

Association Bylaws

Registro de Intérpretes para Sordos de Puerto Rico, Inc.



Approved - March 18, 2021

Article I

Name

The name of this non-profit corporation shall be Registro de Intérpretes para Sordos de Puerto Rico, Inc.

Article II

Objective

The principal objective of this non-profit corporation is to initiate, sponsor, promote and execute policies and activities that shall further the profession of interpreting and transliterating, to include, but not be limited to American Sign Language, Spanish and English.

Article III

Membership

Section 1. Categories of Membership

A. Voting Members

1. **Certified:** A member of this association who has taken and passed an examination administered by an accredited certifying body and who is also a member in good standing of the Registry of Interpreters for the Deaf, Inc. (RID).
2. **Associate:** A member of this association who is not certified, but is a working interpreter.

B. Non-Voting Members

1. **Student:** A member of this association who is currently enrolled in an interpreting program.
2. **Organizational:** An organization, business, or other entity that supports the objectives of the association.
3. **Supporting:** A member of this association who wishes to support the mission and goals of the association

Section 2. Eligibility

A. Application for Membership

Those interested in membership may submit an application online, in person, or by mail along with payment of the correct amount for the desired membership category. Upon receipt of payment, a confirmation of membership will be provided electronically, in person, or by mail. By

applying to the Registro de Intérpretes para Sordos de Puerto Rico, Inc., applicants agree to adhere to the RISPRI Code of Ethics.

B. Annual Dues

The Board of Directors has the authority to fix and/or amend the amount of annual dues as they deem appropriate. Notification of any changes in the dues structure will be provided to the membership at least sixty (60) days prior to implementation.

1. A member who has paid the established annual dues for the current membership year shall be considered a member in good standing.
2. A Membership Year is defined as the period from July 1 – June 30.

C. Renewal of Membership

The organization shall, sixty (60) days prior to the end of the membership year, send all current members a renewal reminder for the upcoming membership year. Annual dues shall be paid by each member directly to the association. Members whose dues are received and paid by July 31st for that membership year shall not be considered delinquent. The full membership fee will be charged regardless of when, in the year, a member renews.

Section 3. Voting and Requirements

- A. Certified members in good standing with this association and RID shall have one (1) vote on all matters open to vote.
- B. Associate members in good standing with this association shall have one (1) vote on all matters open to the membership except those pertaining to evaluation and certification.
- C. Student, Organizational and Supporting members hold a non-voting status.
- D. The association does not issue or honor proxies.

Section 4. Termination of Membership

A. Suspension or Expulsion for Cause

Any RID Certified member whose RID membership is suspended or revoked for cause by the RID Board of Directors, the Ethical Practices System and/or the Certification Council of RID shall automatically be suspended or expelled from the association until such time as RID membership can be reinstated.

Any member whose membership is suspended or revoked for cause by the RISPRI Board of Directors shall automatically be suspended or expelled from the association. Reinstatement can be petitioned for.

B. Non-Payment of Dues

Failure to pay annual dues by July 31st of the membership year shall result in termination of membership.

C. Resignation

Any member may resign before the expiration of membership by surrendering their membership card to the Secretary. Resignation invalidates all rights and privileges of association membership. Membership dues are non-refundable and the resigning member will remain culpable for any and all accrued dues or unpaid charges.

D. Appeals

Suspension or revocation of membership may be appealed to the Board of Directors of the association.

Section 5. Reinstatement

A. Reinstatement Following Suspension or Expulsion for Cause

Upon notice of reinstatement of membership from the Board of Directors, a former member may apply for reinstatement.

B. Reinstatement Following Termination for Non-Payment of Dues or Resignation

Upon re-application for membership, payment of annual dues for the current year and any other past due charges, a member shall be reinstated.

C. Application for Reinstatement

A former member who satisfies the requirements of reinstatement may apply by submitting an application form to the Board of Directors with the appropriate fees. Upon receipt of the application form and fees and Board approval, membership shall be reinstated and all rights and privileges shall resume.

Section 6. Transfer of Membership

Membership is non-transferable.

Section 7. Change of Membership Category

Members may change their membership status by contacting the organization and paying any and all applicable fees at time of request.

Section 8. Membership Sections:

This association may establish membership sections which shall be open to all members of the association. Membership sections must follow guidelines set by the Board of Directors.

