

LRID Policy and Procedures Manual

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LRID Policy and Procedures Manual

INTRODUCTION AND PURPOSE

Non-profit organizations have legally binding rules known as Bylaws to govern the conduct of business. Bylaws should be simple yet provide structure to maintain consistency in the operations of the Association and protect the Association from legal challenges. The goal to have uncomplicated Bylaws requires further development and documentation of policies and procedures, thus increasing accountability and transparency of the Association and presenting it in a professional manner.

The LRID Policy and Procedures Manual (PPM) establishes policies and procedures for the general membership, Board of Directors, committees, liaisons, and representatives. The PPM ensures consistent practice, guide planning, task outlining, and knowledge of duties and responsibilities. It further establishes and expounds on rules not included in the Bylaws.

USE AND FORMAT

The headings of the PPM follow the same format as the LRID Bylaws, each containing further explanation of the intent included in each article. A heading with no entries below it will serve as a placeholder for any future policies and procedures.

Bylaws excerpts will be included and cited in this PPM when necessary. Policies and procedures will be separated, with *policies in italics*, and procedures in non-italics.

UPDATES/REVISIONS/AMENDMENTS

LRID, as a membership-driven Association, allows the membership to make any changes to rules that govern it. LRID Bylaws serve as the highest level of governance of the Association, with any changes requiring a two-thirds majority vote of the voting membership present at a GBM or through special referenda. *Policies* are the second highest level of governance of the Association, also requiring two-thirds majority vote of the voting membership present at a GBM or through special referenda. The LRID Board of Directors cannot make changes to *Policy*.

Exceptions to and suspension of Bylaws can be made during a General Business Meeting (GBM) with two-thirds majority vote of the quorum present, following Robert's Rules of Order. LRID will also allow exceptions to and suspension of LRID *Policy* of the PPM during a GBM with two-thirds majority vote of the quorum present.

Procedures serve as an explanation for performing Bylaws and Policy(cies). Therefore, the Board of Directors (BOD) or the LRID general membership can approve procedures. Procedures can be revised at any time by a simple majority vote of the BOD or the general membership.

ACKNOWLEDGEMENTS

LRID would like to acknowledge the contributions made by Kim White to the initial draft of the Policy and Procedures Manual in the late 1990s. With much appreciation for Kim's work and commitment to LRID and interpreters of Louisiana, we dedicate this PPM to her.

88 **I. NAME**

89 **Policy**

90 *Affix LRID Logo to all LRID communication (letters, BOD emails, flyers, etc.)*

92 **II. OBJECTIVE**

94 **Policy**

95 *Maintain Affiliate Chapter (AC) status in Registry of Interpreters for the Deaf (RID)*

- 96 • *To be considered an AC in good standing, ACs must submit an annual*
- 97 *report, as directed by RID. ([RID AC Handbook](#))*

98 *Function as a member-driven organization*

101 **III. MEMBERSHIP**

102 **Policy**

103 *Requirements for membership in the Louisiana Registry of Interpreters for the Deaf*

104 *are the completion of a current membership form and payment of annual dues*

105 *LRID's membership/fiscal year is from July 1st to June 30th*

107 **Categories of Membership**

108 **Voting Members**

109 *A Voting Member shall be a resident of Louisiana and a member in good*

110 *standing of any voting membership category of RID.*

111 *(LRID Bylaws Art. III, Section 1, A)*

112 *Meetings, referenda, and elections pertaining to evaluations, certifications,*

113 *and standards/ethics may only be voted upon by active, certified members.*

114 *(LRID Bylaws Art. III, Section 2, B)*

115 *Retired Certified Members of RID have all voting privileges within LRID*

116 **Non-Voting Members**

117 *A Non-Voting Member shall be one who supports the Association but does*

118 *not wish to have voting privileges and may or may not be a member in good*

119 *standing of any non-voting membership category of RID.*

120 *(LRID Bylaws Art. III, Section 1, B)*

121 *This includes, but is not limited to, students of the profession and/or out-of-*

122 *state residents.*

123 **Organizational Members**

124 *An Organizational Member is any organization with an interest in supporting*
125 *the Association and carries no voting privileges.*

126 (LRID Bylaws Art. III, Section 1, D)

127 **Lifetime Members**

128 *A Lifetime Member is granted during the General Business Meeting and shall*
129 *include all rights and privileges of the category of membership in which*
130 *eligibility is met. Annual Association membership dues are waived.*

