



ALABAMA REGISTRY OF INTERPRETERS FOR THE DEAF

POLICY AND PROCEDURES MANUAL August 1, 2002

The ALRID Board believes having a Policy and Procedures Manual (PPM) will allow ALRID to operate more effectively and efficiently as well as more consistently over time. This document is a compilation of several existing documents and former ALRID bylaws. When ALRID Bylaws were revised in 2000, what was not included from the previous bylaws became the framework for the current ALRID Policy and Procedures Manual. Additionally, other documents were examined to ensure that the ALRID PPM is not in conflict with the national Registry of Interpreters for the Deaf (RID) or Robert's Rules of Order (RRO). The ALRID Board approved this version of the ALRID PPM on August 1, 2002. It includes information from RID's bylaws, RID Affiliate Chapter Handbook (distributed to Affiliate Chapter Presidents at the Region II Conference in 2000), Robert's Rules of Order, and Georgia RID.

The PPM is an operating guideline for efficient and consistent running of the organization. The ALRID PPM is an evolving document. New motions from the board and general membership will influence the PPM and thus it will require constant updating. Updated versions will be distributed to current board members at least annually.

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ALRID Policy and Procedures Manual

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ALRID Policy and Procedures Manual

The Philosophy Statement of RID is:

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

The Mission Statement of RID is:

It is the mission of RID to provide international, national, regional, state, and local forums and an organizational structure for the continued growth and development of the profession of interpretation and transliteration of American Sign Language and English.

I. OBJECTIVES:

In addition to the objectives listed in the ALRID Bylaws 2000, Article II:

- 1) RID: Affiliate chapters of RID encourage and maintain enthusiasm and a spirit of camaraderie among interpreters. The primary goal of affiliate chapters and the national organization is to promote the development of interpreting as a profession with the highest ethical standards. Activities of the affiliate chapters should be designed with this in mind.
- 2) Typically, activities will include general meetings, profession related workshops and conferences, functions encouraging those interested in the profession and which support those already within the profession, etc. These activities should include individuals who support the profession indirectly, such as counselors, teachers, and other consumers.
- 3) Furthermore, the objectives of ALRID are:
 1. To maintain and promote the RID Code of Ethics for interpreters and transliterators.
 2. To provide professional development opportunities to interpreters and transliterators.
 3. To provide the public with information regarding interpreting and transliterating.
 4. To recognize and stimulate outstanding professional accomplishments.
 5. To support the activities of organizations of and for Deaf persons and of and for interpreters/transliterators insofar as such activities are not in conflict with the purposes of the organization.
 6. To maintain and distribute a registry of RID certified interpreters for the Deaf.

II. MEMBERSHIP:

A. The ALRID Bylaws 2000, Article III, Section 5 refers to the following section on Reinstatement of Membership

1. Application for reinstatement :

- a. Voting members: upon re-application for membership and payment of annual dues for current year with proof of current RID membership, the person can be reinstated to voting member status.
- b. Non-voting members: upon re-application for membership and payment of annual dues for the current year, a person can be reinstated to non-voting member status.

2. Appeals:

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Appeals for reinstatement will be considered by the board on a case by case basis.

B. Membership Privileges:

ALRID members of any category shall have access to:

- New membership information packets
- Newsletter
- Discount to training offered by ALRID and its chapters
- Scholarships
- ALRID Bylaws
- Participation in the RID Certificate Maintenance Program to maintain RID certification and verification of Continuing Education Units for participation in workshops and training
- Awards for outstanding service to the professional organization
- Representation in State, Regional, and National RID organizations
- Leadership opportunities
- Oversight of legislative bodies proposing legislation and information about issues that affect interpreters and the profession

C. Honorary Members (See Appendix A for current list) (approved Motion 2003-07)

1. Honorary Member nominations

- a. Honorary members will be nominated by motions in either general meetings or at Board meetings.
- b. This is not an honor that needs to be done at every general meeting nor at biennial meetings. It should be done only when deemed necessary.

2. Notification process

- a. Newly named honorary members shall be sent notification by the ALRID President in the form of a letter.
- b. The new honorary member shall receive a framed certificate of appreciation indicating their status as an honorary member.
- c. The ALRID Newsletter will have an article about the selection of the honorary member. The person who made the original motion may submit the article to the newsletter editor.

3. Honorary Member Status includes

- a. A special honorary membership card will be issued for life
- b. Individual's name remains on membership rolls for life
- c. Individual is exempt from membership dues
- d. Individual retains full voting privileges.

