

Policies and Procedures for KAI-RID

Membership

Annual Dues

A KAI-RID member remains in good standing if he/she has paid dues for the current membership year

Dual and Individual members pay \$35 annual dues

Senior Citizen members pay \$25 annual dues (must attach photocopy of ID)

Student members pay \$15 annual dues

Supporting members pay \$10 annual dues

Organizational members pay \$75 annual dues

Retired members pay \$15 annual dues (must attach photocopy of ID)

Membership dues coincide with KAI-RID business which operates on a Fiscal Year (July 1 – June 30)

Dues are not prorated, except by special promotions

Benefits

All members of KAI-RID shall receive

The organization's newsletter

Membership card

Discounted registration fees for conferences and workshops hosted by the organization

Voting privileges per category as outlined in By-laws

Access to the organization's listserv

An opportunity to impact positive change in the profession on a local, regional and national level

Career growth opportunities through professional networking, committee participation and leadership opportunities

Access to the latest information from National, Regional and Local RID business and events

Dual members are certified or associate members of RID and individual members of KAI-RID.

These members are eligible to run for KAI-RID Executive Board offices, RID Regional and National offices, and to participate in RID committees.

Dual members receive benefits of both respective organizations (see above and

http://www.rid.org/member_center/benefits/index.cfm)

Organizational members receive the following:

All publications

Free ¼ page advertisement in newsletter one time per year

Company name and logo displayed on KAI-RID website

Discount of 10% on exhibitor fees for annual conference

Annual recognition of the organization's name and principal activities in the newsletter; subject to the board approval

Member Groups

Member groups can be established by a group of members with a shared interest (i.e., FLIC, Deaf Interpreters, Interpreters of Color, etc.)

To establish a member group, a mission statement and operating guidelines must be submitted to the Board of Directors outlining the interests of the group. The member groups mission statement, and operating guidelines must receive endorsement by Board action to operate as a KAI-RID Member Group

No financial support will be provided by KAI-RID

Member groups are open to all members

Members may participate in as many member groups as they choose

Board of Directors

Meetings

Board members will be reimbursed \$0.38/mile when attending official Board meetings

Board members may receive reimbursement for fees pertaining to conference calls

Annual Board Retreat

The Board will plan and attend an annual retreat with allocated funds from KAI-RID budget

A detailed report will be submitted to the general membership outlining the successes and outcomes of the retreat

Regional Conference Calls

The KAI-RID president or designated substitute shall participate in monthly Region IV conference calls

Relevant updates will be shared with fellow Board members and general membership

Appeal Process for Removal of Board Members

If a Board member who has been removed from office wishes to appeal the decision, a written request must be sent to the By-laws Committee within 10 days of the Board action

A committee will be established in the event of an appeal in response to a removal

The Appeals Committee will consist of five unbiased members which will be appointed by the Bylaws committee

All districts will be represented on the Appeals committee

The Appeals Committee will document its final decision and its findings of fact in writing, with copies provided to all parties

The Appeals Committee will conduct all necessary investigation and provide its final determination within 30 days of receiving an appeal request

All parties will cooperate fully with requests for information and other investigative actions undertaken by the Appeals Committee

Conflict of Interest

Board members will not accept or solicit any gift/favor or service from any individual or group (donor) that might influence or attempt to influence Board members' conduct
Board members will not make or vote on Board motions that financially benefit their family members, significant others, or themselves
Board members may engage in bidding or contracting related to KAI-RID business only when the contract is also open to outside bidders. If a Board member is engaged in a competitive bid process that is in front of the Board, the member shall excuse him or herself from the discussion and voting process

Affiliate Chapter, Regional, and National Conferences and Meetings

Annual Conference

In even-numbered years conference will be hosted in District 2
In odd-numbered years the conference will be alternately hosted in Districts 1 or 3

Representation of KAI-RID

The President and one other Executive Board member will represent KAI-RID at national, regional conferences, and the region IV leadership retreat
Each attendee is responsible for submitting a report to the membership within three months

Expenses for Representatives

National and Regional Conferences

The president, as KAI-RID representative to a national or regional conference, will have the following expenses covered:

Registration fee

Transportation expenses as approved by the board

Meal per diem not to exceed \$25/day

Lodging expenses not to exceed \$50/day

The other Executive Board representative attending a national or regional conference will have the registration fee and other expenses paid by KAI-RID as approved by the board

The preferred method of payment for expenses is reimbursement. If another method is necessary, a prior written request must be presented and approved by the Board. Receipts will be required for reimbursement

If the President and other representative do not avail themselves of the reimbursements, these monies will be made available for other Executive Board members

Region IV Leadership Retreat

The president and another board member shall represent KAI-RID at this retreat

The following expenses will be covered:

Registration fee

Transportation expenses as approved by the board

National RID Regional Conferences

All Board members, or their appointed substitutes, and conference planning committee members will have the following expenses covered:

Registration fee

Other expenses as approved by the board

The RID national president and Region IV representative will be extended an invitation to the conference. Their registration and lodging expenses will be paid for by KAI-RID.

