



# Policies and Procedures Manual



## Policies and Procedures Manual

Updated July 2022



### Table of Contents

- [Purpose of the Manual](#)
- [MRID Statements](#)
  - Mission Statement
  - Philosophy Statement
  - Accountability Statement
- [Legal Responsibilities](#)
  - Legal Responsibilities of Nonprofit Boards
  - Duty of Care
  - Duty of Loyalty
  - Duty of Obedience
  - Legal Responsibilities of the MRID Board of Directors
- [Hierarchy of Authority of Rules](#)
- [RID and MRID Board Structure](#)
- [MRID Board of Directors Committee Liaison Chart](#)
- [MRID Board's Relationship to Membership](#)
- [MRID Annual Events](#)
  - MRID Fall Conference
  - MRID Spring Conference
  - MRID Camp ASL
  - MRID Conference Handbook
- [MRID Annual Awards](#)
  - MRID Appreciation Award
  - MRID Lifetime Achievement Award
  - MRID Lion Roars Humanitarian Award
  - MRID Member of the Year (MOTY) Award
  - MRID Organization of the Year Award
  - MRID President's Award
- [MRID Annual Scholarships](#)
  - Pioneer Education Scholarship
  - Pioneer Interpreter of Color Education Scholarship
  - Certification Scholarship
  - Interpreter of Color Certification Scholarship
  - Stephen Medlicott Professional Development Scholarship
  - Mary Burnes Mentorship Scholarships (2)
- [MRID Membership Categories](#)
  - Certified Member
  - Associate Member



## Policies and Procedures Manual

- Community Member
- Student Member
- Organizational Member
- [MRID Membership Benefits](#)
  - Associate, Certified, Community, and Student Membership Benefits
  - Organizational Membership Benefits
  - Voting Rights
  - Automatic Renewal
- [MRID Sponsored CEUs](#)
  - Academic Coursework
  - Independent Study
  - Participant Initiated Non-RID Activities (PINRA)
  - Sponsor Initiated Activities
  - Professional and General Studies CEUs
- [MRID Mailbox and Storage Space](#)
  - Mailbox
  - Storage Space
- [MRID Organizational Funds](#)
  - Income
  - Money Spent
- [Use of MRID Organizational Funds](#)
- [MRID Yearly Timeline](#)
- [MRID Board of Directors](#)
  - General Information
  - Board of Director Meetings
  - Closed Board Meetings
  - Motions Outside of Board Meetings
  - MRID Board of Director Terms
  - Qualifications to Run for a Board Position
  - Communication Expectations
  - Conflict of Interest
  - Temporary Leave of Absence
  - Board Vacancies
  - Minimum Requirements for MRID
  - MRID Bank Account



## Policies and Procedures Manual

- [Board Descriptions and Responsibilities](#)
  - MRID President
    - During MRID Conferences and Events
  - Operations Director
  - Finance Director
    - During MRID Conferences and Events
  - Community Relations Director
  - Programs Director
    - During MRID Conferences and Events
  - Membership Director
  - Communications Director
- [Board Elections Timeline](#)
- [Incoming Board Retreat](#)
- [MRID Committees](#)
- [Committee Descriptions and Responsibilities](#)
  - Advisory Committee
  - Affinity Councils
  - Bylaws Committee
  - Communications Committee
  - Conference Committees
    - Camp ASL Committee
    - Fall Conference Committee
    - Spring Conference Committee
  - Change Team
  - Census Committee
  - Educational Interpreters Committee
  - Freelance Committee
  - Fundraising Committee
  - Licensure Committee
  - Membership Committee
  - Nominations Committee
  - Professional Development Committee
  - Public Policy Committee
  - Regional Ambassadors
  - Transition Team
  - Scholarships Committee
  - Website Committee



## Policies and Procedures Manual

- [Annual Business Meeting Preparation](#)
  - Changing the MRID Bylaws
  - Roles and Responsibilities
    - President
    - Operations Director
    - Membership Chairs
    - Finance Director
- [Annual Business Meeting Standing Rules](#)
  - Sample Annual Business Meeting Agenda
- [MRID Policies](#)
  - Accessibility Policy
  - Alcohol Policy
  - Cash Policy
  - Conduct Policy
  - MRID-News Listserv Policy
    - Disclaimer
    - Guidelines
    - Moderator's Standard of Practice
  - Mileage and Lodging Policy
  - Non-Discrimination Policy
  - Reimbursement Policy
  - Scholarships Policy
  - Sponsorship Policy
  - Zoom Policy
- [MRID Board Member Agreement](#)
- [MRID Committee Member/Chair Agreement](#)



## Policies and Procedures Manual

### Purpose of the Manual

The purpose of the Policies and Procedures Manual (PPM) is to contain the policies and practices set by the Board of Directors of the Minnesota Registry of Interpreters for the Deaf (MRID). The PPM contains general guidelines for the organization. The overall intent of the PPM is to have a pragmatic, working document. The PPM serves to define roles, functions, and responsibilities for the organization in a way to better serve the membership. This manual is designed to be a living document, accessible to all. This manual should be referred to and updated as frequently as possible to ensure that up-to-date and robust policies guide the organization. MRID members can propose edits to this PPM, but the MRID Board of Directors has the primary responsibility and authority over the contents. Edits to the PPM can be made any time with a majority vote from the Board.



### MRID Statements

#### **Mission Statement**

It is the mission of MRID to provide state and local forums, and an organizational structure for the continued growth and development of professions of interpretation and transliteration of American Sign Language and English.

#### **Philosophy Statement**

The philosophy of the MRID is that excellence in the delivery of interpretation and transliteration services among people who are Deaf, DeafBlind, hard of hearing, and hearing, will ensure effective communication. As the professional association for interpreters and transliterators, MRID serves as an essential arena for its members in their pursuits of excellence.

#### **Accountability Statement**

MRID recognizes and values that everyone comes from various places, backgrounds, and experiences. We seek to create an environment where people treat each other respectfully and where we can hold each other accountable. MRID recognizes that we are all entrenched in systems of oppression. Therefore, we promote and support spaces where honest and respectful language is used. Everyone will be held accountable for their participation in any type of oppression while in MRID spaces.



### Legal Responsibilities

#### **Legal Responsibilities of Nonprofit Boards**

Under well-established principles of non-profit corporation law, board members must meet specific standards of conduct and attention to carrying out their responsibilities to the organization. These standards could be used in court to determine whether a board member acted improperly. These standards are usually described as the duty of care, the duty of loyalty, and the duty of obedience.

#### **Duty of Care**

The duty of care describes the level of competence that is expected of board members and is commonly expressed as the duty of “care that an ordinary, reasonable, and prudent person would exercise in a like position and under similar circumstances.” This means that a board member owes a duty to exercise reasonable care when they decide as a steward of the organization.

#### **Duty of Loyalty**

The duty of loyalty is a standard of faithfulness; board members must give undivided allegiance when making decisions affecting the organization. This means that a board member can never use information obtained as a member for personal gain but must act in the organization’s best interests.

#### **Duty of Obedience**

The duty of obedience requires board members to be faithful to the organization’s mission. A board member is not permitted to act in a way that is inconsistent with the organization’s central goals. A basis for this rule lies in the public’s trust that the organization will manage donated funds to fulfill the organization’s mission.

#### **Legal Responsibilities of the MRID Board of Directors**

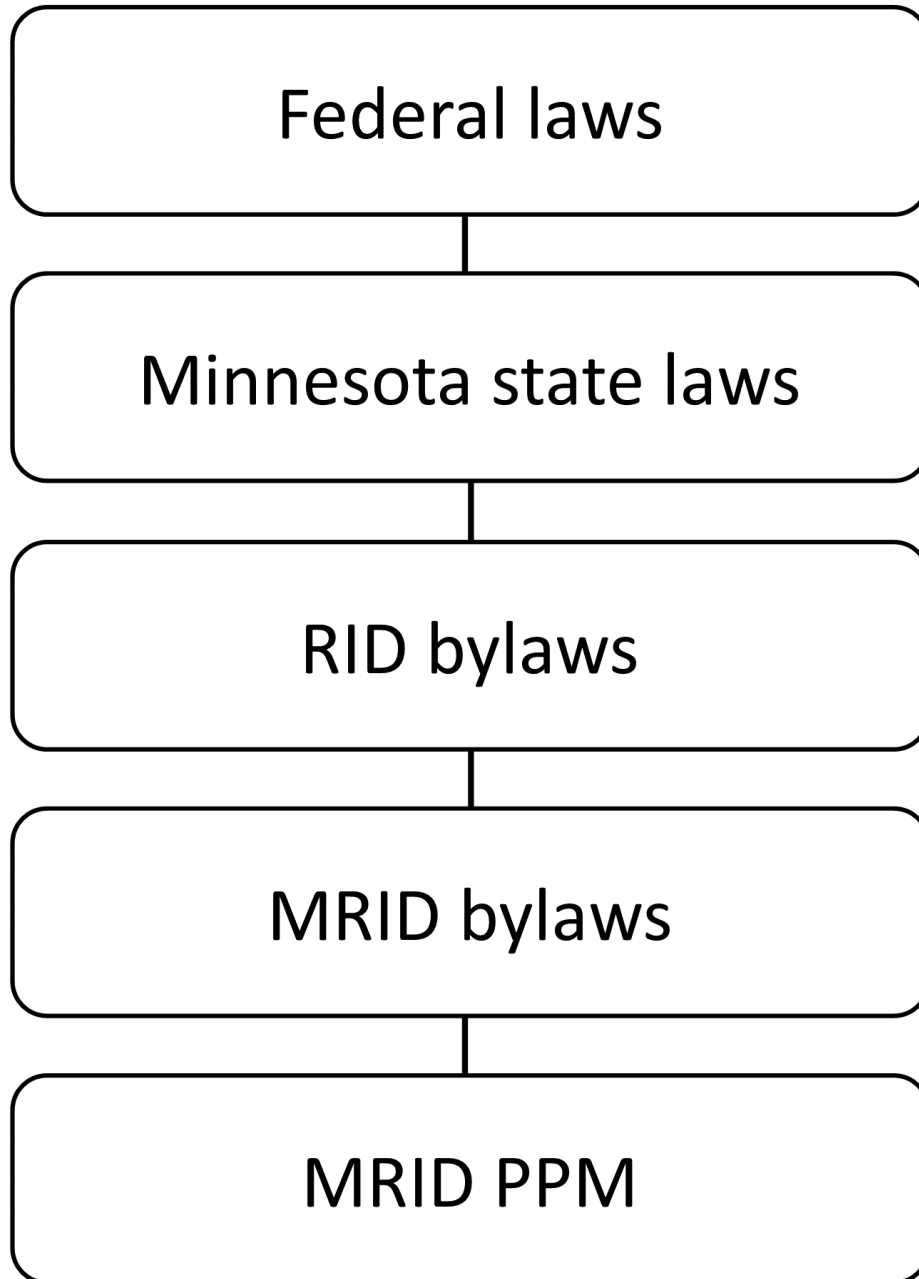
The MRID Board of Directors performs due diligence in providing governance through supervision and delegation. The MRID Board is legally responsible for all of the organization’s assets, and to ensure its viability. The board is accountable to its members by serving them and by using all available resources. The board will adhere to all federal laws, Minnesota state laws, RID bylaws, MRID bylaws, and comply with all requirements as implied by its status as a 501(c)(3) organization in the state of Minnesota.





**Hierarchy of Authority of Rules**

MRID is a nonprofit 501(c)(3) organization in Minnesota. It is an affiliate chapter of the Registry of Interpreters for the Deaf. Below is the hierarchy of authority of rules for MRID to follow.

