

LRID Policy and Procedures Manual

Proposals for 11/2/22 Open Forum

Motion for 11/5/22 GBM

Article	Current	<i>Proposed Policy</i>	Rationale and/or Comments
III. Membership General Policy	N/A	<i>Dues are not prorated.</i> <i>Dues are in arrears as of August 1st</i> <ul style="list-style-type: none"> ● <i>Members are removed from the roster</i> ● <i>Affects eligibility to run for office</i> 	Moved from Bylaws to PPM Moved from Bylaws to PPM - expands on definition of 'arrears'
General Policy	Not included in Bylaws or PPM	<i>LRID's membership year is July 1st to June 30th</i>	Recommended for inclusion in Bylaws (clarifies and condenses) If added to Bylaws, it will be removed from Policy
Jean Boles Distinguished Service Award	Not included in Bylaws or PPM	Presented to an outstanding member who has made a contribution to the profession on local, state, and/or national levels and serves as a role model to the members Nomination Criteria <ul style="list-style-type: none"> ● Has been a Certified Member in good standing for the past five (5) years ● Is not a current member of the BOD ● Possesses outstanding interpreting skills and/or excellent knowledge of interpreting and the interpreter's role 	Setting Policy and Procedures for the recognition process

		<p>Letter of nomination</p> <ul style="list-style-type: none"> ● Detail nominee's background, experiences, and involvement in the profession ● Include signatures of at least ten (10) Voting Members <p>Recipient receives lifetime membership and a plaque</p>	
Categories of Membership. Voting Members.	Not included in Bylaws or PPM	A member in good standing is one whose dues are current.	Definition of member in good standing
IV. BOD General	Not included in Bylaws or PPM	<ul style="list-style-type: none"> ● <i>Respectfully submitted,</i> Name, office, date of meeting, and signature ● Save document as a .pdf 	Consistent sign-off for LRID Officers, Committee Chairs, and Representatives on official LRID documents
Transition of Records	Not included in Bylaws or PPM	<i>Incoming Board Members will assume the duties of their respective office upon adjournment of the General Business Meeting during which the election occurred</i>	Clarification - no delay of transition to office
Bank	Not included in Bylaws or PPM	<i>Select a bank having no monthly fees for applicable accounts</i>	Best practices
Records Retention	Not included in Bylaws or PPM	<ul style="list-style-type: none"> ● <i>Articles of Incorporation</i> ● <i>General Ledger</i> ● <i>Check Registries</i> ● <i>Documents kept for 7 years</i> <ul style="list-style-type: none"> ○ <i>IRS 1099s</i> ○ <i>Invoices</i> 	Best practices

		<ul style="list-style-type: none"> ○ <i>Receipts</i> ○ <i>General Correspondence</i> 	
V. Committees	Not included in Bylaws or PPM	<p>Submit report(s) for General Business Meeting and, as needed, to the BOD</p> <ul style="list-style-type: none"> ● <i>Respectfully submitted,</i> Name, office, date of meeting, and signature ● Save document as a .pdf 	<p>Best practices</p> <p>Consistent sign-off for LRID Officers, Committee Chairs, and Representatives on official LRID documents</p>
CMP Coordinator	<i>Two years...</i>	<p><i>Anyone requesting CEUs for professional development, other than LRID sponsored events, must have been a member of LRID in the twelve months two years leading up to the request (e.g., academic coursework, PINRA, and independent studies)</i></p>	<p>More succinct language</p> <p>Lowered from two years to one year as a benefit of continuous membership</p>
VIII. Special Referendum	Not included in Bylaws or PPM	<p>Disseminate to membership:</p> <ul style="list-style-type: none"> ● Proposed motion ● Procedures <p>One vote per member, returned via the voting platform, constitutes a valid ballot.</p> <p>Total number of respondents must be a minimum of 51% of the voting membership</p>	<p>Best practices and clarification</p> <p>This is not the quorum, but an attempt to have input from a majority of members</p>

X. Fees and Assessments	Not included in Bylaws or PPM	<p><i>Requests for CEUs for academic coursework, PINRA, and independent studies are available</i></p> <ul style="list-style-type: none"> ● <i>Members</i> <ul style="list-style-type: none"> ○ <i>Must have been a member of LRID for the 12 months leading up to the request</i> ○ <i>No fee is assessed</i> ● <i>Non-members</i> <ul style="list-style-type: none"> ○ <i>CEU processing fee will be assessed</i> ● <i>Groups</i> <ul style="list-style-type: none"> ○ <i>Fees and Assessments charged on a case-by-case basis</i> ○ <i>Membership dues requirement is waived</i> 	Expands and clarifies on fees and assessments, other than membership dues
Article	Current	Proposed Procedures	Rationale and/or Comments
All Articles	N/A	All Sections	New Procedures for the entire document that provide consistency and guidance