The preferred method for covering registration and hotel expenses is fee waivers. If reimbursement is necessary receipts will be required for reimbursement.

Districts of KAI-RID

KAI-RID has three districts

See boundaries of each district as shown in Appendix A

One representative from each district will be elected as part of the Board of Directors

Standing Committees

General

All standing committees will stay in consistent contact with the Board liaison and submit quarterly reports to the Board

Standing committees will submit updates to the media committee for dissemination to membership

Vice President as Committee Contact Person

As a committee liaison for the Board, the Vice President shall:

Communicate with all committee chairs

Bring written reports from committees to the Board

Send a reminder to all committees three months prior to annual business meeting to submit their proposed budgets

Ensure that committee members, as well as individual members, who have made significant contributions to the organization are recognized in the KAI-RID newsletter and in the annual conference packet

Duties

Budget

Develops an annual budget for KAI-RID based on input from the various committees and the board

Committee chair(s) shall submit budget requests by the date requested by the vice president

Bylaws

Reviews the bylaws and policies and procedures on a regular basis and updates these documents as necessary. These documents will be available on the organization's website at all times.

Manages the business meeting functions of parliamentarian, timekeeper, card distribution, and taking motions from the floor

Facilitates the slate of nominations for elections at the annual business meeting

In the event that no nominations are received from the membership, the bylaws committee shall have the authority to recommend nominees

Administers mail referenda

Membership Development

Recruits new members by engaging in at least one major membership drive per year

Disseminates membership renewal forms to all members between two and four months before the end of each fiscal year

Establishes, maintains, and updates a list of current members in good standing and their certification status, including secure postings on the organization's website as available

Media Committee

This committee shall focus its work on all aspects of media whether it is print media (newsletters) or electronic media (web design or e-groups).

Gather, edit, and publish articles and information of interest to the general membership in the form of a printed newsletter.

This committee reserves the right to edit submitted articles

Notices of for-profit events will not include a registration form unless the submitting organization pays for advertising space

The newsletter is to be distributed at least six times per year, at no cost to all members of the organization, and to other persons, agencies or groups as deemed appropriate by this committee

Create, edit, and maintain the KAI-RID website

Work in tandem with the Board to keep all pertinent KAI-RID documents, activities and notices current on the website

Continually enhance the website to serve as a resource for membership

Establish and maintain advertising rates, to be approved by the Board

Actively recruit advertising dollars

Fundraising

Establish annual fundraising goals

Explore non-traditional and innovative ways to raise funds

Coordinate and publicize events to collect monies with which to achieve established goals

Professional Development

Coordinate and/or publicize KAI-RID-sponsored workshops and training events

Consider the diverse needs of members throughout the state, of all levels of interpreting skill

Explore non-traditional and innovative ways to provide professional development opportunities to members

Annual Conference Planning

Conference chair will work to recruit committee members that appropriately represent the diversity of the organization

Conference chair, or their designee, will actively communicate with the treasurer of the organization due to the unique nature of this committee's budget

Coordinate and oversee all Conference activities including, but not limited to:

Program and Presenters

Interpreters/accommodations
Student Representatives
Registration and Conference Materials
Exhibits
Audiovisual
CEU provision
Sponsorship
Venue
May have sub-committees as appointed by the chairperson
Submit an Annual Conference final report

Organizational Outreach

The Board will appoint liaisons to stakeholder organizations for the purpose of promoting collaboration, communication and networking

Stakeholder organizations include, but are not limited to:

Kansas Association of the Deaf (KAD)
Deaf Women of Oz
All student organizations affiliated with local Interpreter Education Programs
Kansas Commission for the Deaf and Hard of Hearing
Missouri Commission for the Deaf and Hard of Hearing and Licensing Board
Kansas State Department of Education and Kansas School for the Deaf

Duties

Keep membership updated of respective stakeholders' news and activities by working with the media committee
Submit a report to the Vice President at least two months prior to the annual conference

Honorary Memberships

The president or director of each stakeholder organization will be granted membership in KAI-RID
The membership category will be determined according to the membership categories of KAI-RID

Returned Check Policies

KAI-RID will expect to receive reimbursement for any fees assessed by its financial institution per bounced check, payable with a money order, within ten days of notification

Membership will be suspended until the amount of the check and the fee have been paid, or satisfactory arrangements have been made with the Board

Chapter Check Writing Policy

The signatures of the treasurer and president of KAI-RID are required on all checks for disbursements more than \$500

Any non-budgeted expenditures over \$500 must be approved by a majority vote of the membership

Amendment of Policies and Procedures

New policies and procedures may be adopted at any time by approval of a majority of the Board as representatives of KAI-RID voting membership or by approval of the membership at the annual business meeting

Existing policies and procedures may be amended or repealed by approval of a majority of the Board as representatives of KAI-RID voting membership or by approval of the membership at the annual business meeting