III. ALRID BOARD:

A. Duties of ALRID Board

The following section lists duties in addition to the specific duties listed in the ALRID Bylaws 2000, Article IV, Section 3:

1. The Board members are to perform any and all duties imposed on them collectively or individually by law, the By-laws, or by the mandate and direction of the voting membership. They shall govern ALRID by directing its policies and operations in all matters relating to the purpose for which it was formed.
2. Motion: 8-05-2000: The ALRID Board shall develop an annual budget. The budget should be developed prior to June 30th.
3. The Board shall approve any purchases over \$100 (all others shall be approved by the President and Treasurer.)
4. The Board shall provide a comprehensive annual report at each annual general meeting.
5. Duties and responsibilities of ALRID Officers
 - a. All ALRID Officers need to have access to email.

b. President:

- 1) Shall represent ALRID at regional and national conferences. (See page 19 section on Delegate to RID conference.)
- 2) Shall appoint an ALBIT Nominating Committee with the Board's approval to fill the ALRID positions on the ALBIT Board. (See Committees for information about this committee's duties on page 14.)
- 3) ALRID President shall submit the approved list of court interpreters, provided by the legislative committee, to the state comptroller by October 1st.
- 4) RID: It is the responsibility of the President to assure that the affiliation maintenance requirements are adhered to. These are listed in detail on page 13 under Chapter Affiliation Compliance Committee. The President does not necessarily have to do these tasks, but must **oversee** and assure they are done.
- 5) Transact business as directed by the Board and in accordance with the ALRID by-laws.
- 6) Motion: 3-29-99: 99-19: The President and treasurer shall approve all credit card purchases under \$100 in advance (all others shall be approved by the Board).
At this time, there are no valid credit cards.
- 7) Shall appoint a parliamentarian for meetings.
- 8) Shall turn over all books or related materials to the newly elected officer at the biennial meeting.

c. Vice President:

- 1) Shall transact, at the direction of the President, any business that is within the power of the President to transact.
- 2) Shall act as parliamentarian if no other member has been appointed for this task by the President.
- 3) Shall keep a copy of Robert's Rules of Order and bring to each meeting.
- 4) The Vice President shall be responsible for the newsletter. Editor duties may be delegated.
- 5) Shall turn over all books or related materials to the newly elected officer at the biennial meeting.

d. Secretary:

- 1) Material to be kept in the ALRID records shall include archival material such as the Mary Lou Bingham Memories ALRID Book, reports, correspondence, and other pertinent material.
- 2) Shall send letters to remind chapter presidents that dual ALRID and RID membership is required by RID's bylaws. It is suggested that chapters consider paying membership fees for their presidents.
- 3) Keeps current copy of the Policies and Procedures manual.
- 4) Sits on membership committee.
- 5) The secretary shall forward the report of the biennial meeting to RID and send a copy to the ALRID President within thirty days of that meeting. This report shall be composed of the minutes of the business meeting, including a list of new officers and addresses and other reports which were duly recorded in the minutes.

- 6) Shall conduct the correspondence of ALRID and the Board.
- 7) Send out all notices of meetings.
- 8) Shall turn over all books or related materials to the newly elected officer at the biennial meeting.

e. Treasurer:

- 1) Motion: 3-29-1999: The local chapter President or designated officer may also sign the checks.
- 2) Shall change bank signature cards by the second week following the first Board meeting.
- 3) Between the biennial meetings, the treasurer shall submit to the membership an audited statement of financial status as of each December 31 and June 30th.
- 4) RID: The fiscal year is from July 1st of one year to June 30th of the next year. Motion 2003-19 There will be an independent audit of ALRID's financial account preformed annually by a neutral accountant.
- 5) Ensure that the tax ID information is kept current with the US Department of the Treasury.
- 6) Shall turn over to his successor all funds on hand with detailed statement of same, together with all books, records, and equipment pertaining to the office within thirty (30) days of the biennial meeting.

f. Chapter Presidents

- 1) The Chapter Presidents shall act as liaisons to the Board from the Membership, working with the membership, assisting with the coordination of activities and communication within the organization.
- 2) The Chapter Presidents shall perform other duties as prescribed by the Board.

g. Members at Large

Shall turn over all books or related materials to the newly elected officer at the biennial meeting.

h. Immediate Past President

- 1) RRO: As an ex-officio member of the Board and because the immediate past president is also a member of ALRID, the immediate past-president is counted in the quorum, can make and debate motions, and vote on all questions.
- 2) The Past President shall coordinate the transfer of activities and responsibilities between the outgoing and incoming Board.
- 3) Shall turn over all books or related materials to the new immediate past president at the biennial meeting.
- 4) The Past President shall perform other duties of the office as prescribed by the Board.

i. AAD Representative

- 1) AAD will select a member from their organization to serve as a representative on the ALRID Board. Selection shall coincide with the Biennial Meeting.
- 2) The AAD Representative shall act to advise the Board on any actions that would interest the body of the Alabama Association of the Deaf.

B. Officers and RID membership:

RID Bylaws, Article VIII: All elected officials, officers, and Board members must be members in good standing with RID in order to be in compliance with RID's bylaws, Article VIII.