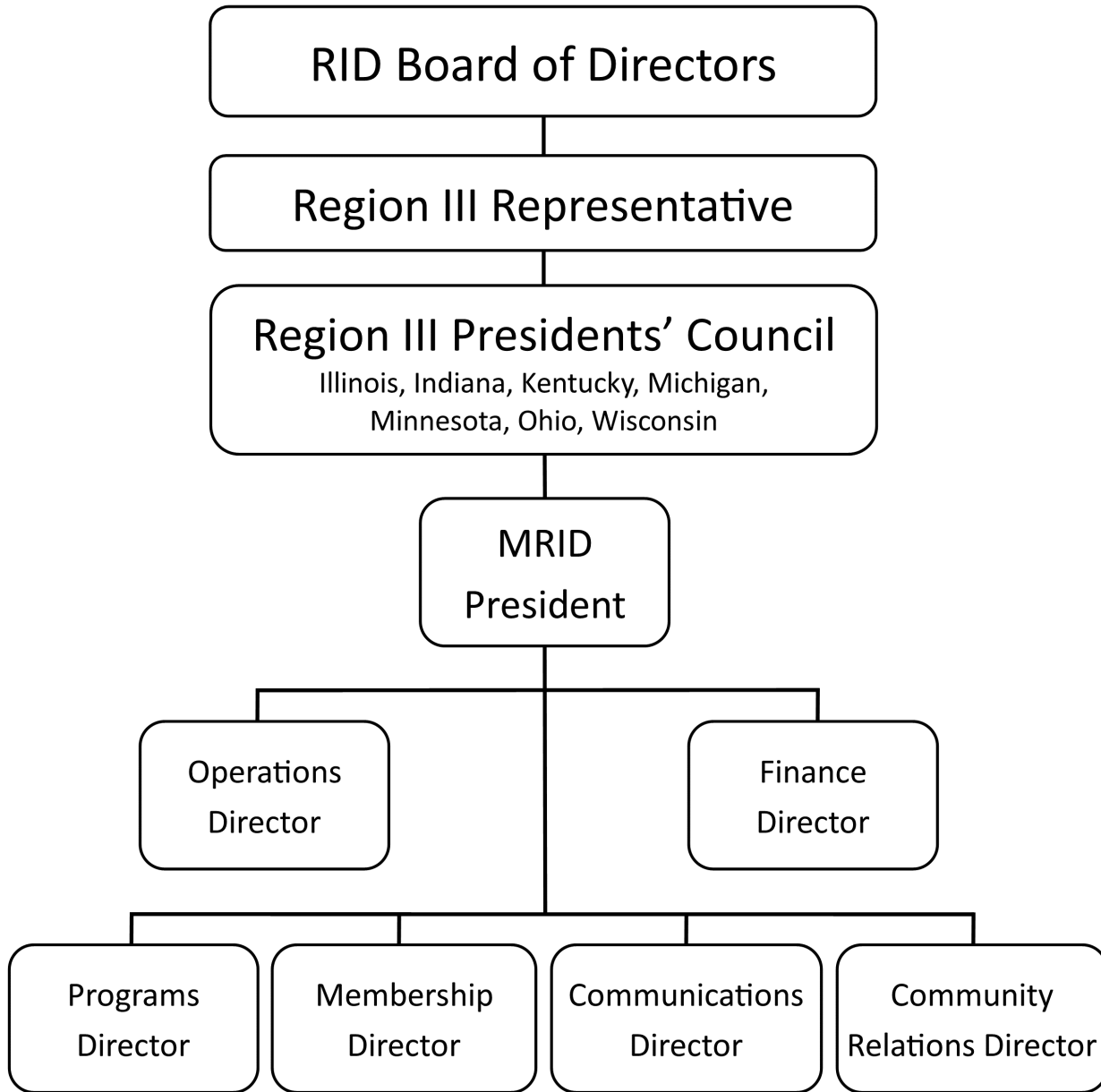


Hierarchy of Authority of Rules. ID: This chart shows the relationship between federal laws and this MRID PPM. In order from top to bottom: federal laws, Minnesota state laws, RID bylaws, MRID bylaws, and MRID PPM.



### RID and MRID Board Structure

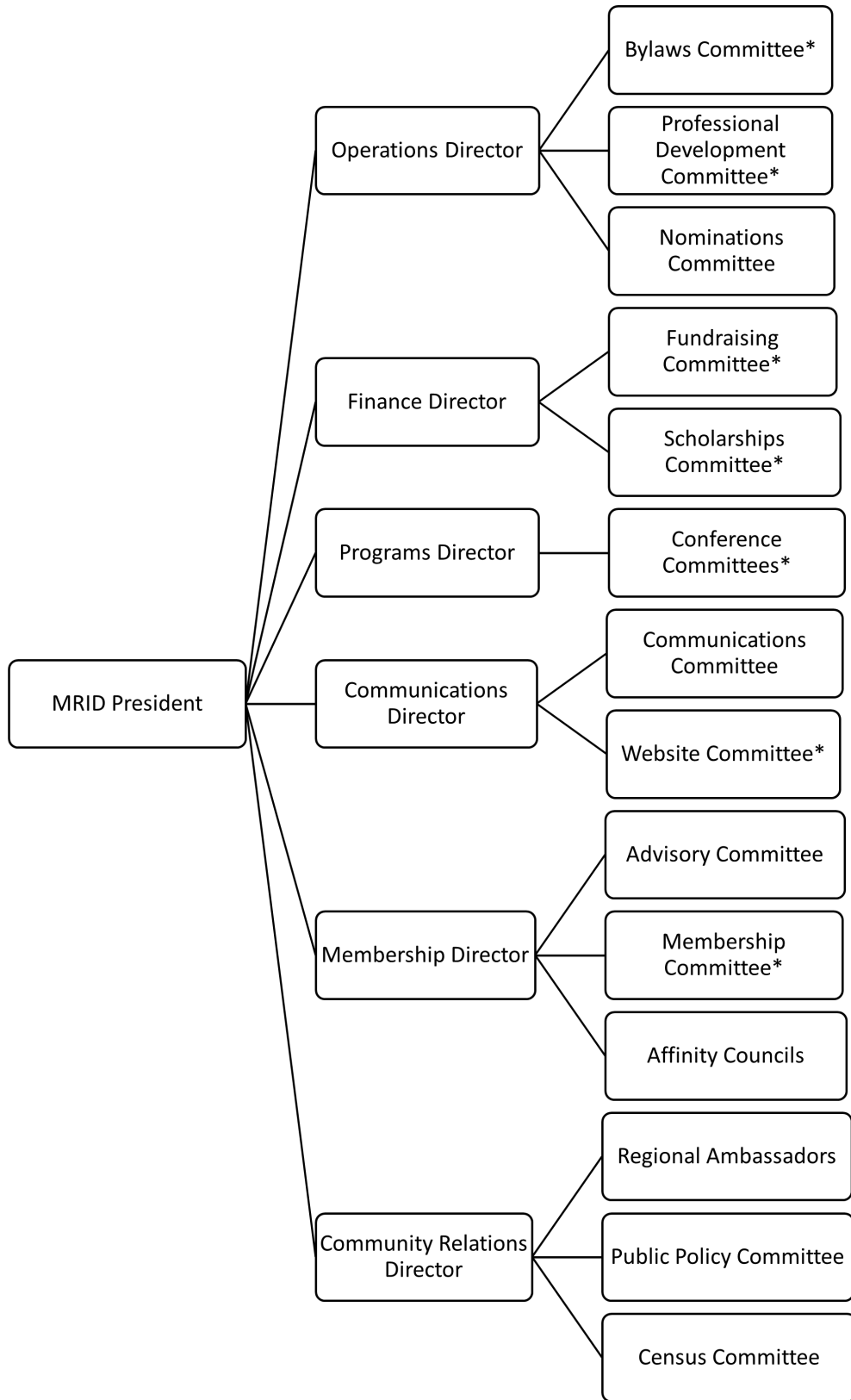
The MRID is an affiliate chapter of the Registry of Interpreters for the Deaf (RID), Inc. a non-profit, professional organization. MRID’s internal organizational structure in relation to the national organization shown below:



Organizational chart. ID: RID Board of Directors on top; below that is Region III Representative; below that is Region III Presidents’ Council (Illinois, Indiana, Kentucky, Michigan, Minnesota, Ohio, and Wisconsin); below that is MRID President; below that on the same row is Operations Director and Finance Director; below that on the same row is Programs Director, Membership Director, Communications Director, and Community Relations Director.



### MRID Board of Directors Committee Liaison Chart



\*Standing Committee per MRID Bylaws



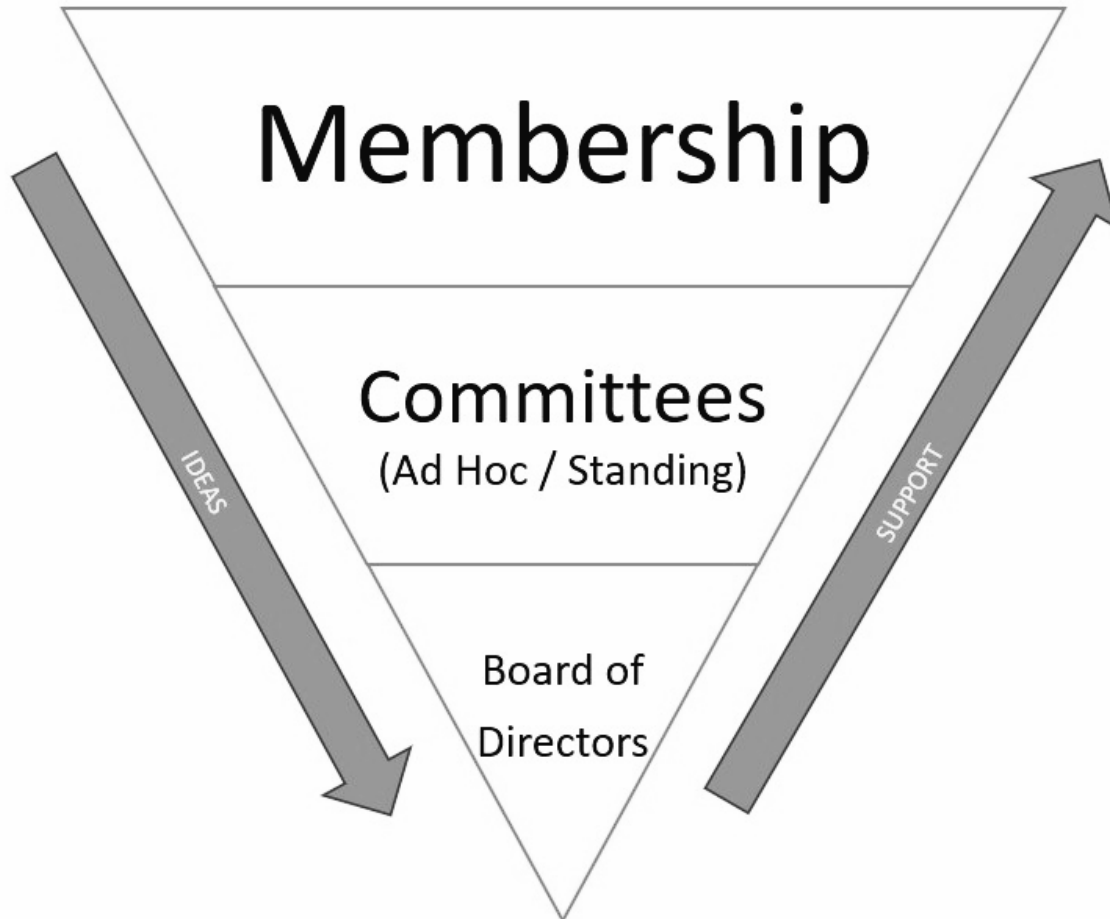
## Policies and Procedures Manual

Board and Committee Organizational Chart. ID: This chart shows the relationship between the Board of Directors and the MRID Committees. The President oversees all Board Members. Operations Director oversees the Bylaws Committee, Professional Development Committee, and Nominations Committee. The Finance Director oversees the Fundraising Committee and Scholarships Committee. The Communications Director oversees the Communications Committee and Website Committee. The Membership Director oversees the Advisory Committee, Membership Committee, and Affinity Councils. The Community Relations Director oversees the Regional Ambassadors, Public Policy Committee, and Census Committee.



## MRID Board's Relationship to Membership

MRID is a member-driven volunteer organization which means that the board of directors and committee members are all volunteers who generously give their time and talents. The direction of the organization is determined by the membership and the Board's responsibility is to support the members in their activities as a part of committees that meet the need of the membership.



Example of the Board's relationship with Membership. ID: Inverted pyramid with membership on top, followed by committees (ad hoc/standing), and board of directors at the bottom. There is a downward arrow on the left side of the pyramid that says IDEAS, and an upward arrow on the right side that says SUPPORT



### MRID Annual Events

MRID is a volunteer-run organization. Hosting annual events requires a lot of time and work from committee members. The only event that is required by the MRID bylaws is the Annual Business Meeting in October. Though MRID strives to host the events listed below every year, they are not required.

#### **MRID Fall Conference**

The MRID Fall Conference is typically held in October every year. This event is a series of presentations and workshops for the professional development of interpreters throughout Minnesota. The Fall Conference also serves as a platform for special recognition of members who contribute to the field. In addition, the Annual Business Meeting conducted by MRID Board of Directors is held in conjunction with the MRID Fall Conference. The conference location changes annually with every-other-year being held in the Twin Cities Metro Area and then rotating the remaining years between Central Minnesota, Northern Minnesota, and Southern Minnesota. *Please note, per the MRID bylaws, the Annual Business Meeting will occur in October regardless of the ability to have a Fall Conference (e.g., COVID-19).*

#### **MRID Spring Conference**

The MRID Spring Conference is typically held every year in March, April, or May. Similar to the Fall Conference, this is a venue for Minnesota interpreters to connect with others in the field and take advantage of professional development opportunities. There is no business meeting or awards banquet, however other social opportunities are always welcomed. Similar to the Fall Conference, the Spring Conference location can vary throughout the state of Minnesota.

#### **MRID Camp ASL**

Camp ASL is a three-day, silent, ASL-immersion weekend held at a camp or retreat center in late spring to early summer every year. Camp ASL provides opportunities for participants to enhance their ASL skills by way of socializing with Deaf mentors, network with other interpreters, and engage in professional development workshops and/or activities.

