

GREATER PITTSBURGH REGISTRY OF INTERPRETERS FOR THE DEAF BY-LAWS

Adopted: November 1970

Revised: September 1973; May 1977; January 1986; June 1991; November 1996;
September 1998; November 2001; June 2005

Article I: Name

Section 1: This organization shall be known as the Greater Pittsburgh Registry of Interpreters for the Deaf.

Article II: Purpose

This organization is to be a non-profit affiliate chapter to fulfill the functions of the Pennsylvania Registry of Interpreters for the Deaf. The purposes shall be:

Section 1: To provide for the professional development of interpreters* and transliterators;

Section 2: To maintain and promote a code of ethics for interpreters;

Section 3: To provide the public with information regarding interpreting;

Section 4: To support the activities of organizations of and for deaf persons, and; of and for interpreters, insofar as such activities are not in conflict with the purposes of this organization;

Section 5: To provide a support group for interpreters to exchange ideas and concerns;

Section 6: To create and encourage awareness among both the deaf people and the general public of the need for and the availability of interpreting services; and

Section 7: To act as a body to advance professional and ethical standards for interpreters.

* The term "interpret" shall be used in the By-Laws to mean both interpret and/or transliterate.

Article III: Membership

This organization shall be comprised of Certified, Associate, Supporting, Student and Organizational Members.

Section 1: Certified Members are those who are members of the National Registry of Interpreters for the Deaf, members in good standing of the local chapter, and hold RID Certification. Certified Members may attend meetings, may be granted privilege of the floor, are entitled to vote and may hold any office.

Section 2: Associate Members are any individuals who are actively engaged in the interpretation of American Sign Language and English, but who are not currently certified by RID, Inc. may attend meetings, may be granted privilege of the floor, are entitled to vote and may hold certain offices.

Section 3: Student members are any persons enrolled in either a full time or part time program at any institution of higher learning and are interested in supporting the goals and purposes of this chapter. Student members may attend meetings, may be granted the privilege of the floor, are entitled to vote, and may not hold elected offices other than student representative.

Section 4: Supporting Members are any individuals with an interest in supporting the purposes and activities of the organization and does not meet any of the requirements under Section 1, 2 or 3 under Article III: Membership.

Section 5: Organizational Members are any organization / institution with an interest in supporting the purposes and activities of the organization.

Article IV: Meetings

Section 1: Members of this organization shall have bimonthly meetings, meetings during the months of June, July and August will be optional. The Executive Board shall set the date thereof at the first annual meeting.

Section 2: Special Meetings - There shall be as many other meetings of the organization as deemed necessary and such meetings shall be called by the President/ Co-Presidents or at the written request of at least ten members. Notices of special meetings shall be mailed at least 7 days in advance.

Section 3: A quorum for all meetings of the membership shall be ten percent of the voting membership.

Section 4: Unless otherwise provided for by the membership, all meetings shall be conducted according to the current edition of Robert's Rules of Order.

Article V: Officers

Section 1: Number of Officers - The officers of this organization shall be President/ Co-Presidents, a First Vice-President, a Second Vice-President, a Secretary, and a Treasurer.

Section 2: Qualifications- Only certified and associate members in good standing may be candidates for the offices of President/ Co-Presidents, First Vice-President and Second Vice-President if they are members of both the state and national chapters of RID when they begin their term of office. Secretary, Treasurer, Deaf Community and the Educational Interpreting Representatives are exempt from these requirements.

Section 3: Term 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.

Section 4: Duties - The duties of the officers shall be as follows:

- a. President/ Co-Presidents
 - 1) Shall preside at all the meetings of the organization and of the Executive Board.
 - 2) Shall serve as District II Representative to the Pennsylvania Registry of Interpreters for the Deaf. District II includes Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Lawrence, Washington and Westmoreland counties respectively.
 - 3) With the approval of the Executive Board, shall appoint Standing Board of Directors.
 - 4) Shall appoint special committees whenever necessary to carry out the functions of the organization.
 - 5) Shall perform other duties as designated by the Board.
 - 6) Shall serve on the Executive Board for one year immediately following the term served in the office of President/ Co-Presidents with only tie-breaking voting privileges.
- b. First Vice-President
 - 1) Shall, in the absence of the President/ Co-Presidents perform the duties of the President/ Co-Presidents.
 - 2) Shall serve as a liaison between the Board of Directors and the Standing Committee Chairperson(s).
 - 3) Shall serve as Professional Development Committee Chairperson.
 - 4) Shall carry out other duties assigned by the Executive Board.

