

## SEPARID BYLAWS

November 13, 2004

**ARTICLE I Name: Southeastern Pennsylvania Registry of Interpreters for the Deaf (SEPARID)**, formerly known as Greater Philadelphia Registry of Interpreters for the Deaf, GPRID, a subchapter of Pennsylvania Registry of Interpreters for the Deaf (PARID).

### ARTICLE II Philosophy, Mission, and Goal Statements

The **philosophy** of SEPARID is that excellence in the delivery of interpretation services among people who are Deaf/Hard of Hearing and people who are hearing will ensure effective communication. As a sub-affiliate chapter of the professional association for interpreters and transliterators, SEPARID serves as an essential arena for its members in the pursuit of excellence. It is the **mission** of SEPARID to provide local forums and an organizational structure for the continued growth and development of the profession of interpretation and transliteration of American Sign Language and English.

It is the **goal** of SEPARID to promote the profession of interpreting and transliterating American Sign Language and English.

### ARTICLE III Membership

#### Section I: Definition

##### 1. **Voting Member**

A. Certified Member

B. Associate Member

##### 2. **Non-voting Member**

A. Student Member

B. Supporting Member

C. Organizational/Institutional Member

#### Section II: Eligibility

1. **Certified Member:** Any interpreter or transliterator of American Sign Language and/or English currently holding a valid certification recognized by RID, Inc. This membership can be under any certified category defined by RID, Inc.

2. **Associate Member:** Any individual who is actively engaged in the interpretation of American Sign Language and English and/or the transliteration of English, but who is not currently certified by the RID, Inc. Individual must be a member of RID, Inc and a RID affiliate chapter. This membership can be under any category defined by RID, Inc.

3. **Student Member:** Any individual currently enrolled in a course of study in interpretation of American Sign Language and English and the transliteration of English, who does not meet eligibility requirements under Sections II-1 or II-2 under Article III, Membership.

4. **Supporting Member:** Any individual with an interest in supporting the purposes and activities of the organization, who does not meet eligibility requirements for Sections II-1, II-2, or II-3, under Article III, Membership.

5. **Organizational/Institutional Member:** Any organization/institution with an interest in supporting the purposes and activities of SEPARID.

### **Section III: Membership**

Membership may be obtained upon application to the SEPARID Board or PARID Board.

### **Section IV: Good Standing**

A member organization or individual in good standing is one whose dues are not delinquent. Member organizations or individuals whose dues are in arrears for 90 days shall be dropped from the membership roll.

## **ARTICLE IV Meetings of Members**

### **Section I: Annual Meetings**

There shall be a minimum of two (2) general meetings annually with a written notice of time and place of meeting to be given at least thirty (30) days prior to the meeting.

### **Section II: Special Meetings**

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

### **Section III: Place of Meeting**

The general meetings of SEPARID will be held at a place designated by the Board of Directors.

### **Section IV: Conduct of Meetings**

Unless otherwise provided for by the membership, all meetings shall be conducted according to Robert's Rules of Order, current edition.

### **Section V: Quorum**

1. A quorum for all meetings of the membership shall be one-fourth of the voting membership or the majority vote of the members present at the meeting, provided proper notice has been given.
2. A quorum for meetings of the executive board shall be a simple majority of the Board membership.

### **Section VI: Mail Referendum**

Referendum by mail may be used by the discretion of the Board.

## **ARTICLE V Officers**

### **Section I: Board of Directors**

1. Members of the Board of Directors shall be two (2) Co-Presidents, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.
2. All officers shall serve for a term of two years or until their successors shall be duly elected and qualified.

#### **A) Co-Presidents**

(1) The Presidents shall have general supervision and direction of the business and affairs of the organization. They shall preside at all meetings of the members and/or directors and shall have such other powers as may be prescribed, from time to time, by the Board of Directors or the members.

(2) The Presidents shall appoint such committees as may be provided for in the By-Laws and following the appointment procedures and may create such other committees as may be mandated by the membership or may be deemed necessary in promoting the purposes of the organization.

(3) The President shall share with the Treasurer the right to sign checks except those expressly prohibited by law, or by the By-Laws.

(4) The Presidents shall represent the organization in all activities except those expressly prohibited by law, or by the By-Laws.

(5) The President shall provide annual reports to the membership and the PARID Board.

**B) Vice President**

In the absence or disability of the President(s), the Vice President shall perform all duties of the President(s) and in so acting shall have all the powers of the President(s), including voting privileges at the state level. The Vice President shall have such other powers and perform such other duties as may be prescribed, from time to time, by the Board of Directors. The Vice President shall be the Board Liaison to all committees established by the Board.

**C) Recording Secretary**

The Recording Secretary shall keep an accurate record of all meetings of the organization and the Board of Directors. S/he is responsible for distributing the minutes to the corresponding secretary.