#### **MRID Conference Handbook**

MRID has written a thorough Conference Planning Handbook with the help of past Conference Chairs. It outlines the duties of each Conference Committee Member in great detail, including sample Google Forms, past conference advertisements, costs, budgets, etc. Please use this handbook when planning conferences. To access the handbook, click [HERE](#)



### **MRID Annual Awards**

MRID recognizes and awards individuals or organizations in the community who are doing great things. MRID strives to award folks annually for all awards listed below, however it is not required. The awards are typically given at the fall conference awards banquet; however, they can be given (virtual, for example) even without a fall conference (e.g., COVID-19).

Recommendations for these awards are accepted from the general membership, and the MRID Board of Directors (with the exception of MOTY and President's Award) chooses the recipient(s).

#### **MRID Appreciation Award**

MRID appreciates the members of our interpreting and Deaf communities who are active contributors to maintaining our professional standards and commitment to excellence. This award is given to an individual, group of individuals, or entity who has gone above and beyond.

#### **MRID Lifetime Achievement Award**

The MRID Lifetime Achievement Award is given in recognition of an MRID member who has made a significant and lasting impact on the field and practice of interpreting through their professional accomplishments, served the profession over an extended period of time, and has earned the respect and admiration of professional colleagues.

#### **MRID Lion Roars Humanitarian Award**

In January of 2004, one of MRID's most dedicated and enthusiastic members, Leo Latz, passed away. At the news of his passing, several MRID members gave contributions to MRID in memory of Leo. With those contributions, the board decided to establish an award in Leo's name.

Criteria:

1. The Candidate must be an individual or group who does not depend on interpreting for their livelihood.
2. The Candidate has contributed a considerable amount of their own time and talents to benefit the skill and knowledge development of individual interpreters, the organization of MRID, the interpreting profession, and the Deaf Community.



### **MRID Member of the Year (MOTY) Award**

This award is given each year to an MRID member who exemplifies a contribution and commitment not only to MRID but to the field of interpreting and to the Deaf, Hard of Hearing and DeafBlind communities we serve. The award recipient has a history of donating their time, energy, and volunteerism, which supports the growth of our field and benefits the consumers we serve. Nominees must be current members of MRID to be considered. Historically, the most recent three MOTY award winners pick the next winner, however recommendations from the general membership can also be given to those deciding.

#### Criteria:

1. The Candidate must be an active member of MRID for at least five years.
2. The Candidate made outstanding contributions during the previous three years.
3. The Candidate has given a substantial amount of their own time and/or resources (not while on another job) to MRID work.
4. The Candidate has achieved something that contributes to upgrading and/or improving the interpreting profession in Minnesota and/or nation.

### **MRID Organization of the Year Award**

The Organization of the Year Award is given to an organization for their extraordinary contributions to the field of interpreting, the Deaf communities in Minnesota, and/or MRID.

### **MRID President's Award**

The President's Award is given to an individual who has assisted and/or supported the President and/or the Board of Directors in extraordinary ways during the year. The standing President selects and presents the award.





### MRID Annual Scholarships

The MRID Scholarships were most recently reviewed and revised in 2020, with three new scholarships created to fit the needs of the membership. The MRID Scholarships Committee is responsible for the advertisement, selection, and distribution of these scholarships. All applicants must be members of MRID in good standing. Applications will open in the spring and be awarded in the fall.

Scholarship winners are announced and awarded at the fall conference awards banquet (or virtually e.g., COVID-19). Scholarship funds must be used by the end of the following calendar year (approximately 14 months), or the money will go back to MRID. Example: an interpreter is awarded the Mary Burnes Mentorship Scholarship October 2021. They will have before December 31<sup>st</sup>, 2022, to use the funds, or they will forfeit the money back to MRID.

Scholarship recipients will need to provide proof of payment of certification tests, mentoring services, professional development, or educational trainings, in order to receive the scholarship reimbursement from MRID. If the recipients are attending a college or university, MRID will pay the educational institution directly. The scholarships committee will work closely with the finance director to arrange payments.

#### **Pioneer Education Scholarship: \$500**

This scholarship was created to honor those Deaf, DeafBlind, and hard of hearing individuals who were involved during the time of MRID's establishment, who have encouraged and guided interpreters throughout the years, and who have passed away.

- Goal: To aid a Deaf, hearing, or Deaf-parented student/emerging interpreter with the cost of their training or education towards becoming a certified interpreter. Examples include, CDI training, tuition assistance for an interpreter training program, or tuition assistance for a Bachelor's degree in order to sit for an RID certification exam.

#### **Pioneer Interpreter of Color Education Scholarship: \$500**

This scholarship was created to promote and foster the growth and development of Deaf and hearing interpreters of color in Minnesota.

- Goal: To aid a Deaf, hearing, or Deaf-parented student/emerging interpreter of color with the cost of their training or education towards becoming a certified interpreter. Examples include, CDI training, tuition assistance for an interpreter training program, or tuition assistance for a Bachelor's degree in order to sit for an RID certification exam.



## Policies and Procedures Manual

### **Certification Scholarship: \$300**

This scholarship was created to increase the number of certified interpreters in Minnesota.

- Goal: To aid a Deaf, hearing, or Deaf-parented interpreter with the cost of their CDI, EIPA, or NIC knowledge or performance exam.

### **Interpreter of Color Certification Scholarship - \$300**

This scholarship was created to increase the number of certified interpreters of color in Minnesota.

- Goal: To aid a Deaf, hearing, or Deaf-parented interpreter of color with the cost of their CDI, EIPA, or NIC knowledge or performance exam.

### **Stephen Medicott Professional Development Scholarship: \$200**

This scholarship was created to honor Stephen Medicott and his many years of planning MRID conferences, workshops, and Camp ASL.

- Goal: To aid a Deaf, hearing, or Deaf-parented interpreter with the cost of a professional development opportunity. Examples include, conferences, workshops, webinars, and Camp ASL.

### **Mary Burnes Mentorship Scholarship: \$100 (two available)**

This scholarship was created to honor Mary Burnes and her passion for creating mentoring opportunities to allow interpreters to grow and improve.

- Goal: To aid a Deaf, hearing, or Deaf-parented interpreter with the cost of hiring a mentor.



### MRID Membership Categories

MRID membership categories are listed in the bylaws, so any change in price or description must be approved by the membership at the MRID Annual Business Meeting. MRID membership cycle follows RID membership cycle and the fiscal year: July 1<sup>st</sup> – June 30<sup>th</sup>.

#### **Certified Member: \$35/Year**

Any individual who holds current valid certification recognized by RID.

#### **Associate Member: \$25/Year**

Any individual who meets one or more of the following:

- Graduated from an interpreting program
- Meets the requirements set by RID to sit for an RID written or performance certification exam
- Holds a credential not recognized by RID
- Working as a non-certified interpreter

#### **Community Member: \$15/Year**

Individuals who support the MRID but are not engaged in interpreting and who do not meet any of the eligibility requirements for Certified, Associate, Student, and Organizational Member.

#### **Student Member: \$15/Year**

Individuals currently enrolled at least part-time in any interpreting program, or currently pursuing the completion of their deaf interpreter training requirements as prescribed by RID.

#### **Organizational Member: \$75/Year**

Any organization/institution with an interest in supporting the purposes and activities of the MRID.



### **MRID Membership Benefits**

As the organization evolves, MRID membership benefits must be flexible to fit current trends. As such, per a motion from the 2021 MRID Annual Business Meeting, the MRID Board of Directors shall determine and disseminate the MRID membership benefits prior to the beginning of each fiscal/membership year.

#### **Associate, Certified, Community, and Student Membership Benefits:**

- Be part of the MRID community
- Receive voting rights (requires dual RID membership)
- Receive *The Update* Publication
- Join a committee or board of directors (requires dual RID membership)
- Receive one free CEU processing per year (PINRA, independent study, or academic coursework)
- Receive MRID-News emails
- Apply for MRID scholarships
- Access the MRID membership directory

#### **Organizational Membership Benefits:**

- Be part of the MRID community
- Be featured on the MRID website
- Be featured in and receive *The Update* Publication
- Receive one free CEU processing per year (sponsor-initiated activity e.g., host a workshop)
- Receive an organizational membership certificate
- Receive MRID-News emails
- Access the MRID membership directory

#### **Voting Rights**

Certified, associate, community, and student members are allowed to vote at the annual business meeting and for board elections so long as they are also members of RID.

Organizational members are not voting members.

#### **Automatic Renewal**

Certified, associate, community, and organizational members can opt-in to have their membership fees automatically deducted from their card on file through the website. They can also choose to opt-out anytime.



### MRID Sponsored CEUs

MRID is an RID-Approved Sponsor to provide Continuing Education Units (CEUs) to certified and associate members of RID. There are four ways to earn CEUs:

#### **Academic Coursework**

CEUs may be awarded for coursework for college credit taken at an accredited institution during the participant's current CMP cycle. If a course is being audited or taken through the continuing education office of the institution a RID Approved Sponsor should be contacted to complete a Participant Initiated Non-RID Activity Plan (PINRA).

- The course does not have to pertain strictly to interpreting; it can be a course in linguistics, business, psychology, social work, etc. As long as the course is educationally beneficial to you as an interpreter, you can earn CEUs for it.
- CEUs are awarded at:
  - 1 semester hour = 1.5 CEUs
  - 1 quarter hour = 1 CEU
- Participant must have a passing grade (pass or letter grade of C or above [2.0 GPA]) to receive CEUs for the academic coursework
- Course work must be completed during the participant's current cycle to be eligible
- The institution or organization must be recognized by the Council for Higher Education Accreditation (CHEA) in the United States or the European Quality Assurance Register for Higher Education in the European Union for CEUs to be awarded.
- \$20 processing fee

#### **Independent Study**

The independent study is designed to meet the needs of practicing professionals who desire an alternative to traditional instructional activities. Under the direction of a sponsor, individuals may design an independent study activity around many of their professional activities. However, independent study credit may not come from participants' routine employment responsibilities.

- Maximum of 2.0 CEUs may be awarded for an independent study (IS). The IS Plan Form must be completed and approved by sponsor before any IS activity begins
- All IS activity must be completed within 12 months of receipt of the IS Plan Form
- CEUs will not be awarded at 1:1 ratio; typical approval will be 1:0.5
- \$20 processing fee



What qualifies as an independent study?

- Research
- Course instruction
- Publications (writing articles for RID Views, MRID Update, Journal of Interpretation, etc.)
- Study groups
- Multi-media instruction
- Mentorship – as a mentee and mentor
- Literature review
- Self-study curriculum

### **Participant Initiated Non-RID Activities (PINRA)**

PINRA includes activities that an interpreter wishes to attend but which are not offered by an RID approved sponsor. The activity must be sponsored by an organization with specific known standards and must have a specific format, educational objectives, and purpose.

- All PINRA requests must be approved BEFORE the activity begins.
- CEUs awarded at 1 contact hour = .1 CEU for approved activities
  - Maximum of 2.0 CEUs may be awarded if the PINRA is General Studies (GS)
- All break/lunch times must be removed from the activity (does not include normal breaks during the course of the workshop/seminar)
- Any part of the activity that is not CEU earning will be removed from the total CEUs awarded
- \$20 processing fee

What qualifies as a PINRA?

- Audited college courses
- Non-credit courses at an educational institution
- Corporate trainings
- Community education
- Non-mandatory school district in-services
- Organizational conventions/workshops



### Sponsor Initiated Activities

Sponsor initiated activities are developed by an RID approved sponsor and presented for group instruction or individual study. Examples include short courses, workshops, conferences, and webinars.

- All paperwork is to be filled out by the requestor and submitted to the Professional Development Committee a minimum of 30 days before the activity date.
- Can be searchable on the RID database
- All promotional material for activities offering RID CEUs should display:
  - The RID CMP and/or ACET Logo
  - MRID's name and/or logo
  - The number of CEUs and content (professional students or general studies)
- \$40 processing fee

### Professional Studies (PS) and General Studies (GS) CEUs

Professional Studies contain content that directly applies or affects the field of interpreting. Examples of Professional Studies topics include, but are not limited to:

- Studies of Language and Linguistics
- Intracultural Dynamics
- Cultural Studies
- Intercultural Dynamics
- Theoretical and Experiential Studies
  - History of Interpreting
  - Theories of Interpreting
  - Skill development in Interpreting
  - Ethics and more
- Specialized Studies
  - Educational Interpreting
  - Legal Settings
  - Medical Interpreting
  - Mental Health Settings and more

General Studies include topics that enhance the interpreter's base of general or world knowledge. The study must still be a legitimate educational program with clearly defined educational goals and measurable objectives.