Section 9. RISPRI Code of Ethics and NAD-RID Code of Professional Conduct Compliance

Individual members of this association, while interpreting in Puerto Rico, shall follow the RISPRI Code of Ethics established and implemented by RISPRI. RID Certified interpreter members of RISPRI, while interpreting in Puerto Rico, shall follow both the RISPRI Code of Ethics established and implemented by RISPRI and the NAD-RID Code of Professional Conduct established and implemented by RID. RID Certified interpreters shall be subject to the RID Ethical Practices System.

Article IV

Board of Directors

Section 1. Composition

A. The Board of Directors shall consist of a President, Director of Membership, Director of Meetings, Director of Finance, Director of Communication, Director of Professional Development, and a Director of Deaf Community Relations.

B. The Executive Board shall consist of the President, Director of Membership, Director of Meetings, Director of Finance, and the Director of Communication.

Section 2. Powers and Limitations

A. Powers

1. To prescribe officers powers and duties consistent with the law, the Articles of Incorporation, and these Bylaws.
2. To conduct, manage and control the affairs and business of the association and to make rules and regulations consistent with the law, the Articles of Incorporation and these Bylaws.
3. To borrow money or incur indebtedness for the purposes of the association and for that purpose to cause to be executed and delivered in the corporate name, bonds, debentures, deeds of trust, mortgages, pledges, or other evidence of debt.
4. To establish/abolish liaisons with other organizations.

B. Limitations

1. Directors shall not concurrently serve as an elected officer on the national Board of Directors of RID.

Section 3. Duties

A. General Duties

The Board of Directors is expected to:

1. Perform any and all duties imposed on them by the law, the Articles of Incorporation, these Bylaws, or as directed by the membership;
2. Adopt, make and use a corporate seal, corporate logo, and to prescribe the form of membership cards;
3. Approve an annual budget for the maintenance and operation of this association.

B. Officers

1. President

The President shall have general supervision and direction of the affairs of the association. The President shall have the power to appoint committees, including standing, special and/or ad hoc, composed of voting members in good standing, as such, he or she shall be an ex officio member of every committee. The President shall have co-signature responsibility with the Director of Finance on all checks and warrants for the withdrawal of corporate funds. Furthermore, the President shall set the agenda and conduct all Board meetings, the annual business meeting(s), any special meetings of the membership, and have other powers and duties as prescribed by the board and/or the membership.

2. Director of Membership

In the absence of the President, The Director of Membership shall perform all the duties of the President and in so acting, shall have all the powers of the President, including co-signature responsibility with the President and Director of Finance on all checks and warrants for the withdrawal of corporate funds. The Director of Membership shall oversee membership services, such as recruitment, retention, and membership records, serve as the liaison to organizational members, provide periodic reports on membership services to the Board of Directors. Furthermore, the Director of Membership shall serve as liaison and chair of the Council of Representatives and have other powers and duties as prescribed by the board and/or the membership.

3. Director of Meetings

The Director of Meetings shall keep a full and accurate record of the proceedings of the Board and annual and/or special business meetings of the membership, maintain the records of the corporation, handle all official correspondence of the corporation, oversee the logistics of all meetings (including conferences), serve as liaison to conference committees, and have other powers and duties as prescribed by the Board and/or the membership.

4. Director of Finance

The Director of Finance shall oversee the budgets for all programs (e.g. committees, councils, programs, etc.), supervise the receipt and safekeeping of all funds of the corporation and deposit them in the bank or banks that may be designated by the Board. The Director of Finance will have co-signature responsibility with the President and the Director of Membership for signing checks and warrants for the withdrawal of corporate funds, provide periodic reports on financial standing to the Board of Directors. Furthermore, the Director of Finance shall oversee any committee and workgroups that review and audit the budget, direct fundraising efforts, and have other powers and duties as prescribed by the board and/or the membership.

5. Director of Communication

The Director of Communication shall oversee all manner of communication to the membership and the broader community, provide periodic reports on communications to the Board of Directors, serve as liaison to committees dealing with communication to the membership or the broader community, and have other powers and duties as prescribed by the Board and/or the membership.

6. Director of Professional Development

The Director of Professional Development shall oversee committees related to professional development and mentorship, provide periodic reports on professional development activities to the Board of Directors, ensure compliance with the Certification Maintenance Program, and have other powers and duties as prescribed by the Board and/or the membership.

7. Director of Deaf Community Relations

The Director of Deaf Community Relations shall oversee various liaisons to Deaf community organizations, oversee the corporation's advocacy and outreach efforts to the Deaf community, serve as the liaison and chair of the Council of Hands, provide periodic reports on advocacy and outreach efforts to the Deaf community as well as the activities of the Council of Hands to the Board of Directors, and have other powers and duties as prescribed by the board and/or the membership.