131 (LRID Bylaws Art. III, Section 1, C)

132
133 **IV. BOARD OF DIRECTORS**

134 **Policy**

135 **Bank**

136 *Strive to maintain continuity with the current banking institution. If a change is*
137 *needed, select a new banking institution with branches across the state*

138
139 *Every LRID check requires two signatures*

140
141 **Budget**

142 *Prepare a bi-annual budget (See Appendix ___)*

- 143
 - *Use previous budgets to forecast and make informed decisions to*
144 *ensure LRID's financial solvency*

145 *Send proposed budget to membership 30 days prior to GBM*

146
147 *BOD to present to membership at the GBM during odd numbered years*

148
149 **General**

150 *Represent the Association and work towards achieving the mission and*
151 *objectives to the best of their ability*

152 *Follow the LRID Bylaws and PPM*

153 *Promote a professional environment and standard for meetings*

154 *Submit an annual report for the General Business Meeting*

155 *Utilize Google Drive to operate Association business*

156
157 **Records Retention**

158 *Retain all records on Google drive:*

- 159
 - *General Business Meeting Minutes*

- 160 • *BOD meeting minutes*
- 161 • *Membership rosters*
- 162 • *Bylaws*
- 163 • *Policy and Procedures Manual*
- 164 • *Financial Statements*
- 165 • *Conference Documents (CEU documents, flyers, registration, etc.)*
- 166 • *Newsletters*
- 167 • *Scanned paper documents*

168
169 *Retain all BOD email correspondence in established Gmail accounts*

170 **Removal of Officers/Appointed Persons**

171 *(Refer to Bylaws, IV. Section 7, C)*

172
173 *Investigate the claimed reason(s) for consideration of removal*

174 **Transition of Records/Board**

175 *Outgoing Board Members must bring all materials and information (i.e.,*
176 *documents and electronic access) to the GBM to allow for immediate transfer*
177 *and succession of the position*

178
179 *Share duties and experiences with incoming Board Member allowing for a*
180 *period of orientation*

181 *If an outgoing Board Member is unable to attend the GBM, records should be*
182 *sent with a member attending or sent to the replacing officer within thirty (30)*
183 *days*

184 *Each BOD will organize corresponding email account into folders according*
185 *to fiscal year*

186 **Travel Expenditures**

187
188 **LRID Conference/Training Events**

189 *Registration fees, including on-site catered meals, are waived for*
190 *current BOD. Account for the costs of meals in the*
191 *Conference/Training Event budget. This does not apply to incoming*
192 *BOD.*

193
194 *Travel expenses are not paid for BOD except in cases of hardship*
195 *(hotel, food, and gas are paid at actual costs, not federal rates)*

196
197 **RID Region IV Event**

198 *Registration fees or travel assistance may be provided to one BOD*
199 *member (i.e., LRID President or designee)*

- 200 • *Expenses cannot exceed \$750*

- *Publish a report of the event in the Pensée de la Louisiane, detailing benefits to LRID*
- *Consider providing in-kind services to LRID upon return (e.g., present a workshop, interpret for an LRID workshop or meeting)*

President

Policy

Association Representation

Serve on the Louisiana Commission for the Deaf (LCD) as a legislated member of the Commission or appoint a designee

Budget

Supervise budget planning and forecasting to ensure LRID's financial solvency (See Appendix ____)

RID Affiliate Chapter Compliance

Direct and assure the completion and submission of required documents to all official and governing entities (i.e., RID, IRS, SOS)

Transition

Prior to exiting position, share duties and experiences with incoming President

Vice President

Policy

Transition

Prior to exiting position, share duties and experiences with incoming Vice President

Secretary

Policy

Conference and Trainings

Continuing Education Units

- *Complete and submit all necessary RID documentation to the LRID CEU Coordinator within the required time frame*

Credentials

Maintain a current roster of Voting Members in good standing, denoting either Certified RID members or Associate RID members to ensure that only Certified Members vote on issues pertaining to evaluations, certification, and standards and ethics.