## MRID Mailbox & Storage Space

### **Mailbox**

The MRID Mailbox is located at:

1430 Concordia Ave.  
Saint Paul, MN 55104

MRID's address is:

MRID  
PO Box 4414  
Saint Paul, MN 55104

The mailbox will be checked, mail opened, and distributed two-to-four times per month by designated board members or committee chairs, excluding the Finance Director. Once the mail is picked up from the mailbox, it is to be logged into the mail log spreadsheet found in Google Drive, and then given to the Finance Director. The mailbox rent must be renewed yearly, and payment is due in October. The President will distribute keys to the designated board members and/or committee chairs.

### **Storage Space**

The storage unit is housed at:

NorthStar Mini Storage  
2356 University Ave.  
Saint Paul, MN 55114

The storage space lease must be renewed yearly, and payment is due in April. The President can either retain or distribute the key and access code to a designated board member. By appointment, any member may be escorted by a designated board members to the storage space to review or obtain necessary materials and information. All materials and information taken from the storage space must be signed out and documented with approval from the designated board member and returned to the storage space upon agreed date and time. Federal and state laws, and RID bylaws require all legal documents, Articles of Incorporation, meeting minutes, CMP documentation, etc. must be kept in perpetuity.





### MRID Organizational Funds

MRID earns and spends funds in a variety of ways. The Board of Directors vote on a new budget for the next fiscal year prior to June 30 every year.

#### **Income comes from:**

- Hosting conferences, events, webinars, and fundraisers
- Membership dues
- Sponsoring CMP (CEU) activities
- Sponsorships & donations
- Savings account interest

#### **Money is spent on:**

- Annual organization expenses
  - Storage unit
  - PO Box
  - Annual CMP sponsor dues to RID
  - QuickBooks
  - 501(c)(3) dues
  - Zoom account
  - Board insurance
  - Wild Apricot website
- Affinipay (online payment processor)
- Scholarships
- Board retreats
- Mileage and/or lodging for board members
- Professional development opportunities for the board
- Hosting conferences and events
- Carbonite online storage
- Sponsorships
- Accountant to file taxes
- Yearly awards and membership milestones



### Use of MRID Organizational Funds

- All funds raised by the Board of Directors, MRID events, or committees belong to the organization.
- The Board of Directors reserves the right to decline funding/sponsoring requests or advise the Finance Director not to pay for an unacceptable reimbursement request.
- MRID cannot make checks out to board members, committee chairs, or committee members in advance to pay for event deposits or projected costs. Members can be reimbursed for these expenses, or the Finance Director can pay the host directly.
- At any event that cash is collected, it must be counted and put into an envelope with the signature of a committee chair or board member. A second board member or committee chair must count the money, verify the accuracy, sign their name, and seal it. The envelope will then be given to the Finance Director for deposit.
- MRID will reimburse board members, committee chairs, and committee members for general expenses that are accrued for MRID activities, and that are approved first. A reimbursement form must be filled out along with the signature of an approving board member. All forms must include digital or paper receipts. The Board of Directors reserves the right to determine if a reimbursement does or does not meet the requirements for an MRID expense.
- Board of Directors can be reimbursed for mileage if traveling for monthly board meetings, MRID sponsored events, and/or while performing MRID related duties. See Mileage and Lodging Policy [HERE](#)
- Board members and committee chairs are highly encouraged to attend Fall Conference, Spring Conference, Camp ASL, and any other event MRID hosts. If budget allows, their registration fees may be waived by the respective committee. They may also request mileage and lodging; see Mileage and Lodging Policy [HERE](#)
- The MRID President (or their designee) is entitled to reimbursement of expenses for attending the RID National Conference or RID Region III Conference.



### MRID Yearly Timeline

This Policy and Procedure Manual shall also serve as a handbook for current and future board and committee members. As such, keeping track of important timelines and due dates is incredibly important. Here is a guideline of what should be taken care and when.

#### **January**

- New MRID Board Retreat to be held virtually or in person for two to three days
- Yearly board and committee contracts are due
- Payment for the MRID website, Wild Apricot, is due
- Incoming and outgoing Presidents and/or Finance Directors shall meet at the bank to change signers on the accounts
- Decide who is going to pick up the mail from the MRID PO Box
- 1099 forms due
- Minnesota Attorney General Charitable Organization renewal is due

#### **February**

- Complete any unfinished tasks from January and ensure a smooth transition from outgoing to incoming board members
- Develop call for planning committee for an upcoming Fall Conference
  - Note: This event is not required per bylaws; only the Annual Business Meeting is

#### **March**

- Payment for the MRID Zoom account is due
- Quarterly publication, *The Update* to be sent to members
- Host Spring Conference (March, April, or May)
  - Note: This event is not required per bylaws

#### **April**

- MRID storage unit payment is due
- RID CMP sponsor payment is due

#### **May**

- Open scholarship applications
- Board to review/approve member benefits and disseminate to membership
- Membership renewals open
- Host Camp ASL
  - Note: This event is not required per bylaws



## Policies and Procedures Manual

### June

- New fiscal year budget approved
- Carbonite online storage payment due
- Quarterly publication, *The Update* to be sent to members
- Ensure all board and committee memberships to MRID and RID are renewed by the end of the month

### July

- Start planning for board elections. See [this page](#) for a more in-depth timeline
- Some boards have working retreats over the summer in person or online
- Start thinking about any potential bylaws changes the board would like to propose

### August

- Close scholarship applications and form rater pool to pick winners
- Send out call for award nominations for the awards banquet at fall conference (or on its own)
- Send out a call to membership to submit any motions or proposed bylaws changes for the Annual Business Meeting
- Complete any unfinished tasks from the summer, start preparing for the fall

### September

- MRID Annual Report due to RID
- Any potential proposed bylaws changes (from the board or from members) are due to the membership 30 days before the Annual Business Meeting
- Register and plan for “Give to the Max Day” in November
- Quarterly publication, *The Update* to be sent to members
- Membership Committee to start credentialing members attending the Annual Business Meeting
- Membership Committee to organize the milestone members (5, 10, 15, 20, etc. year members) for the awards banquet

### October

- Payment for the MRID PO Box is due
- Host Fall Conference
  - Note: This event is not required per bylaws; only the Annual Business Meeting is
- Robert’s Rules of Order webinar training to be hosted two weeks before the MRID Annual Business Meeting
- MRID End of Year Report is to be sent to membership one to two weeks before the Annual Business Meeting



## Policies and Procedures Manual

- MRID Annual Business Meeting to be held virtually or in person, during the fall conference, or on its own.
- Hold board elections at the Annual Business Meeting or announce new board members from online summer elections (or a mixture of both)

### November

- 990-N tax form is due
- Incoming board members shall attend November and December board meetings
- Outgoing board members shall meet with incoming board members and start mentoring
- Start planning for a January board retreat
- Incoming and outgoing Programs Directors, Presidents, and Finance Directors to meet (during or outside the scheduled board meeting) to talk about developing calls for planning committees for next year's Camp ASL and Spring Conference
  - Note: These events are not required per bylaws

### December

- Secretary of State renewal is due
- Quarterly publication, *The Update* to be sent to members
- Complete any unfinished tasks from the fall and start preparing for the new year and new board transition



### MRID Board of Directors

#### **General Information**

The MRID Board of Directors function as the head of the organization and represent the big picture. The Board is nonpartisan and represents the membership and organization as a whole by governing and managing the big picture. The MRID Board of Directors establishes best practices for the board, committees, and members. The Board delegates work to committees while providing a supportive environment in order for the committees to become the hands of the organization.

With governance comes the responsibility to be good stewards of the organization's assets that encompass monetary, physical property, and human resources. As MRID is a nonprofit 501(c)(3), the Board of Directors is accountable to its members and the general public, by governing, providing leadership, and establishing basic structural foundation by developing policies that meet the goal, philosophy, and mission statements of the organization, as well as compliance with federal and state laws and regulations, and RID and MRID bylaws.

MRID is listed with the state of Minnesota and the Internal Revenue Service as a charitable organization. Donations to MRID are tax-deductible. Purchases made by the organization (with the exception of meals and lodging) are not taxable. All income and expenses are reported annually to the Internal Revenue Service and the Minnesota Department of Revenue.

The MRID Board of Directors strives to see the big picture, and to ensure that all members' perspectives are considered, and that final decisions reflect member inclusiveness and compliance. In order for committees to do the work that has been assigned, the Board should provide necessary tools and instructions to ensure programs and services are successful, and the expectations and needs of the membership are satisfied.



### **Board of Directors Meetings**

All board meetings are conducted in accordance with the current Robert's Rules of Order, MRID Bylaws, and this Policies and Procedures Manual. The schedule of the board meetings, including special meetings, will be posted on the MRID website. Monthly board meetings will also be published in the MRID newsletter, *The Update*. The board schedules monthly board meetings at the start of each new year. These meetings should be scheduled with consideration to holidays, and other special dates. Information on scheduling special meetings, voting, and quorum procedures for all meetings are in the MRID Bylaws. Board members must attend regularly scheduled board meetings. The board is required to meet a minimum of six (6) times per year. If necessary, special meetings may be called. Board meetings can be held in-person or by virtual platform.

All members and the public are welcome to attend monthly board meetings. If a member has business to bring before the board, they may contact the president to be placed on the agenda if time allows. Members may bring business before the board, however official motions by members can only be made during the annual business meeting in October. The board welcomes members' input, however, the board requests that they hold questions and comments until called upon. This will ensure that board members are able to discuss agenda items that must be completed. This is important due to the fact that the agenda is often full, and certain items must be accomplished in the time allotted.

### **Closed Board Meetings**

All meetings of the Board of Directors shall be open meetings unless otherwise determined by the President or Board of Directors to be closed. Any portion of said meeting may be closed and reopened at the discretion of the President and/or the Board of Directors. Reasons to close a meeting include but are not limited to, personal discussion or disciplinary action around violation of an MRID policy; a member has asked to speak to the board privately; discussion of a sensitive, confidential, or legal matter; or any other reasons decided by the President or Board of Directors.

### **Motions Outside of Board Meetings**

Motions may be made and passed outside monthly board meetings via email or a messaging app. However, there must be consensus, and any request for face-to-face discussion requires that the motion be held over until the next board meeting. Motions passed outside of monthly board meetings are called *supplemental motions* and are included in the next month's meeting minutes (with note that they passed via email or messaging app).



### MRID Board of Directors Terms

- The President, Membership Director, and Programs Director shall be elected on odd years and serve from January 1 the following even year until December 31 the following odd year.
- The Operations Director, Finance Director, Communications Director, and Community Relations Director shall be elected on even years and serve from January 1 the following odd year until December 31 of the following even year.
- Board members may serve up to two consecutive terms in the same position.

### Qualifications to Run for a Board Position

All board members must be current members of both RID and MRID and remain in good standing throughout the duration of their term. In addition, the President and Operations Director must have at least five years of interpreting experience and hold RID national certification. All board members must attend regularly scheduled board meetings and do their best to attend all MRID hosted events. All board members must sign and follow the MRID Board Statement of Agreement. Should the board member currently hold an MRID committee chair position, they will need to step down while they serve on the board of directors.

### Communication Expectations

Each board member has unique insights, experiences, and talents to share. The board collaborates to reach the best decision for all involved. The president has the final authority of all appointments and decisions of the organization. Any suggestions, questions, or concerns addressed to the Board of Directors must be brought to the entire board before a response is given. Should this be a confidential matter, the board member has the authority to talk to the President and/or Operations director.

Being a board member requires the ability to see all perspectives or at least recognize them and make an informed decision that positively affects the members and the organization, even when the board member disagrees with a board decision. Individual beliefs and values are important, especially when stating a perspective, but board members must be willing to investigate all options and then support the final decision as a whole. Board members will not disparage other board members or the decision itself should they disagree.





### **Conflict of Interest**

Current board members may not simultaneously serve as committee chairs. This allows the Board of Directors to function as an integrated system, and to govern committees and general MRID business in a nonpartisan manner. This also fosters a clear set of checks and balances, which will protect MRID and the individual board member from potential real or perceived conflicts of interest. The board of directors must ensure impartiality and integrity while performing their respective duties. For those involved in leadership positions, a trust is established and all conflict of interests, whether real or perceived, must be avoided at all times. This also ensures checks and balances within the organization and sees that no individual gains anything personal or professional other than what they are entitled to as prescribed by the MRID while serving in a leadership position. The board has sole authority to decide whether a conflict of interest exists, and then seek applicable solutions. This may include recusal or resignation of those who are directly involved.

### **Temporary Leave of Absence**

The MRID understands that life does not always go smoothly when serving as a board member. When extenuating circumstances occur, a board member may submit a request to the President or the Operations Director for a temporary leave of absence for up to three (3) months. The duties of that board member will be delegated and dispersed among the board to those who best fit the skills needed. If the end of the 3-month leave period arrives and the board member does not wish to return, they may at that point submit their resignation following the proper procedure.