8. Past President

The Past President may provide support and advise the President and the Board of Directors in all functions for the term of one (1) year. The Past President shall not have a vote on the Board of Directors but shall be allowed the right of expression.

9. President Elect

The President Elect may attend all Board of Director meetings after having been elected to the position. The President Elect shall not have a vote on the Board of Directors but shall be allowed the right of expression.

Section 4. Qualifications

Each officer serving on the Board of Directors of the corporation must be a member of this association. The Director of Deaf Community Relations and all members of the Council of Hands

must be Deaf. In addition, the President shall have been a member of the corporation for at least two (2) years prior to serving.

Section 5. Terms of Office

A. Terms of office for the President, Director of Communication, Director of Meetings, and the Director of Deaf Community Relations shall be two (2) years. Terms shall commence on January 1 of even numbered years.

B. Terms of office for the Director of Membership, Director of Professional Development, and Director of Finance shall be two (2) years. Terms shall commence on January 1 of odd numbered years.

Section 6. Nominations and Elections

A. A call for nominations shall be made to the membership no less than thirty (30) days prior to an election.

B. Members seeking election must be members in good standing of the association; and be nominated and seconded by members in good standing of the association.

C. Officers and Board Members shall be elected by voting members of the association during the annual business meeting preceding the expiration of the term of office. Newly elected Officers and Board Members shall commence their term of office on January 1st of the year immediately following said election.

Section 7. Vacancies

Vacancies on the Board of Directors shall occur upon resignation, removal, or death of any Officer or when the number of Board positions is increased by amendments to these Bylaws or the Charter of the corporation.

A. Resignation

Any Officer or Board Member may resign upon giving at least two (2) weeks prior written notice to the President or the Director of Meetings.

B. Appointment to Fill a Vacancy

Any vacancy occurring on the Board may be filled by affirmative vote of a majority of the remaining directors.

C. Appointed Positions

Individuals appointed to fill a vacancy shall be appointed for the remainder of the term of their predecessor.

Section 8. Meeting of Directors

- A.** The Board of Directors shall meet at least four (4) times annually on dates and at locations selected by the Board.
- B.** The agenda of Board meetings shall be prepared by the President and distributed to the Board members at least one (1) week prior to the meeting.
- C.** Meetings of the Board shall be presided over by the President or, in the absence of the President, by the Director of Membership.
- D.** All Board meetings will be open to the membership and/or visitors, unless otherwise designated by the Board of Directors.
- E.** Board meetings will be interpreted upon request. Requests for interpreters must be placed at least two (2) weeks prior to the meeting date. Requests placed less than two (2) weeks before the meeting will be honored if possible, but cannot be guaranteed.
- F.** The President may convene the Board of Directors for special meetings whenever it is deemed necessary. The members must be notified ten (10) business days before such meetings.
- G.** Any meeting, regular or special, with a majority of the Board present may, subject to Board approval, be held by conference call or similar communication equipment.

Section 9. Quorum

A majority of the Board shall constitute a quorum for the transaction of business at any meeting of the Board. Should less than a majority of Directors attend a Board meeting, the meeting shall be adjourned and rescheduled.

Section 10. Compensation

The members of the Board of Directors of the association shall receive no compensation for their service as Directors.

Article V

Advisory Councils

Section 1. Council of Members

A. Composition

The Council of Members is an advisory council chaired by the Director of Membership. The Council of Members is comprised of five (5) interpreter members who serve as regional representatives, one for each of the four cardinal points of Puerto Rico and one for the center of the island.

B. Nominations, Elections, and Terms

The Council of Members shall be nominated and elected by the membership. The terms of members of the Council of Members shall be two (2) years. Terms shall commence on January 1st of odd numbered years.

C. Duties

Each representative on the Council of Members shall work with the Director of Membership, the Director of Professional Development, and other members of the Board of Directors and committees to initiate, sponsor, promote and execute activities that further the professional development of interpreters in their respective regions, serve as liaisons to their respective interpreting communities, perform regional outreach efforts, and provide periodic reports on all of the aforementioned activities to the Board of Directors through the council chair.

D. Powers and Limitations

The Council of Members, as individuals, shall not have a vote on the Board of Directors but shall be allowed the right of expression and a vote through the council chair and board liaison, the Director of Membership.

Section 2. Council of Hands

A. Composition

The Council of Hands is an advisory council chaired by the Director of Deaf Community Relations and is comprised of five (5) deaf consumers who serve as regional representatives, one for each of the four cardinal points of Puerto Rico and one from the center of the island.