Dissemination of Association Information

Via Pensée de la Louisiane newsletter, emails, and/or posts to website

244
245 **LRID Website**
246 *Renew domain annually and update contents as needed*

247
248 **Membership Roster**
249 *Send annual membership renewal notice on May 1st*
250
251 *Create a current roster at the start of each fiscal year*
252
253 *Send current roster at the start of each fiscal year to the CEU Coordinator and*
254 *periodically*
255
256 *Update membership roster as individuals and organizations join*
257

258 **Minutes**
259 *Record minutes for all BOD and GBM meetings*
260
261 *Document motions for GBM and BOD Minutes using the following format:*
262

- *GBM: “M”, year, and motion number for that year (i.e., M2022.01)*
- *BOD: “B”, year, and motion number for that year (i.e., B2022.01)*

263
264
265 *BOD meetings*
266

- *Send draft to the Board within 30 days of each meeting held*
- *Post approved minutes to the website within 30 days*

267
268
269 *GBM meetings*
270

- *Send to the membership within 45 days of each meeting*
- *Post approved minutes to the website within 45 days*

271
272
273 *Archive all minutes on the LRID Secretary Google Drive*
274

275 **RID Affiliate Chapter Compliance**
276 *Compile and submit applicable sections of the Affiliate Chapter Annual*
277 *Report to the LRID President or RID, due to RID annually by September 15th*
278 *(see RID AC Handbook, Annual Report)*
279

280 **Transition**
281 *Prior to exiting position, share duties and experiences with incoming*
282 *Secretary*

283 **Treasurer**

284 ***Policy***
285 **501(c)(3)**
286 *Maintain a copy of the IRS EIN and the RID Group Exemption Number in the*
287 *BOD Google Drive*
288 *Check IRS website annually for guidelines on non-profit organizations*

289 **Bank**
 290 *Strive to maintain continuity with the current banking institution*

291
 292 *If a change is needed, select a new banking institution with branches across*
 293 *the state*

294
 295 *Every check requires two signatures*

296
 297 *Treasurer maintains possession of the Debit Card*

298
 299 **Budget**
 300 *Present proposed annual budget to the membership by August 15th via email*
 301 *(for discussion and approval during the GBM)*

302
 303 **Disbursements**
 304 *Complete an Expense Form (See Appendix _____) for any disbursement*

- 305
 306 *Standing Budget Line Items (do not require prior approval)*
 307
 - *LA Secretary of State*
 - *NAD Organizational Dues*
 - *RID Organizational Dues*
 - *LAD membership dues for LRID Member-at-Large*
 - *Wix (website domain)*
 - *Post Office Box*
 - *IRS 990-N filing fee, if applicable*
 - *RID Region IV travel expenses (not to exceed \$750)*
 - *Costs of meals for BOD that are catered at LRID events*
 - *PayPal fees (automatically deducted from income)*
 - *Square (pay per Point Of Sale transaction)*
 - *123 Forms (Membership, Conference registration forms)*
 - *Zoom*

310
 311
 312
 313
 314
 315
 316
 317
 318
 319
 320
 321 *Non-standing Budget Line Items require prior approval from BOD or*
 322 *Membership*

323 **Louisiana Secretary of State Compliance**
 324 *Within 60 days of election or appointment of new Board members, update*
 325 *BOD information and submit applicable fee to www.sos.la.gov*

326
 327 *Complete and upload Domestic Corporation Annual Report and submit*
annual fee by September 1st to www.sos.la.gov

328 **Prohibited Expenditures**
 329 *Alcohol, tobacco, political contributions, and gambling (e.g., raffle chance*
 330 *purchases)*

331 **Records/Reports**
 332 *Maintain the General Ledger*

- 333 Present a *Financial Statement* at every GBM and BOD meeting to include:
- 334 o *Beginning balance (matching ending balance of most recent*
- 335 *report)*
- 336 o *Revenue*
- 337 o *Disbursements*
- 338 o *Ending balance (date just prior to BOD meeting)*

339 Present the year-end *Financial Statement (July 1 - June 30)* sent to RID at

340 the GBM

341 Present a *Profit/Loss Statement (listing expenditures and receipts)* within 45

342 *days of the conclusion of each Conference/training event (See Appendix*

343 *___)*

344 Send documents to the Audit Committee Chair annually by July 15th

345

346 **RID Affiliate Chapter Compliance**

347 *Compile and submit applicable sections of the Affiliate Chapter Annual*

348 *Report to the LRID President or RID, due to RID annually by September 15*

349 *(see RID AC Handbook, Annual Report)*

350

351 **Taxes**

352 Prepare [1099](#) forms for contractors (*interpreters, presenters, etc.*)

353

354 File [IRS 990-N](#) (*prior to September 15th*)

355 Attach *Financial Statement (See Appendix ___)*

356 Attach 1099 forms

357

358 **Transition**

359 *Prior to exiting position, share duties and experiences with incoming*

360 *Treasurer*

361 **Member-at-Large**

362 ***Policy***

363 *Attend LAD meetings*

- 364 • *Share LRID information with LAD*
- 365 • *Submit report during BOD meetings to be included in the minutes*