### **Board Vacancies**

Bylaws Article IV section 7.A states that any vacancies shall be filled by a majority vote of the remaining board of directors and that person shall fill the vacancy until a successor is elected. Options to fill vacancies include:

- If an elected board member resigns before starting their term or resigns in the first six (6) months of the year (January to June), the board of directors will send out a call for applications, review, and appoint someone to fill the entire term of the vacancy. If no applications are received, board members can make personal contacts and appoint a person to the position, as necessary.
- If there is a vacant position three (3) months prior to elections, board members can decide to wait to send a call for the open position and opt to wait for the next round of elections or to appoint someone to the position, as necessary.
- A vacancy can be filled immediately after elections if the elected individual is willing to start their term early.



## Policies and Procedures Manual

### Minimum requirements for MRID

Ideally, MRID operates with a full board of directors. In the circumstance where there are multiple vacant board positions, individuals will need to step into the roles of President, Operations Director, and Finance Director. The following actions and activities are the minimum requirements to keep MRID functioning:

- File taxes
- Membership renewals
- 1099N
- Maintain CMP sponsorship through RID
- Host the Annual Business Meeting in the Fall

### MRID Bank Accounts

The MRID holds a checking and savings account with Wells Fargo, and a business savings account with Capital One. The President and Finance Director are key executives with control of entity on all financial accounts. The Operations Director is a signer on the Wells Fargo accounts. The President and Finance Director will hold MRID debit cards. As the board of directors transition in and out of positions, the bank accounts must be kept current. In order to add signers, key executives, and physical addresses listed on the account, board members must go together in-person to a Wells Fargo bank. Prior to going to the bank to make changes, be sure to type up a letter addressed to Wells Fargo highlighting all the necessary changes. You can find a sample of that letter by [clicking here](#). Use the specific language on that sample letter as that is what's required by the bank. Fill it out, print it, sign it, and bring it to your appointment with the Wells Fargo banker.



### **Board Descriptions and Responsibilities**

- Attends monthly board of directors meetings and submit a written report to the Operations Director outlining the work that was done the month prior for the meeting minutes.
- Submit yearly reports to the Operations Director in September for the annual fall business meeting in October, outlining all the work that was done that year.
- Submit quarterly reports/articles for the MRID newsletter, *The Update*.
- When conducting MRID business, use the MRID email address.
- Clean up and turn over all MRID access information (MRID email and Google Drive account) to the Operations Director, or President, when vacating the board.
- Attend a board retreat to help train your successor.
- Attend MRID hosted events such as conferences, Camp ASL, webinars, etc.

#### **MRID President**

Has general supervision and direction of the affairs of the corporation and other duties, as may be prescribed by the Board of Directors, the membership, and the RID. \*indicates responsibility is required by the MRID Bylaws.

- \*Oversees the overall health of the MRID, working closely with all directors to stay up to date on all things related to the organization.
- \*The President shall preside at all meetings of the MRID and the Board of Directors. The President may designate a representative to act in their stead.
- \*Has co-signature responsibility with the Finance Director on all checks and drafts for the withdrawal of organization funds.
- \*Responsible for signing all legal contracts and documentation in the name of the MRID, ensuring any and all legal obligations are met, unless responsibility is expressly delegated to another officer under the bylaws.
- Ensures MRID compliance with RID rules and policies, and MRID Bylaws and this PPM.
- Attends Region III Presidents' Council meetings.
- Plans the annual board retreat(s).
- With the Finance Director, the President is a key executive with control of entity on all bank accounts.
- Establishes the monthly board of directors meetings.
- Work with the Operations Director to prepare necessary paperwork for the annual business meeting.
- Distributes mailbox key(s), and storage space key(s)/access code to designated board member(s).
- Appoints vacant committee chairs and board of director position(s) as necessary.
- Obtains legal consultation as needed.



## Policies and Procedures Manual

- Manage and oversee MRID accounts: Google Workspace Admin, Google Drive, MRID emails, Canva, Slack, Marco Polo, Zoom, and any other accounts MRID uses.
- Represents MRID at state, regional, and national level meetings and events.
- Submits written president's report to MRID's quarterly publication, *The Update*.
- Collects all official MRID material and information from board members and committee chairs upon resignation or completion of their term.
- Assists in training & mentoring of new board members and committee chairs.

### During MRID Conferences and Events

- Works with the Conference/Event Chair(s), Finance Director, and Programs Director to
  - determine a budget to be approved by the MRID Board of Directors.
  - review any hotel/venue contracts before being signed. Be sure everyone is aware of the cancellation policy, insurance required (e.g., Camp ASL), added fees, food, and beverage minimum, etc.
  - collect, review, and retain contracts from the conference venue, presenters, keynote speakers, and catering company.
  - determine hotel costs/needs for the Board of Directors.
  - monitor the conference budget.

### Operations Director

The mission of the Operations Director is to ensure the MRID runs smoothly and efficiently. In the President's absence, the Operations Director shall assume all of the President's duties.

\*indicates responsibility is required by the MRID Bylaws.

- \*Records the minutes of all meetings of the MRID and the Board of Directors.
- \*Shall be responsible for keeping the corporate records current.
- \*Shall be an authorized signatory on all checks and drafts for the withdrawal of organizational funds.
- Assumes role of President when necessary.
- Assists in training/mentoring new board and committee chairs.
- Represents MRID at meetings and events along with, or in place of President, when delegated.
- Works with the President to prepare the necessary paperwork for the annual business meeting.
- Contacts committee chairs to prepare their annual reports for the annual business meeting.
- Attends monthly board of directors meetings and submits a written report.
- Keeps a running list of motions made throughout the year labeled in numeric order by the [calendar/fiscal] year (e.g., 2021-01, 2021-02, and so forth)



## Policies and Procedures Manual

- Sends approved monthly board meeting minutes to the webmaster to post on the MRID website.
- Contacts three to four dual RID/MRID members in attendance at the annual business meeting to review minutes before approval, and then send to webmaster to post on website.

### Finance Director

Responsible for fiscal management and longevity of the MRID. \*indicates responsibility is required by the MRID Bylaws.

- \*Keeps accurate financial records for the corporation; and supervise the preparation of financial reports as necessary for the board and membership.
- \*Deposits all monies in the name of the MRID in the banks and/or accounts designated by the board.
- \*Has co-signature responsibility with the President on all checks and drafts for the withdrawal of organization funds.
- \*Completes and submits all forms required by the federal and state governments as a 501(c)(3).
- \*Upon request, provide the MRID President and the Board of Directors an account of the transactions and overall status of the financial conditions of the organization.
- With the President, the Finance Director is a key executive with control of entity on all bank accounts.
- Communicates with the IRS, prepares tax statements, and provides necessary information, if audited.
- Creates yearly budget and presents to the board of directors for approval before the next fiscal year.
- Responsible for paying for the MRID P.O. Box, storage unit, Zoom account, RID CMP annual fee, and all other charges
- Works with the Scholarship Chair(s) and President to ensure scholarship awards and payments are made.
- Reports the expenses and status of the checking and savings account balances during the monthly board meetings.

### During MRID Conferences and Events

- Works with the Conference/Event Chair(s), President, and Programs Director to
  - determine a budget to be approved by the MRID Board of Directors.
  - review any hotel/venue contracts before being signed. Be sure everyone is aware of the cancellation policy, insurance required (e.g., Camp ASL), added fees, food, and beverage minimum, etc.



## Policies and Procedures Manual

- collect, review, and retain contracts from the conference venue, presenters, keynote speakers, and catering company.
- determine hotel costs/needs for the Board of Directors.
- monitor the conference budget.
- Brings the Square Reader/Affinipay Reader to the conference for silent auction, registration, membership, and any other credit card payments.
- Works with the individual(s) checking the MRID mailbox and the Sponsor/Vendor chairs to track and deposit sponsorship checks.

### Community Relations Director

Directs partnership development within the community at large by building rapport with community organizations and keeping abreast of happenings and current events in the ASL and broader community. \*indicates responsibility is required by the MRID Bylaws.

- \*Serves as community contact and liaison between the MRID and community organizations.
- \*Seeks a committee of representation from each region of Minnesota (Southern, Central, Metro, Northern) for outreach efforts and to assist with liaison responsibilities within the community.
- Represents MRID at meetings and events along with, or in place of President, when needed.
- Maintains membership in several email lists/listservs and newsletters of community organizations to keep track of activities (e.g., MADC, RID, NAD, MNCDHH, etc.).

### Programs Director

Ensures that all of the MRID's activities are in line with the purpose of the organization; to promote the interpreting profession and professionalism in interpreting. \*indicates responsibility is required by the MRID Bylaws.

- \*Oversees all programs, workshops, and events hosted by the MRID.
- \*Creates opportunities and resources to increase members' understanding and knowledge in the field.
- \*Keeps abreast of current issues in our communities and adapts organizational programs as needed.
- \*Seeks a committee of representation from each region of Minnesota (Southern, Central, Metro, Northern).
- Attends monthly board meetings and submits monthly reports to Operations Director for minutes.
- Works with Conference/Event Chair(s) and submit their ongoing reports for monthly board meetings.



## Policies and Procedures Manual

### During MRID Conferences and Events

- Works with the Conference/Event Chair(s), President, and Finance Director to
  - determine a budget to be approved by the MRID Board of Directors.
  - review any hotel/venue contracts before being signed. Be sure everyone is aware of the cancellation policy, insurance required (e.g., Camp ASL), added fees, food, and beverage minimum, etc.
  - collect, review, and retain contracts from the conference venue, presenters, keynote speakers, and catering company.
  - determine hotel costs/needs for the Board of Directors.
  - monitor the conference budget.

### Membership Director

Responsible for representing the interests of the MRID members by cultivating and maintaining relationships with individuals from various communities within the MRID. \*indicates responsibility is required by the MRID Bylaws.

- \*Serves as member contact and liaison between the MRID and individual members.
- \*Seeks a committee of representation from each region of Minnesota (Southern, Central, Metro, Northern) for outreach efforts and to assist with liaison responsibilities within the MRID membership.
- \*Oversees membership services, such as: recruitment, retention, and membership records.
- Keeps an up-to-date Minnesota RID and MRID membership list.
- Works with the Membership Committee to recruit new MRID members and promote benefits of membership.
- Attends monthly board meetings and submits monthly reports to Operations Director for minutes.

### Communications Director

Responsible for official communications to the membership and the broader community. In the event that the Operations Director is either vacant or that individual assumes the responsibilities of the President, the Communications Director shall assume all of their duties of record-keeping for the organization. \*indicates responsibility is required by the MRID Bylaws.

- \*Oversees the dissemination of information to the broader community, through social media, newsletter, and website.
- \*Ensures the standard of quality is consistent for all information released.
- Ensures all MRID announcements sent via email or social media are fully accessible (i.e., visual descriptions, English transcripts for ASL videos, etc.)



## Policies and Procedures Manual

- Works with the board of directors and relevant committees to schedule announcements regarding elections, conferences and events, scholarships, annual business meetings, monthly board meetings, and other valuable information.
- Attends monthly board meetings and submit reports to the Operations Director for minutes.
- Oversee MRID's online social accounts: Facebook, Instagram, Twitter, YouTube, Google Groups MRID News listserv, etc.

### **Board Elections Timeline**

In Article IV, Section 2 of the bylaws, elections will be held annually. Board elections can be held online over the summer, or at the annual business meeting (or both). If they are held online, here is a basic suggested timeline to follow:

- Early July or August
  - Create a video and flyer announcing the open positions
  - Create a Google Form application for nominations
  - Email the form, video, and flyer to the community and post on social media
  - Allow roughly one to two months for nominations
- Early September
  - Close nominations
  - Collect names, videos, and bios from nominated individuals and send to webmaster
  - Allow one week for webmaster to set up online voting
- Middle September
  - Open online voting through Wild Apricot and email to dual MRID/RID members
  - Allow one to two weeks for voting
- Late September/Early October
  - Close voting and tally the votes
  - Notify the winners
  - Announce the winners





### Incoming Board of Directors Retreat

After the annual fall business meeting in October, the new board of directors will begin their transition. They are encouraged to attend November and December board meetings to get acquainted with the organization, get to know the current and outgoing board members, and to see what business still needs to be finished. The President, with help from other board members, will establish a date, time, location, and agenda for the annual board retreat to happen in December or January. The board will decide on a budget for this retreat if it hasn't already been established in the current fiscal year budget.

During the retreat, the tentative monthly board meetings are scheduled for the rest of the year. Take into consideration holidays and community events when scheduling the board meetings for the year.

During the retreat, strategic planning, board training, and leadership training will take place. The board can develop a list of work that needs to be delegated to committees for the year. Newly elected incoming board members will have an opportunity to be trained and mentored by outgoing board members. Outgoing board members are responsible for keeping records pertaining to the board work during their term.

