: Procedures for Scholarships

A. The Scholarship Committee or the Board will review applications quarterly. Application deadlines are the 15th of January, April, July and October. Scholarship applications are available at all times on the MRID website at www.montanarid.org or by mail or email upon request.

B. The Board on a yearly basis will designate allocated funds for scholarships.

C. Scholarship monies will be given with priority to MRID members who have not received a MRID scholarship within the past two years. Award considerations will be based upon:

1. An individual member’s contribution to MRID
2. An individual’s proposed reciprocation to MRID: a gift of time, skills or knowledge
3. Completeness and thoroughness of the submitted application form
4. Clearly stated objectives for the use of the scholarship money
5. Whether or not the scholarship request is in line with the current goals of the organization.

D. The Scholarship Committee (if instituted) will review all applications received by the deadline and make award recommendations to the MRID Board of Directors in the form of a motion. Once approved by the Board, the Scholarship Committee Chair or a representative from the Board will inform applicants.

E. Scholarship recipients must contact the MRID Treasurer to claim their award and make payment arrangements before the next review cycle deadline. Failure to do so will result in a forfeit of the award and the applicant will be asked to re-apply if funds are still needed.

F. Scholarship recipients will be asked to submit proof that the awarded funds were used as requested such as a copy of a workshop certificate of completion or attendance, verification of completion of testing, etc. Recipients will be asked to submit an article for the quarterly newsletter as to how the scholarship benefited your professional development goals.

**VI. CHECK POLICIES**

# Section 1: Returned Checks

MRID will expect to receive $35 per returned check payable with a money order or cash within 10 days of notification. Membership privileges will be suspended until the amount of the check and the fee has been paid, or satisfactory arrangements with the Board have been made.

**Section 2: Check Signatures**

Two (2) signatures are required on checks for disbursements over $500.00.

# Section 3: Board Reimbursements

Upon request, officers may be reimbursed for expenses incurred while conducting MRID business. Reimbursements are subject to Board approval according to budgetary constraints and considerations. Reimbursement requests and receipts must be sent to the Treasurer. These expenses include but are not limited to:

* Mileage
* Tolls
* Parking
* Telephone calls
* Postage
* Printing and publications
* Stationary
* Refreshments
* General office supplies
* Meeting accommodations

# VII. COMMITTEES

All committees will report their plans and goals to the Board at the quarterly Board meetings.

1. Fund Raising Committee - Responsible for coordinating events to collect monies with which to pursue MRID’s mission and goals as well as raising awareness of MRID and sign language. These monies will also be used to support MRID’s scholarship fund as allocated by the Board.
2. Scholarship Committee - See Procedures for Scholarships
3. Media Chair - See duties and responsibilities as listed above
4. Professional Development Chair - See Professional Development duties and responsibilities as listed above.

# VIII. AFFILIATIONS

MRID shall offer honorary MRID membership to the President of MAD or an MAD representative, in order to promote a strong working relationship between our organizations.

**IX. AMENDMENT OF POLICIES AND PROCEDURES**

# Section 1: Policy and Procedure manual

New policies and procedures may be adopted or these policies and procedures may be amended or repealed by approval of a majority of the Board or by approval of the membership at the annual business meeting.

# Section 2: Bylaws

Any changes to the Bylaws must be submitted to the Board 30 days prior to the Annual Meeting. Suggested changes will be voted on by the voting membership at the Annual Meeting and will become effective with a majority membership vote.