366

367 *Prior to exiting position, share duties and experiences with incoming Member-at-*

368 *Large*

369 **Louisiana Association of the Deaf (LAD) Representative to LRID**

370 ***Policy***

371 *Policy will be addressed after the LRID Bylaws Forum on March 24 and during the*

372 *LRID General Business Meeting on April 2, 2022*

373 **Immediate Past-President**

374 **Policy**

375 *Policy will be addressed after the LRID Bylaws Forum on March 24 and during the*
 376 *LRID General Business Meeting on April 2, 2022.*

377 **CEU Coordinator**

378 **Policy**

379 Adhere to the [Standards and Criteria for RID Approved Sponsors Handbook](#)

380
 381 *Anyone requesting CEUs for training other than LRID sponsored*
 382 *Conferences/Training Events, must have been a member of LRID in the 2 years*
 383 *leading up to the request (e.g., academic coursework, PINRA, and independent*
 384 *studies)*

385 *Prior to exiting position, share duties and experiences with incoming CEU*
 386 *Coordinator*

387 **V. COMMITTEES**

388
 389 **Standing Committees**

390 Standing committees are formed for matters that demand constant attention or at
 391 least annually and are of continuing vital concern to LRID. Per RID AC Handbook,
 392 each member of a committee must be a Voting Member in good standing of the
 393 Association.

394 **Audit Committee**

395 **Policy**

396 *President appoints the Committee Chair by June 30th.*

397
 398 *Chair or President selects 1-2 others to serve on the committee.*

399
 400 *Outgoing and incoming Treasurers may be requested to attend meetings.*

401
 402 *Treasurer sends the following to the Committee Chair by July 15th:*

- 403 • *Monthly bank statements*
- 404 • *PayPal Statements*
- 405 • *Square Statements*
- 406 • *Checkbook*
- 407 • *General Ledger*
- 408 • *Financial Statement Year-to-Date*
- 409 • *Expense Forms (See Appendix ____)*
 - 410 ○ *Attach all supporting documentation (invoices, receipts, motion*
 - 411 *numbers, etc.)*
- 412 • *IRS 990-N File (and 1099s)*
- 413 • *Previous year’s Audit Committee findings/recommendations*

- *All Treasurer's Reports submitted to the BOD and General Membership for the past two fiscal years*
- *List of all General Membership and BOD motions for the prior two years*
- *Other related documents determined by the Treasurer and/or the Committee*

Motions Committee

Policy

Members

President appoints the Chair no less than thirty (30) days prior to the GBM

Committee is composed of 1-2 members in good standing

Valid Motions

Made by Voting Members in good standing of both LRID and RID

Must contain:

- *Author of the motion*
- *Name of the person who seconds the motion*
- *Motion in its entirety*
- *Fiscal impact*

Nominations Committee

Policy

Members

President appoints the Committee Chair no less than 30 days prior to an election

Committee is composed of 1-3 Members in good standing

Inclusive of no individual seeking an elected office during the election for which the Committee has been appointed

Valid Elections

Nominations are accepted as follows:

- *Odd number years: President, Secretary, and Member-at-Large*
- *Even number years: Vice President and Treasurer*

Nominations from Members in good standing of the Association will be accepted

It is not required to hold a membership vote for positions with only one nominee

Ballots must be cast by fifty (50) percent of the Voting Members present at the General Business meeting

459 *In the event of a tie, a run-off election shall be held*

460
461 (LRID Bylaws, Article IV, Section 6)

462
463 *Officer vacancies created by resignation, removal, or death are not handled*
464 *by this committee*

465
466 **Ad Hoc Committees**

467 Ad hoc committees are established to handle special projects and meet as needed.
468 Per the RID AC Handbook, each committee member must be a Voting Member in
469 good standing. Once the special project is complete, the committee disbands.