The Annual Board Retreat shall also address:

- RID and MRID bylaws
- RID's Affiliate Chapter Handbook
- Introduction to Slack, Google Drive, MRID emails, Marco Polo, MRID social media accounts, Canva, Zoom, and any other online tools MRID uses.
- Roles and responsibilities for each board position
- Roles and responsibilities for each committee
- MRID's mission and vision statements
- This Policies and Procedures Manual
- MRID *Update* publications
- Board of directors yearly reports
- List of unfinished business and/or motions from previous board of directors
- Suggestions and tips from outgoing board members
- Parliamentary procedure information
- Organizational goals from previous board of directors
- Team building



### MRID Committees

MRID committees are vital to the success of the organization. The committees function as the hands of the organization, providing programs and services for its members and community. MRID committees shall follow best practices and policies set by the MRID Board of Directors and conduct business following the MRID Bylaws and Policies and Procedures Manual. As per MRID Bylaws, members of all committees (standing or ad hoc) shall be members in good standing of the MRID and the RID at the time of appointment, and for the duration of their term on the committee.

Committees are tasked with a specific scope of work as developed by the MRID Board, or by members' motions at the annual business meeting. Committee members are appointed by the MRID President, or in compliance with the MRID Bylaws. An MRID board member is also appointed to serve as the liaison between the committee and board of directors. Committee participation is on a volunteer basis, and involvement is not compensated. However, some committees may be offered discounted and/or waived registration for MRID-sponsored conferences and events as an incentive for participation.

Standing committees are permanent committees that meet regularly and do MRID business year-round. Ad hoc committees are appointed temporarily for a specific task decided by the MRID Board of Directors, or by the membership at the annual business meeting. Upon completion of the assigned task, an ad hoc committee shall make a report of their work which will be presented to the MRID Board of Directors, and again to the membership at the annual business meeting.

All committee members shall sign statements of agreement that promote effective communication, transparency to the board and other committee members, and ensure sustainability for the organization as a whole. The expectations and guidelines outlined in the committee statement agreement help clarify the role of the members, assist them in performing their assigned duties, and hold them accountable to each other, the board of directors, and to the membership.



**Committee Descriptions and Responsibilities**

- Submit yearly reports to the board of directors in September for the annual business meeting in October, outlining all the work that was done that year.
- Submit monthly reports to the Operations Director or Board Liaison outlining the work that was done that month prior to the monthly board meetings for the minutes.
- Submit quarterly reports/articles for the MRID newsletter, *The Update*.
- Notify the MRID Board of Directors, in writing, when resigning, and who will be taking their place (if applicable).
- Turn over all MRID information and access to the MRID Board of Directors upon resignation.
- Submit yearly budget requests to the Finance Director prior to the new fiscal year.
- Submit any special budget requests throughout the year, to the Finance Director prior to the next board meeting.
- Attend board of director meetings as needed; for example, when planning a conference.
- When conducting MRID business, use the MRID email account that was assigned.
- Maintain dual membership with MRID and RID while serving on the committee.

*Note: some ad hoc committees have completed their assigned task and are no longer active, however they remain listed for informational and historical purposes.*

<b>Standing Committees</b>	<b>Ad Hoc Committees</b>
Bylaws Committee	Advisory Committee
Conference Committees	Affinity Councils
Fundraising Committee	Communications Committee
Membership Committee	Change Team
Professional Development Committee	Census Committee
Scholarships Committee	Educational Interpreters Committee
Website Committee	Freelance Committee
	Licensure Committee
	Nominations Committee
	Public Policy Committee
	Regional Ambassadors
	Transition Team



**Advisory Committee (Ad Hoc)**

The purpose of the advisory committee is to ensure all concerns, questions, and perspectives of MRID members are heard and shared with the MRID Board of Directors and to establish an ongoing connection with representatives from various communities in order to maintain and develop stronger relationships within the MRID community. The committee will meet electronically via video conferencing four times each calendar year under the direction of the Membership Director. The Membership Director may communicate with committee members outside of the meeting dates for any time-sensitive questions/concerns that need to be discussed.

**Affinity Councils (Ad Hoc)**

The goal of MRID Affinity Councils is to provide a relationship-building and networking forum for MRID members who share common interests, identities, goals, or concerns. They will also provide guidance and resources to the board of directors and committee chairs. Each affinity council will be self-managed and have the flexibility to determine its structure and purpose. Affinity councils will be established based on member interest. Members of affinity councils will need to be members of MRID, but RID membership is not required. Affinity councils can also plan social or professional development opportunities for the community.

**Potential Affinity Councils Include:**

Interpreters of Color	Legal/Court Interpreters
Coda/Deaf-Parented Interpreters	LGBTQIA+ Interpreters
Deaf Interpreters	Mental Health Interpreters
DeafBlind Interpreters	Recent Graduates/New Interpreters
Educational Interpreters	Seasoned/Experienced Interpreters
Greater Minnesota Interpreters	Student Interpreters
Healthcare/Medical Interpreters	Video Relay Interpreters

**Bylaws Committee (Standing)**

The purpose of the Bylaws Committee is to oversee any legal changes to the organizational structure of the MRID. Other responsibilities include:

- Maintain and update the MRID Bylaws
- Prepare proposed amendments for the President and board to review prior to the annual business meeting
- Prepare rationales for suggested amendment changes for the membership
- Respond to questions that arise from the board and membership regarding the MRID bylaws



### Conference Committees (Standing)

The following conference committees work with the Programs Director and Finance Director to organize yearly conferences and events for MRID. These events are not required per the MRID bylaws, however MRID strives to host these events when possible. To aid in conference planning, MRID has written a thorough Conference Planning Handbook with the help of past conference chairs. To access the handbook, [click here](#).

- **Camp ASL Committee** is responsible for planning Camp ASL, a three-day, silent, ASL-immersion weekend held at a camp or retreat center in late spring to early summer every year. Camp ASL provides opportunities for participants to enhance their ASL skills by way of socializing with Deaf mentors, network with other interpreters, and engage in professional development workshops and/or activities.
- **Fall Conference Committee** is responsible for planning fall conference, which is typically held in October every year. This event is a series of presentations and workshops for the professional development of interpreters throughout Minnesota. The fall conference also serves as a platform for special recognition of members who contribute to the field. In addition, the annual business meeting conducted by MRID board of directors is held in conjunction with the MRID fall conference. The conference location changes annually with every-other-year being held in the Twin Cities metro area and then rotating the remaining years between northern, central, and southern Minnesota. *Please note, per the MRID bylaws, the Annual Business Meeting will occur in October regardless of the ability to have a Fall Conference (e.g., COVID-19).*
- **Spring Conference Committee** is responsible for planning spring conference, which is typically held every year in March, April, or May. Similar to the fall conference, this is a venue for Minnesota interpreters to connect with others in the field and take advantage of professional development opportunities. There is no business meeting or awards banquet, however other social opportunities are always welcomed. Similar to the fall conference, the spring conference location can vary throughout the state of Minnesota.

### Communications Committee (Ad Hoc)

The Communications Committee works closely with the Communications Director to disseminate pertinent information to the MRID community through various formats such as email, social media, and YouTube. Other responsibilities include:

- Moderate and maintain the MRID News Google Groups email listserv
  - See MRID Listserv Policy, Disclaimer, Guidelines, and Moderator's Standard of Practice under MRID Policies by [clicking here](#).



## Policies and Procedures Manual

- Create MRID’s quarterly newsletter, *The Update*
  - *The Update* newsletter may include upcoming community events, member spotlights, MRID Board and Committee updates, community written articles, MRID and RID news, announcements, and more. It can be created using any online software such as Microsoft Publisher, Apple Pages, or Canva, but will be converted to PDF for dissemination.
  - *The Update* is an MRID member benefit and will be distributed to all current members. Past MRID *Updates* are stored on the MRID website.
- Create flyers and ASL vlogs for various announcements and events for MRID
  - Ensure all flyers and vlogs are fully accessible; see MRID’s Social Media Accessibility Standard of Practice by [clicking here](#)

### **Census Committee (Ad Hoc)**

The MRID Census Committee was formed in 2021, with the goal to work with various stakeholders (referral agencies, VRS companies, school districts, state agencies, nonprofit organizations, etc.) in order to develop and distribute a census survey of working ASL interpreters in Minnesota, and then analyze and distribute the summarized data in order to get a better understanding of the landscape of the interpreting field in the state. Organizations and other stakeholders would then be able to use the data to make decisions that impact the communities they serve. Census data was distributed in 2022.

### **Change Team (Ad Hoc)**

After taking recommendations from the Transition Team (2015-2017), the Change Team was established in 2018 to investigate the possible restructure of the board of directors in order to become more effective. The Change Team researched other state affiliate chapters, interviewed board members in other state, and posted various vlogs educating the community about this proposal. The membership voted at the 2018 Annual Business Meeting at Breezy Point Resort to accept the Change Team’s motion and change the board structure starting the following January. The committee has completed their work. Below highlights a bit of history and what the board of directors have looked like.



**Past MRID Board Structures**

1971 - 1989	1990 - 2018	2019 - Present
President VP/President-Elect Secretary Treasurer Board Member Board Member Board Member	President Vice President/President Elect President Ex-Officio Secretary Treasurer Northern Representative Central Representative Metro Representative Southern Representative Student Representative Member-at-Large  * Central Rep was added in 2008 * Student Rep was added in 2013	President Operations Director Finance Director Membership Director Programs Director Community Relations Director Communications Director  *President was changed to Director in 2018 and then changed back to President in 2019

**Educational Interpreters Committee (Ad Hoc)**

The purpose of the Educational Interpreters Committee was to provide support and professional development opportunities specifically for interpreters that work in the educational setting. The committee has completed their work and the articles are posted on the MRID website. Other responsibilities include:

- Develop an informational page on the MRID website regarding K-12 and post-secondary educational interpreter certification requirements for Minnesota Interpreters.
- Develop and monitor an online community for educational interpreters to dialogue regarding issues that arise in educational interpreting.
- Write articles that pertain to K-12 and post-secondary educational interpreting in Minnesota.

**Freelance Committee (Ad Hoc)**

The goal of the Freelance Committee of the MRID was to promote among its members regular and active participation, state representation, support, and nurturing for personal and professional growth; and a vehicle for new members of the freelance community to be welcomed into the field. The committee would host monthly meetings, periodically bring in presenters, disseminate minutes to the community via the MRID News listserv, and organize a holiday party and a graduation party.



### **Fundraising Committee (Standing)**

The Fundraising Committee has been established to ensure the successful endeavors of the MRID and to promote MRID as a professional organization. The fundraising committee is committed to maintaining a stable financial base for the professional interpreting organization through merchandise sales, special fundraisers, etc. Other responsibilities include:

- Research and propose fundraising opportunities
- Prepare a budget proposal and submit to the Board of Directors
- Coordinate and staff the fundraising opportunities
- Prepare reports of activity for Board of Directors and membership

### **Licensure Committee (Ad Hoc)**

The Ad Hoc Licensure Committee was established from a motion at the 2019 Annual Business Meeting to investigate the potential of interpreter licensure in Minnesota. Per the motion, the committee was to collaborate with MADC as appropriate, and be composed of at least 50% Deaf interpreters. The committee ran from 2020-2021 and as a final project, created an interactive map that showed all fifty states and their laws and regulations for sign language interpreters. The map is currently on the MRID website.

### **Membership Committee (Standing)**

The Membership Committee registers and maintains memberships to MRID. Other responsibilities include:

- Keep an up-to-date roster of current members
- Recognize members for milestone memberships during the annual fall conference
- Serve as registrations chairs for MRID-sponsored events
- Confirm academic enrollment for student members
- Assist members in logging into their profiles, renewing their memberships, and answering questions related to membership with MRID
- In preparation for the annual business meeting, and any online voting, create a list of voting members in good standing (RID and MRID members)

### **Nominations Committee (Ad Hoc)**

The Nominations Committee is responsible for seeking out qualified candidates interested in serving on the MRID Board of Directors and solicit nominations for awards prior to the fall conference awards banquet. Other responsibilities include:

- Working with the Communications Director and/or Webmaster to post announcements and applications for upcoming vacant board positions and upcoming award nominations.





## Policies and Procedures Manual

- Responding to questions from potential candidates about board position duties, responsibilities, and eligibility requirements
- Soliciting biographies from potential candidates that will be published for voting members to vote online during the summer, or to review before the annual business meeting in the fall
- Working with the board of directors to ensure award winners are chosen and plaques are purchased by the Finance Director.

### **Professional Development Committee (Standing)**

As an approved RID Certification Maintenance Program (CMP) Sponsor, the Professional Development Committee (PDC) is responsible for offering, endorsing, and ensuring the quality of educational activities offered for CEUs. Other responsibilities include:

- Responding in a timely manner to inquiries from members, interpreters, and organizations requesting sponsorship of CEUs
- Determining what can be approved for Professional Studies (PS) and what can be approved for General Studies (GS) as per RID guidelines
- Processing all categories of CEUs for individual MRID members, non-members, and requesting organizations
- Coordinating and process CEUs for all MRID workshops and conferences
- Maintaining required paperwork and prepare for audits as requested by RID

### **Public Policy Committee (Ad Hoc)**

The Public Policy Committee engages MRID members in active participation in relevant legislative and public policy initiatives. Other responsibilities include:

- Keep up-to-date on legislation and public policies that protect the communication interests for Deaf, DeafBlind, and hard-of-hearing individuals
- Promoting the use of qualified interpreters and advancing the profession of ASL interpreting in Minnesota.