B. Duties

Each representative on the Council of Hands shall work with the Director of Deaf Community Relations, other members of the Board of Directors, and committees to initiate, sponsor, promote and execute activities that further advocacy efforts and outreach to the Deaf community in their respective regions, serve as liaisons to their respective Deaf communities, perform regional outreach efforts, and provide periodic reports on all of the aforementioned activities to the Board of Directors through the council chair, the Director of Deaf Community Relations.

C. Powers and Limitations

The Council of Hands, as individuals, shall not have a vote on the Board of Directors but shall be allowed the right of expression and counsel through the council chair and board liaison, the Director of Deaf Community Relations.

D. Nominations, Appointments, and Terms

Members of the council may be nominated by the membership, but will be appointed by the President and approved by the Board of Directors. The term for members of the Council of Hands shall be two (2) years. Terms shall commence on January 1st of even numbered years.

Article VI

Committees

Upon the Board of Director's approval, the President shall appoint and charge any committees, including standing, special and/or ad hoc, composed of voting members in good standing. A majority of the entire committee shall constitute a quorum.

A. Standing

The number of standing committees will vary depending on the needs of the association. They shall be appointed by the President when deemed necessary, or be discontinued when deemed no longer necessary by a majority decision of the Board.

B. Special/Ad Hoc

Special or ad hoc committees shall be appointed by the President when deemed necessary to carry out the work of the association. Committees shall serve until the assigned task(s) is completed, or when deemed no longer necessary by a majority decision of the Board.

C. Vacancies

Upon the Board of Directors' approval, the President shall appoint individuals who are voting members in good standing to fill committee vacancies.

Article VII

Meetings of Members

Section 1. Annual Membership Assembly

An annual membership assembly shall be held for the purpose of providing an opportunity for professional development to the membership, to conduct necessary business of the association, and/or provide a forum for the exchange of information among the members and the general public regarding the profession of interpreting. Notice of the meeting shall be given to the members no less than sixty (60) days prior to the date scheduled. A committee shall be appointed by the President to plan the event, and chaired by an individual chosen by a majority vote of the Board.

A. Conduct of Meetings

Unless otherwise directed by the members, all meetings shall be conducted in accordance with the most recent edition of *Manual de Procedimientos Parlamentarios* by Reece E. Bothwell.

B. Quorum

A quorum shall consist of the members in good standing present at any given assembly. Once a quorum has been established, it shall prevail for the remainder of the assembly.

Section 2. Special Meetings

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

Section 3. Place of Meetings

The Board may designate any place within Puerto Rico as the place of meeting for any annual or special meeting.

Article VIII

Non-Discrimination Policy

The Registro de Intérpretes para Sordos de Puerto Rico, Inc. affirms and promotes the full participation of persons in all of our activities and endeavors without regard to such things as sex, gender, identity, race, color, age, creed, sexual orientation, religion, political ideology, origin, nationality or social class.

Article IX

Fees, Dues, and Assessments

In order to remain in good standing, a member must pay annual dues in amounts fixed by the Board of Directors. Any changes to the annual dues will be communicated to the membership thirty (30) days after approval.

Article X

Fiscal Year of the Corporation

The fiscal year of the corporation shall begin on the first day of July and end on the thirtieth day of June.

Article XI

Amendment of Bylaws

The Bylaws may be amended or repealed by approval of two-thirds (2/3) of the eligible voting members, in attendance and voting during a regular, annual, or special meeting of the membership, with ninety (90) days prior notice. Amendments must be reviewed and approved by the Board of Directors. Motions to amend the bylaws may be drafted and submitted by the Board of Directors, by a committee as a request of the Board of Directors, or by written petition sent to the Board of Directors of at least five (5) percent of the voting members of the association.

Article XII

Parliamentary Authority

The most recent edition of *Manual de Procedimientos Parlamentarios* by Reece E. Bothwell shall govern the aforementioned organization in cases in which they are not inconsistent with these bylaws.

Article XIII

Non-political Alignment

RISPRI is expressly nonpolitical and is not aligned with any political party, creed, organization, or movement. RISPRI will not knowingly refer volunteers, or otherwise provide resources to, any organization whose purpose is primarily or substantially political in nature nor will it directly or indirectly support any candidate from any political party or independent candidate.

Article XIV

Dissolution

Upon dissolution of this corporation assets shall be distributed for one or more exempt purpose within the meaning of section 501 (c) (3) of the Internal Revenue Code, i.e. charitable, educational religious, or scientific, or corresponding section of any future federal tax code, or to a state or local government for a public purpose.