470
471 **Bylaws Committee**

472
473 **Policy**

474 **Deadline**

475 *Committee Chair finalizes the report and sends it to the Secretary 60 days*
476 *prior to the GBM*

477
478 **Members**

479 *President appoints the Committee Chair a minimum of 6 months prior to*
480 *GBM during which Bylaws changes can/will be proposed*

481
482 *Committee is composed of 3-5 members*

483
484 **Conference Committee**

485 **Policy**

486 *BOD appoints the Committee Chair as necessary, to assist Vice President*

487
488 **Fundraising Committee**

489
490 **Policy**

491 *BOD appoints the Committee Chair*

492
493 **Membership Committee**

494
495 **Policy**

496 *President/BOD appoints the Committee Chair*

497
498 *Committee Chair recruits committee members as necessary*

499
500 **Policy and Procedures Manual Committee**

501
502 **Policy**

503 **Approval**

504 *Policy is approved by the membership*

505
506 *Procedures are approved by the membership or the BOD*

507
508 **Deadline**

509 *Committee Chair finalizes the report and sends it to the Secretary at least 45*
510 *days prior to the GBM.*

511
512 **Members**

513 *President/BOD appoints the Committee Chair*

514
515 *Appointed a minimum of six months prior to GBM during which PPM changes*
516 *can/will be proposed*

517
518 *Committee is composed of 1-3 members*

519
520 **VI. MEETINGS OF MEMBERS**

521 ***Policy***

522 **General Business Meeting**

523 *Convene at least once per year*

524
525 *Disseminate to membership:*

- 526 • *Agenda*
- 527 • *Standing Rules*
- 528 • *Reports from BOD*
- 529 • *Reports from Committees*
- 530 • *Past GBM minutes for approval*
- 531 • *Motions Form*

532 **VII. PROFESSIONAL DEVELOPMENT**

533 ***Policy***

534 **Accessibility**

535 *Communication must be accessible*

536
537 *Venues must be physically accessible*

538 **Budget**

539 *Establish prior to event(s)*

540
541 *Goal is to recoup expenses (not to make a profit)*

542
543 *Registration fees are always lower for members*

544

545 *Pursue fundraising activities to offset costs/reduce registration fees*

546
547 *Submit receipts for reimbursement within 14 days of the conclusion of*
548 *event(s)*

549
550 **Continuing Education Units (CEUs)**

551 *Must be provided during all LRID sponsored event(s)*

552
553 *Advertise only after approval from the LRID CEU Coordinator*

554
555 **Location**

556 *Conference dates and locations will rotate among membership areas*

557
558 *(LRID Bylaws, Article VI, Section 1, D)*

559
560 *Membership areas are defined as Baton Rouge, Lafayette, New Orleans,*
561 *and Shreveport*

562
563 **Refund and Cancellation Policy**

564 *Required and must be published*

565
566 *Submit requests for refunds in writing*

567
568 **Thank You's**

569 *Send Thank You's for door prizes, donations, sponsorships, co-sponsor,*
570 *presenters, interpreters, Program Book advertisers, student representatives,*
exhibitors, caterers, volunteers, conference site

571 **VIII. SPECIAL REFERENDUM**

572 *(Refer to Bylaws)*

573 **IX. FISCAL YEAR OF THE ASSOCIATION**

574 *The fiscal year of the Association shall begin on the first day of July and end on the*
575 *thirtieth day of June of each year.*

576 *(Refer to Bylaws, Article IX)*

577 **X. FEES, DUES AND ASSESSMENTS**

578 ***Policy***

579 **Membership Year**

580 *The membership year of the Association shall begin on the first day of July and end*
581 *on the thirtieth day June of each year. Membership is good for the fiscal year in*
582 *which it is activated. Dues are not prorated.*

583 **XI. AMENDMENT OF BYLAWS**

584 (Refer to Bylaws)

585 **XII. NON-DISCRIMINATION POLICY**

586 ***Policy***

587 (Refer to Bylaws Article XII)

588 *This includes any form of electronic communication that may take place before,*
589 *during, or after a meeting or professional development activity.*

590 **XIII. DISSOLUTION OF THE ORGANIZATION**

591 (Refer to LRID Bylaws)

592 **XIV. PARLIAMENTARY AUTHORITY**

593 ***Policy***

594 *Serves as consultant to the President during the General Business Meeting*

595 *Appointed annually by the President 30 days prior to the GBM*