### **Regional Ambassadors (Ad Hoc)**

Regional Ambassadors will establish a networking system to ensure all members of the state feel connected and supported. The regional ambassadors will serve as liaisons to the board of directors and be a primary point of contact for individuals seeking out resources in their area. Other responsibilities include:

- Providing information regarding regional resources to individuals interested in relocating to that area
- Introducing individuals to the local Deaf and interpreter communities
- Cultivating relationships with other regional ambassadors



**Transition Team (Ad Hoc)**

The Transition Team was established at the fall conference in 2015 and ran until the fall conference in 2017. Their mission was to study the association structure and purpose, solicit input from members and make recommendations to the membership. A copy of their final report can be found by [clicking here](#). They conducted focus groups with MRID members that identified as:

New Interpreters	Interpreters in Saint Cloud
Lightly-Seasoned Interpreters	Educational Interpreters
Experienced Interpreters	Interpreter Mentors
Interpreters of Color	Interpreters in Greater Minnesota
Deaf Interpreters	

**Scholarships Committee (Standing)**

The Scholarship Committee is responsible for advertising, soliciting, and screening scholarship applications. The committee then chooses recipients for each award to be presented at the fall conference awards banquet. Other duties include:

- Soliciting a team of diverse raters to choose scholarship winners
- Working with the President and Finance Director to ensure payments are made
- Forwarding recipients’ proof of payment (of tests, mentoring, trainings, etc.) to Finance Director
- Working with the Fall Conference Committee to coordinate announcing award winners during the awards banquet, and Communications Committee to add winners to *The Update* Publication
- Working with the Communications Director to advertise the scholarships
- Working with the Webmaster to ensure applications are on the website
- Reviewing scholarship application questions yearly to ensure they’re relevant

**Website Committee (Standing)**

The MRID website committee is responsible for updating and maintaining the website. They are responsible for the design of the site, and weekly/monthly maintenance. Other duties include:

- Ensuring up-to-date information is listed for board meetings, board members, MRID events and conferences, community events, current vlogs, committee updates, etc.
- Uploading MRID board meeting minutes, *The Update* Publication, and any general updates.
- Set up and manage registration for all MRID events. Submit registration reports to the event planning committees.
- Providing membership support for profile assistance and password resets.



### Annual Business Meeting Preparation

#### **Changing the MRID Bylaws**

The process to amend the bylaws is found in the MRID Bylaws Article VII, Section I. In short, if a member or the board of directors wish to amend the bylaws, they must develop a formal motion. This motion must include the previous language of the bylaw being changed, what will be changed, and the look of the new language. This must be submitted to the President who can refer to the bylaws committee for review and ensure all of the proper information is included. Once the motion is ready, either the bylaws committee or the MRID Board will send the motion to the membership at least 30 days before the annual or special meeting. This 30-day timeline is firm; it is recommended that the motion is submitted to the board early enough that proper changes can be made if necessary. At the business meeting, members can amend the motion in the usual ways, but at least two-thirds membership must approve the motion before the change is implemented.

#### **Roles and Responsibilities**

##### **President**

- The board is required to provide training on Robert's Rules of Order (RRO) to the membership at least one week prior to the business meeting. President shall work with the Programs Director to coordinate this training.
- Contact the parliamentarian early to reserve time for annual business meeting and any prep meetings needed beforehand.
- Work with the Programs Director and Conference Chair to ensure there is space and time (three to four hours) allotted during the fall conference for the business meeting.
- Ensure the room is set up properly, including a stage, tables and chairs, registration/credential table by the door, chairs in front for the working ASL-to-English interpreters, space and a screen for the CART provider, a screen to show the Operations Director's PowerPoints etc.
- Work with Operations Director to ensure all yearly board of director and committee chairs' reports are completed in time to send to membership before the business meeting.
- Prepare the standing rules, motions that have been presented in advance, and any other items for projection on the screen.
- Prepare an agenda and script for the business meeting, including responses to action items/motions from previous years.
- List any vacant board positions and qualifications needed if doing elections at the meeting.



### Operations Director

- Have a few copies of previous annual business meeting minutes, and current MRID bylaws printed and available to members.
- Immediately after the business meeting, select three to four members who were present to review the current minutes, and make any suggestions prior to next year's approval of minutes.
- Work with the President to prepare standing rules, motions that have been presented in advance, and any other items for projection on screen.
- Work with the President and Parliamentarian to create the PowerPoint that will be used.

### Membership Chair(s)

- Compare fall conference/annual business meeting registration list with current MRID and RID members in good standing.
- Create a list of voting members (dual RID and MRID membership).
- Create index cards with credentialed members' names on them.
- Distribute voting cards to members during the conference.
- Count participants to ensure quorum is met.

### Finance Director

- Create a detailed Finance Director report (including the budget) for the yearly board report and be ready to present it to the membership at the annual business meeting.
- Be prepared to answer questions from MRID membership about any and all financial records.



## Annual Business Meeting Standing Rules

### **1. Applicability**

These standing rules shall apply during the MRID business meeting on \_\_\_\_\_  
(Date/Time of the annual business meeting).

### **2. Official Language**

The official language of the business meeting is American Sign Language (ASL).

### **3. Civility**

MRID members and guests in attendance during the business meeting shall conduct themselves with utmost civility, and with respect for others. All debate and discourse during the business meeting shall be focused on the matter at hand. No one may make disparaging remarks about individuals, organizations, or companies.

### **4. Conduct of Meeting**

The MRID President or designee shall serve as chair of the business meeting.

### **5. Quorum**

At the beginning of the business meeting, the Membership Director shall report to the chair when there are 50% of credentialed voting membership in attendance. Once a quorum is established, the chair may proceed with business items on the agenda in the order presented.

### **6. Motions or Resolutions**

- A. Eligibility: Only dual-voting members in good standing with MRID and RID have the right to submit motions or resolutions.
- B. Submitting Motions or Resolutions
  - a. Zoom business meeting:
    - i. Motions must be submitted to the Operations Director using the [Google Form](#) provided with motion and rationale. The maker of the motion will be asked to come on camera and state the rationale before discussion begins.
  - b. In-person business meeting:
    - i. Motions must be submitted to the Operations Director in writing with motion and rationale. The maker of the motion will be asked to come to state the rationale before discussion begins.



### 7. Discussion for and Against Motions

- A. Limit on discussion participants: A maximum of three (3) members in support of, and three (3) members in opposition to the motion/resolution on the floor may present their statements regarding the issue at hand.
- B. Eligibility: Any dual-voting member in good standing with MRID and RID may participate in discussions for and against motions.
- C. Process: Once it is determined the member is eligible, they will be recognized by the chair, state their name and city, and whether they support or oppose the motion on the floor. Each member is limited to two minutes to present their argument.
- D. Enforcement of time limit on discussion statements: The chair or their designee shall enforce the time limit.
- E. Participating in discussion.
  - a. Zoom business meeting
    - i. To get in line to state support or opposition of a motion, members will use the “raise hand” feature in reactions on Zoom and will type in the chat box: “support” or “oppose,” be recognized by the chair, and then turn on their video to state their point.
    - ii. To amend a motion or make a point, members will use the “raise hand” feature and type either “amend” or “point” in the chat. Once recognized by the chair, members will turn their video on to state their point.
  - b. In-person business meeting
    - i. To state support or opposition of a motion, members will get in line at either end of the stage as designated by the chair. A specific number of chairs as outlined in 7.A. will be designated and labeled as support or opposed to the motion.
    - ii. To make a point, members will raise their card from their chair, wait to be recognized by the chair, and then state their point.
    - iii. To amend a motion, members will sit in the designated and labeled chair, wait to be recognized by the chair, and come to stage to state their amendment.

### 8. Voting

- A. Zoom business meeting
  - a. All voting shall be done through Zoom using the “yes/no” feature. Chair will notify members when it is time to vote.
  - b. Members will select “yes” for accepting/supporting the motion, or “no” for being opposed/against the motion. Members who abstain are to use the “I’m



## Policies and Procedures Manual

Away” feature.

- c. Members are given up to one minute to cast their votes.
  - d. Those who are responsible for credentialing members, will also be responsible for counting and recording the number of votes. They will clear the votes when finished. They will then inform the chair what the outcome of the vote is.
  - e. Interpreters working during the meeting shall not vote. They may assign their vote to another member.
- B. In-person meeting
- a. All voting shall be done with a credentialed voting card.
  - b. If counting the votes is needed, conference support staff, and/or those who are assigned to credential members may assign their vote to another person. They will inform the chair the result of the vote when completed.
  - c. Interpreters working during the meeting shall not vote. They may assign their vote to another member.

### 9. Amendment or Suspension of a Standing Rule

Any individual standing rule may be amended or suspended by a two-thirds vote of the members present and voting.

### 10. Motions Not Considered or Disposed Of

Any motion not considered or disposed of by the end of the business meeting (state date and time meeting will end) will be referred to the board of directors for further action.

### Sample Annual Business Meeting Agenda

Welcome & Thank-you

Quorum report

Standing rules approval

Agenda approval

Old Business

- Previous Year Business Meeting Minutes Approval
- Current Year Board and Committee Reports

New Business

- Officer elections
  - Announce who won online elections OR
  - Host elections if they were not done online or if a vacant position still exists
- Motions from the MRID Board (if any)
- New motions from the floor

Announcements

Closing



### MRID Policies

#### **Accessibility Policy**

All MRID meetings and functions must be accessible per the Americans with Disabilities Act (ADA). In accordance with our bylaws, MRID strives to be fully accessible in all aspects to its diverse membership as well as the communities it serves; therefore, the official language for all MRID events, meetings, workshops, etc. will be American Sign Language (ASL).

MRID's social media accounts (Facebook, Twitter, Instagram, YouTube) will also be accessible. This includes visual descriptions and English transcripts. MRID has a social media accessibility standard of practice that you can access by [clicking here](#).

#### **Alcohol Policy**

Although alcohol may be served at MRID functions (such as a cash bar), it cannot be purchased with MRID funds. Alcohol donated for the purpose of silent auctions is prohibited under Minnesota State Law as well as some city ordinances. No alcohol is permitted at Camp ASL.

#### **Cash Policy**

At any event where cash is collected, the cash must be put into an envelope. The cash amount must be written on the front of the envelope along with the name and signature of the person who collected the cash. The envelope is then given to the Finance Director, President, or another board member. That officer will then need to count the cash, confirm the amount, write it on the front and sign it. The board member is responsible for giving it to the Finance Director for deposit.

#### **Conduct Policy**

The MRID strives to be an organization that values, honors, and respects all people. Spaces run and operated by the MRID are to be free of racist, audist, sexist, ageist, ableist, distantist, vidist, homophobic, transphobic, heterosexist, xenophobic, classist, anti-Semitic, discriminatory, defamatory, misogynistic, abusive, profane, threatening, or other oppressive behaviors and language. Harassment, intimidation, threats, and bullying will also not be tolerated. MRID affirms that every MRID member or visitor should be treated at all times with dignity, respect, and fairness. No one should have to experience an atmosphere of fear and intimidation.

If any such behaviors are displayed, MRID representatives will move forward to address their actions ranging from a warning to a dismissal from the MRID Space. Further action will be at the discretion of the collective board of directors. Repeated and severe offenses may lead to:





## Policies and Procedures Manual

- 1:1 meeting
- Mediation
- Dismissal from future meetings or serving on committees
- Revoking a single yearly membership
- Revoking membership permanently
- Yearly prohibition of entering MRID spaces
- Permanent prohibition of entering MRID spaces

Anyone who believes they have been the target of such behavior has the right to submit a formal complaint through various formats including, but not limited to, video messages, email, and in-person conversations. Complaints can be received by any committee chair or board member. The Operations Director will keep a record of ongoing offenses, ensuring appropriate action is taken. Complaints and investigations will be kept as confidential as possible.

### **MRID-News Listserv Policy**

The MRID-News Listserv is a public Google Group with the purpose to share news, information, job postings, ask questions, and have discussions. Listed below are guidelines to promote a respectful and inclusive online environment. The MRID Board of Directors reserve the right to remove an individual from the group if they do not follow the guidelines.

#### **Disclaimer**

The MRID-News Google Group is provided as a public service for informational purposes only. Any information posted by members of the group does not imply endorsement nor opposition by MRID unless specifically stated. MRID accepts no responsibility for the opinions and information posted on this listserv. All emails sent to the MRID-News Listserv are first read by the listserv moderators to ensure emails follow the suggested guidelines. Please consider the moderators do this work on a volunteer-basis and may not be able to immediately read and approve emails. Posts are approved within minutes to a few hours, however posts that require more review could take a few days. If a message does not meet these guidelines, the moderators will reply to the sender and provide feedback.