- c. Second Vice-President
 - 1) Shall serve as Meeting Services Coordinator.
 - 2) Shall carry out other duties assigned by the Executive Board.
- d. Secretary
 - 1) Shall keep the Minutes of all meetings of the organization and of the Executive Board.
 - 2) Shall provide minutes on the website within 10 days after each meeting or Executive Board meeting. Paper copies will be supplied upon request. Paper copies will be available at bi-monthly meetings.
- e. Treasurer
 - 1) Shall collect the monies of the organization and make disbursements as ordered by the Board.
 - 2) All checks must be signed by any two of these four persons: one of the President/ Co-Presidents, the Treasurer, or one other officer selected by the Executive Board for that purpose.
 - 3) Shall make financial reports for each Board meeting and an annual report audited by two trustees.
 - 4) Shall make copies of the Treasurer's report available on the website. Paper copies provided upon request.
- f. Deaf Community Representative
 - 1) Shall advise the Executive Board as to the desires of the Deaf Community.
- g. Educational Interpreting Representative
 - 1) Shall advise the Executive Board as to the desires of the Educational Interpreting Membership.

Article VI: Executive Board

Section 1: The affairs of the Greater Pittsburgh Registry of Interpreters for the Deaf shall be governed by an Executive Board consisting of the following members:

- a) President/ Co-Presidents
- b) First Vice-President
- c) Second Vice-President
- d) Secretary
- e) Treasurer
- f) Deaf Representative
- g) Educational Interpreting Representative
- h) The immediate past President/ Co-Presidents

Section 2: All directors shall enter upon their official duties on the first day of each year and shall serve for a term of three (3) years or until their successors shall be appointed by the membership.

Section 3: The Directors shall be appointed each as a chairperson of the Mentorship, Membership, Newsletter & Law Committees.

Section 4: Any vacancies among offices between quarterly meetings shall be filled by Board Action.

Section 5: Executive Board shall meet regularly, at least quarterly, and at the call of the President/ Co-Presidents.

Section 6: A quorum for all meetings of the Executive Board shall be a simple majority of the Board membership.

Section 7: All officers shall be assigned duties of the Executive Board as deemed necessary.

Section 8: Two members in good standing may shall be appointed as Trustees to audit each Treasurer's Report.

Section 9: The President/ Co-Presidents may appoint representatives of related associations and agencies to act as Advisory Members of the Board.

Article VII: Standing Committees

Section 1: Membership Committee - The membership committee shall consist of a Chairperson, and as many members as deemed necessary may be appointed by the Chairperson. The function of the Committee shall be to recruit, maintain membership, and keep member records.

Section 2: Professional Development Committee - The Professional Development committee shall consist of a Chairperson, and as many members as deemed necessary may be appointed by the Chairperson. The function of this committee shall be to plan programs for upgrading professional skills and disseminating relevant information.

Section 3: Law Committee - The Law Committee shall consist of a Chairperson and at least three appointed active members. The suggested make up of the committee would include two members each; Certified, Associate, Student and Deaf. The function of this committee shall be to implement and approve changes in the By-Laws as necessary to update and meet the needs of this organization. The committee shall keep the membership informed about relevant legislative change.

Section 4: Newsletter Committee - The Newsletter Committee shall consist of a Chairperson and as many members as deemed necessary. The function of this committee shall be to compile newsletter information, to make copies of the newsletter, and to distribute the newsletter to persons on the current mailing list.

Section 5: Mentorship Committee – The Mentorship Committee shall consist of a Chairperson and as many members as deemed necessary. The function of this committee shall be to oversee activities of the organization's Mentorship Program.

Article VIII: Nomination and Election of Officers

Section 1: The election of officers shall be held at the last bimonthly meeting.

Section 2: Nominations shall be made by a Nominating Committee consisting of three members appointed by the Membership at least 90 days prior to the election meeting.

Section 3: The Nominating Committee shall meet 60 days prior to the election meeting.

Section 4: Official notice of the election meeting and slate of nominees must be mailed 30 days prior to the election meeting.

Section 5: Elections by means of voting by ballot shall be held after the conclusion of new business. Election to any office shall be by plurality of votes.

Section 6: The President/ Co-Presidents and Secretary shall be elected at the last bi-monthly meeting in odd numbered years and commence their terms in January of the following year. The First Vice-President, Second Vice President, and the Treasurer shall be elected at the last bi-monthly meeting in even numbered years and commence their terms in January of the following year.

Article IX: Duties

Section 1: A member's good standing shall be contingent upon payment of annual dues. Dues are payable upon acceptance of application for membership and thereafter become due on, or before, the first (1st) day of July of each year. The fiscal year shall begin on the first (1st) day of July and end on the thirtieth day of June of each year. Members with dues in arrears may be charged a reinstatement fee as determined by the Board of Directors.

Article X: Amendments

Section 1: Amendments to the By-Laws shall be approved by the Law Committee and then by a majority vote at any regular or special meeting of the membership, provided that notice has been given to all members at least 30 days in advance.

Article XI: Dissolution Procedure

Section 1: In the event of the dissolution of this organization, all remaining assets shall be transferred to Pennsylvania Registry of Interpreters for the Deaf.