**D) Corresponding Secretary**

The Corresponding Secretary shall take care of all the correspondence of the organization. S/he shall report all communications to the Board of Directors and to the organization when so ordered. S/he shall perform such other duties as the organization or the Board of Directors shall, from time to time, direct.

**E) Treasurer**

The Treasurer shall supervise the receipt and safekeeping of all funds of the organization and deposits that may be designated by the Board of Directors. Those funds shall be paid out only on checks of the organization signed by the President, Treasurer or by such officers as may be designated by the Board of Directors as authorized so to sign them. Two signatures are required for disbursements.

**Section II: Candidates for Office**

1. A candidate eligible for nomination as President must hold valid certification recognized by the Registry of Interpreters for the Deaf, Inc., PARID, and SEPARID, and must be a voting member in good standing of PARID and RID. A candidate eligible for the office of Vice President, Recording Secretary, Corresponding Secretary, and Treasurer must be a member in good standing of SEPARID, PARID, and RID, Inc.

2. An elected officer or board member must be a member of RID, Inc., at the time of election and throughout his/her term of office.

3. Vacancy occurring in an elective office shall be filled by Board appointment. The appointee shall hold that position for the remainder of the unexpired term.

**Section III: Nominations and Elections**

**1. Terms of Office**

A. Terms of office for one Co-President, Vice President, and Recording Secretary shall be two (2) years. Terms shall commence in January of even years.

B. Terms of office for one Co-President, Treasurer, and Corresponding Secretary shall be two years. Terms shall commence in January of odd years.

**2. Election**

Election of new officers will take place at the last general meeting of the year. Incoming Board will take office at the transition Board meeting in January.

## **ARTICLE VI Committees**

### **Section I: Type and Composition of Committees**

The organization shall have Standing Committees, and may have special and/or Ad Hoc Committees.

### **Section II: Appointments**

Upon approval of the majority of the Board of Directors, the President(s) shall appoint the chairperson. The President(s) may authorize committee chairpersons to select the other members of their respective committees.

### **Section III: Vacancies**

Vacancies in the membership of any committee may be filled by the Chairperson or Board.

### **Section IV: Quorum**

A majority of the whole committee shall constitute a quorum and the action of a majority of the members present at the meeting at which a quorum is present or voting on the matter shall be the action of the committee.

### **Section V: Meetings**

The time for meetings may be fixed by the Chairperson of the committee.

## **ARTICLE VII Fiscal Year**

The fiscal year of SEPARID shall begin on July 1<sup>st</sup> and end on June 30<sup>th</sup>.

## **ARTICLE VIII Execution of Funds**

Execution of funds shall be in accordance with the goals of the organization.

## **ARTICLE IX Fees and Dues**

### **Section I: Checks and Notes**

Except as otherwise specifically determined by resolution of the officers, or as otherwise required by law, checks, drafts, and orders for payment of money, shall be signed by the Treasurer and counter-signed by the President.

### **Section II: Deposits**

All funds of the organization shall be deposited in such banks, trust companies, or other depositories as the officers may designate, to the credit of the organization.

### **Section III: Gifts**

The Board of Directors may accept on behalf of the organization, any contribution, gift, bequest or device for the non-profit or public purpose of the organization.

### **Section VII: Fees and Dues**

1. Payment of dues shall be in advance of the first (1st) day of July of each fiscal year.
2. The Board of Directors may determine from time to time the amount of a reinstatement fee, if any, and the manner in which such fees must be paid. Furthermore, the Board of Directors may determine and assign the payment of a reasonable late fee. Dues are in arrears as of August first (1st) of each fiscal year. Reinstatement following termination shall be contingent upon payment of dues in arrears and such reinstatement and/or late fees as shall be assigned by the Board of Directors.

#### **ARTICLE X Amendments**

Amendments to these By-Laws may be passed at any regular meeting by a majority vote of a quorum of members providing such amendments have been submitted by the By-Laws Committee for their review. Following timely review by the By-Laws Committee, the membership will be notified of the amendment at least 30 days in advance of the regular meeting.

#### **ARTICLE XI Parliamentary**

The authority for all of procedures and question of parliamentary law not otherwise specified in these By-Laws shall be Robert's Rules of Order, current edition.

#### **ARTICLE XII Dissolution Procedure**

In the event of dissolution of this organization, all remaining assets, real or personal property of whatever nature shall be transferred to the Pennsylvania Registry of Interpreters for the Deaf (PARID).

#### **ARTICLE XIII Non-discrimination Policy**

SEPARID shall not discriminate in matters of membership on the basis of age, color, creed, disability, ethnicity, hearing status, national origin, race, religion, sex, or sexual orientation.

#### **ARTICLE XIV Anniversary**

The anniversary of GPRID's founding date (1971) shall be suitably recognized.

Original document: 11/13/2004

Revised: 11/13/2006 GPRID in document changed to SEPARID, as per motion #2004.16