#### **Guidelines**

- Share information that is pertinent to the MRID, Deaf, DeafBlind, Hard-of-Hearing, and Interpreting communities.
- Strive to make your posts accessible, i.e., include videos in ASL, captions or transcript, visual descriptions, alt. text for images, etc.
- Be respectful, welcome all viewpoints, and promote open discussions.



## Policies and Procedures Manual

- Do not use racist, audist, sexist, ageist, ableist, distantist, vidist, homophobic, transphobic, heterosexual, xenophobic, classist, antisemitic, discriminatory, defamatory, misogynistic, abusive, profane, threatening, or oppressive language.
- Messages are available for everyone on the listserv to see and are archived on the Google Groups platform indefinitely. This means that anyone in this group can find and read a message from years ago.
- Include a subject line that matches the content of the email.
- Include the sender's name at the bottom of the email; emails should not be sent anonymously.
- Job posting advertisements should include all necessary information: position description, location, website, contact information, etc.
- Do not post commercial messages or attempt to sell items on the listserv.
- Do not distribute any spam, solicitation, or letters relating to pyramid schemes, or once-in-a-lifetime deals.
- If you want to respond directly to a person, send an email to them; do not hit reply-all as it will include the listserv and everyone on it.
- Short messages intended to go to a single person such as "thank you!" "I'll be there!" will not be approved.

### Moderator's Standard of Practice

- Read all messages as soon as possible.
- Ensure messages meet the above guidelines. If it does, approve it for dissemination.
- If the message contains a short sentence that is meant for an individual, i.e., "Thank you!" "I'll be there." etc. The moderator will reject that message.
- If a message is missing certain information, i.e., contact info for a job posting, website, etc., the moderator will reject that message, contact the original sender, ask for it to be corrected and sent again.
- Moderators cannot make edits to the messages after they have been submitted to the news group.
- Moderators will periodically compare the MRID-News email list with the MRID members list to ensure all MRID members have access to the group.
- If contacted, moderators can change how often someone receives listserv messages, i.e., every email as they come through, daily, or weekly summary of emails.
- If contacted, moderators can change, add, or delete someone's email address anytime.
- Moderators will consult with the board of directors if an individual is not following the guidelines.



### **Mileage and Lodging Policy**

Individuals serving on the MRID Board of Directors, an MRID Committee, or volunteering for an event, can request reimbursement for MRID-related travel costs. To receive travel reimbursement, the individual must have a discussion prior to the travel date with the President and Finance Director for approval. If the President or Finance Director is requesting reimbursement, the Operations Director will be involved in order to provide transparency and accountability with MRID funds. Reimbursement request forms must be submitted within 30 days of the completed travel date(s).

#### **Mileage**

Any distance will be eligible for mileage reimbursement. MRID will follow the current IRS charitable non-profit rate and reimburse accordingly. The MRID mileage request form can be accessed by [clicking here](#). Once the form is submitted, the Finance Director will work with that individual to provide reimbursement. If an individual does not want to receive reimbursement, they can elect to provide an in-kind donation of their mileage fees.

#### **Lodging**

Individuals can request that MRID pay for or reimburse them for lodging costs when performing duties related to MRID work. Lodging will be paid for or reimbursed on a case-by-case basis, depending on the situation and distance traveled. Common situations include lodging for the MRID Board of Directors or MRID Committee members during retreats or conferences. Depending on the comfort level, individuals can share lodging with other board or committee members to reduce costs. Individuals are not expected to share lodging.

### **Non-Discrimination Policy**

MRID is open to all individuals and organizations without regard to age, color, creed, disability, gender, hearing status, marital status, national or ethnic origin, political belief, race, religion, sexual orientation, or veteran status.

### **Reimbursement Policy**

MRID will reimburse board members, committee chairs, and committee members for general expenses that are accrued for MRID activities, and that are pre-approved. A reimbursement form must be filled out, which can be found by [clicking here](#), along with the signature of an approving board member. All forms must include digital or paper receipts. The board of directors reserves the right to determine if a reimbursement does or does not meet the requirements for an MRID expense.



### Scholarships Policy

MRID offers seven (7) scholarships annually:

- Pioneer Education Scholarship - \$500
- Pioneer Interpreter of Color Education Scholarship - \$500
- Certification Scholarship - \$300
- Interpreter of Color Certification Scholarship - \$300
- Stephen Medlicott Professional Development Scholarship - \$200
- Mary Burnes Mentorship Scholarships (2 of them) - \$100/each

Scholarship winners are announced and awarded at the fall conference awards banquet (or virtually e.g., COVID-19). Scholarship funds must be used by the end of the following calendar year (approximately 14 months), or the money will go back to MRID. Example: an interpreter is awarded the Mary Burnes Mentorship Scholarship October 2021. They will have before December 31<sup>st</sup>, 2022, to use the funds, or they will forfeit the money back to MRID.

### Sponsorship Policy

It is MRID's general policy to accept all sponsorships equitably. No organization, agency, or individual, will unduly influence or usurp the organization's goals, vision, or core values, as they pertain to the running of the organization, and its commitment to the membership. The acceptance of any sponsorship does not imply endorsement of the sponsor organization, agency, or individual. MRID is committed to a policy of transparency.

Sponsorship regulations are as follows:

- MRID will decline any sponsorship that is believed to be incompatible with the mission, philosophy, or goal of the organization.
- A sponsorship will be a mutually beneficial exchange whereby the sponsor receives value in return for the financial support, goods, or services-in-kind to MRID.
- A formal, written agreement may be required that defines the terms of the sponsorship, including any recognition to be given to the sponsor, signed by an authorized member of both parties.
- Sponsorship does not automatically imply any exclusive arrangement between the sponsor and MRID.
- MRID reserves the right to refuse or decline any offer of sponsorship at its discretion, or to negotiate with the sponsor concerning any aspect of a proposed sponsorship.

MRID will remain responsible for determining whether a sponsorship will be solicited and/or accepted based on the best interests of the organization and wishes of its members. This policy is in place to avoid any real or perceived conflicts of interest.



## Policies and Procedures Manual

### Zoom Policy

MRID owns a Zoom account for the use of MRID board members, committee chairs, and committee members only.

- The organization's Zoom account is for MRID purposes: board meetings, working meetings, events, committee meetings, and any other MRID-specific needs. The account is not to be used for personal meetings.
- Before scheduling a Zoom meeting, please double check the Zoom calendar, as well as the MRID Google Calendar, to be sure the date/time is available. Please book the meeting in the Zoom and MRID calendar so that others know that date/time is booked.
- The organization only has a single Zoom license, which means only one meeting can happen at a time. If you're looking to schedule a meeting during the time someone else has a meeting, and no one else has another Zoom account to use, you can use a breakout room.
- The organization's current paid account can host meetings for up to one hundred people. If an event is to be hosted with over one hundred people, the board can purchase a one-time \$50 addition that lasts for 30 days and will allow up to five hundred people to attend the event.
- Recorded events can be saved directly to a personal computer or to the cloud. Please note that recording capacity to the cloud is limited. Upon completion of the recorded event, Zoom will process the video and store them in the cloud. Copy the recording(s) to a personal computer and delete the original(s) from the cloud to free up storage space.
- When logging into MRID's Zoom account on your own device, make sure "stay signed in" is *unchecked*. Failure to do this may prevent others from using the MRID Zoom account.



## MRID Board Member Agreement

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Dates of Term: 01/01/\_\_\_ to 12/31/\_\_\_

**This agreement is an expression of good faith and is not legally binding.**

As a member of the MRID Board of Directors, I understand that my duties and responsibilities include the following:

### Ethical Responsibility

- I am ethically responsible for the overall functioning of MRID as a professional, interpreting organization. Along with the other board members, I am responsible for the financial health of MRID.
- As a member of the MRID Board of Directors I pledge myself to follow the mission of MRID and RID:
  - MRID: It is the mission of the Minnesota Registry of Interpreters for the Deaf (MRID) to provide state and local forums, and an organizational structure for the continued growth and development of the professions of interpretation and transliteration of American Sign Language and English.
  - RID: The Registry of Interpreters for the Deaf is a professional organization for interpreters who use signed and spoken languages. As members of RID we commit to providing ethical, high-quality interpreting services for our clients; we also commit to our own continuous professional development.
- I will agree to not make unilateral decisions that would represent the MRID Board of Directors or as the organization as a whole.
- I agree to support all decisions made by the MRID Board of Directors, even if I disagree with the decision.
- I will avoid conflicts of interest. I will disclose all known or potential conflicts of interest to the MRID Board of Directors. The board will decide the extent of the conflict of interest, and I will abide by the decision of the board.
- I will bring to the attention of the board any issues that I believe may have an adverse effect on MRID, RID, or those whom we serve.



## Policies and Procedures Manual

- I will do my best to represent all members of MRID.
- Upon completion of my term, resignation, or removal from the MRID Board of Directors, I will surrender all MRID belongings and pertinent documents to the board. I also recognize that access for any accounts of MRID (such as email) will be turned back over to the board.

### Board Meetings

- I will attend at least 75% of the board meetings per year.
- I will attend the MRID annual business meeting.
- I agree, to the best of my ability, to attend MRID conferences, events, and webinars.

### Communication

- I agree to check my MRID email address a minimum of every three (3) days.
- I will make myself available for routine conversation through a variety of sources such as email, text, Marco Polo, Zoom, Slack, or any other means of communication agreed upon by the board.
- I will submit a monthly activity to report to the Operations Director at least one (1) week prior to the scheduled monthly board of directors meeting.
- I will submit an end-of-year report to the Operations Director at least two (2) weeks prior to the scheduled annual business meeting.
- I agree to communicate in a respectful manner to all members of the organization, and to the community we serve.
- I agree that conversations within the board on email, text, Zoom, Slack, or Marco Polo, etc., may be confidential, and I will not share anything without the consent of the board. This includes creating vlogs/blogs, social media posts, forwarding emails, taking screenshots/screen records, or any other sharing method.

### Professional Membership

- I will maintain RID and MRID memberships throughout the duration of my term(s).
- If applicable: As President or Operations Director, I will maintain my RID certification during my term(s) of office.

Lastly, I acknowledge the exit statements in the MRID Bylaws under Article IV Section 7:

- A. Any director may be removed from office by a two-thirds vote of the board of directors with or without cause.
- B. Resignation of members of the board of directors shall be submitted in writing to the board of directors and shall become part of the official minutes of the organization. Resignation is effective when written notice is received by the President or their designee.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**MRID Committee Member/Chair Agreement**

Name: \_\_\_\_\_ Committee: \_\_\_\_\_

Dates of Term: \_\_\_/\_\_\_/\_\_\_ - \_\_\_/\_\_\_/\_\_\_

**This agreement is an expression of good faith and is not legally binding.**

Serving as a member/chair (circle) of the \_\_\_\_\_ Committee, I understand that my duties and responsibilities include the following:

**Ethical Responsibility**

- I am ethically responsible for supporting MRID as a professional, interpreting organization and pledge myself to understand the mission of MRID and RID.
  - MRID: It is the mission of the Minnesota Registry of Interpreters for the Deaf (MRID) to provide state and local forums, and an organizational structure for the continued growth and development of the professions of interpretation and transliteration of American Sign Language and English.
  - RID: The Registry of Interpreters for the Deaf is a professional organization for interpreters who use signed and spoken languages. As members of RID we commit to providing ethical, high-quality interpreting services for our clients; we also commit to our own continuous professional development.
- I will avoid conflicts of interest. I will disclose all known or potential conflicts of interest to the MRID Board of Directors. The board will decide the extent of the conflict of interest, and I will abide by the decision of the board.
- I will bring to the attention of the board any issues that I believe may have an adverse effect on MRID, RID, or those we serve.
- I will professionally represent all the people MRID serves, and not a particular interest group.
- Upon completion of my term or resignation, I will surrender all MRID belongings and pertinent documents to the board of directors. I also recognize that access for any accounts of the MRID (such as email, Slack, Marco Polo, etc.) will be turned back over to the board.
- I agree that I will treat everyone on the committee with the utmost respect.





## Policies and Procedures Manual

- I will agree to not make unilateral decisions that would represent the MRID Board of Directors, the committee(s), or as the organization as a whole.

### Professional Membership

- I will maintain RID and MRID memberships throughout the duration of my term(s).

### Communication

- I will make myself available for routine conversation through a variety of sources such as email, text, Marco Polo, Zoom, Slack, or any other means of communication agreed upon by the committee.
- I agree to check my MRID email address (if applicable) a minimum of every three (3) days.
- I agree that conversations within the committee on email, text, Zoom, Slack, or Marco Polo, may be confidential, and I will not share anything without the consent of the committee. This includes creating vlogs/blogs, social media posts, forwarding emails, taking screenshots/screen records, or any other sharing method. I understand that if I do this, I will be removed from the committee immediately.
- I will contribute to the end-of-year report and ensure its submission to the Operations Director at least two (2) weeks prior to the scheduled annual business meeting.
- I agree to communicate in a respectful manner to all members of the organization, and to the community we serve.

Lastly, I acknowledge that if I wish to resign, I will provide notice, either in email or video format, to the board of directors.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_