C. Positions held by officers:

Board members shall hold only one board position at a time.

D. Attendance of Board Members:

Motion 2002-9: Board members shall make all efforts to attend a majority of the meetings scheduled per year. Chapter presidents can send an ALRID voting member as their representative.

E. Nominations and Elections of Officers:

The ALRID Bylaws 2000 Article IV, Section 6 refers to the following section for procedures governing nominations, acceptance of nominations, and elections.

Procedures for nominations:

1. Making nominations:

- a. The ALRID board will elect a 3-member nominating committee at least 90 days prior to the election.
- b. The nominating committee will provide a single slate of nominees for vacant positions at the election meeting.

2. Accepting nomination slate

- a. The nomination committee will report the nominations for each office when called to do so in the election meeting.
- b. After the nominating committee's report, the President will repeat the slate and request nominations from the floor for each available position.

3. Elections:

- a. If there are nominations from the floor, voting will be done by ballot.
- b. The nominating committee will be responsible for providing and counting ballots.
- c. The nominating committee will report results to the President, who then will announce the results to the membership.

F. Vacancies of officer positions:

The ALRID Bylaws 2000 Article IV, Section 7 refers to the following section for procedures for removal of an officer and appointment to fill a vacancy.

1. Resignations and Vacancies

- a. Resignations of officers and Board members shall be submitted in writing to the President and the Board.
- b. A vacancy on the Board or in any ALRID office, except that of President, shall be filled by appointment by the Board to serve until the next biennial election.
- c. The Vice President shall automatically fill a vacancy in the office of President.

2. Removal of ALRID Board Members

- a. For conduct prejudicial to the objectives, activities, or properties of ALRID, any member of the Board of Directors may be removed from office by two-thirds vote of those present in any regular or special meeting following the required notice.
- b. A thirty-day notice of the charges against the officer and of the time and place of the meeting in which the charges are to be presented must be allowed prior to the meeting.
- c. There must be an opportunity for the member to respond in her/his defense prior to the vote.

G. Meetings of the Board

1. Motion: 3-9-93: ALRID will provide a certified/qualified interpreter at all board/general meetings. ALRID policy is that requests must be made in advance to the President.
2. Motion: 8-1-02: If no other reimbursement is available to a member, they may be reimbursed by ALRID at current state rates for mileage for travel to ALRID board/general meetings.
3. Quorum:
The following chart indicates the number of members who must be present to make a quorum (40%) as stated in the ALRID Bylaws 2000:
 - If Board consists of 10 members, a quorum equals: 4 members
 - If Board consists of 11 members, a quorum equals: 4 members
 - If Board consists of 12 members, a quorum equals: 5 members
 - If Board consists of 13 members, a quorum equals: 5 members
 - If Board consists of 14 members, a quorum equals: 6 members
 - If Board consists of 15 members, a quorum equals: 6 members
 - If Board consists of 16 members, a quorum equals: 6 members
 - If Board consists of 17 members, a quorum equals: 7 members
 - If Board consists of 18 members, a quorum equals: 7 members
 - If Board consists of 19 members, a quorum equals: 8 members
 - If Board consists of 20 members, a quorum equals: 8 members
 - If Board consists of 21 members, a quorum equals: 8 members
 - If Board consists of 22 members, a quorum equals: 9 members
 - If Board consists of 23 members, a quorum equals: 9 members
 - If Board consists of 24 members, a quorum equals: 10 members
 - If Board consists of 25 members, a quorum equals: 10 members
 - If Board consists of 26 members, a quorum equals: 10 members

IV. Committees

In addition to what is stated in the ALRID Bylaws 2000, Article V the following applies:

- A. At least one ALRID Board member shall serve on each committee.
- B. Committee members shall be appointed to serve for periods up to two years or until their successors are appointed, such appointments being subject to reaffirmation by each incoming Board.

- C. To assure the smooth operation of the chapter, each committee shall have a liaison from the Board to maintain open communication between the Board, the committee, and the chapter members.
- D. Committees shall submit budgets by April 1st annually.
- E. Committee members shall be reimbursed for expenses with receipts.
- F. Committees shall submit written progress reports for minutes and newsletters.
- G. Standing committees include: (additional committees may be appointed as necessary)
 - 1. Membership
 - 2. Professional Development
 - 3. Policy and Procedures
 - 4. Legislative
 - 5. Affiliate Chapter Compliance (formally Chapter Governance) (Motion: 11-2-2001: 2001-17)
 - 6. ALBIT Liaison (Motion: 8-5-2000)
- H. Standing Committee's Duties:
 - 1. Membership Committee:
 - a. Secretary shall sit on membership committee.
 - b. To bring to ALRID individuals who are one or more of the following:
 - 1) Qualified to interpret
 - 2) Interested in training to be interpreters
 - 3) Interested in reducing communication barriers faced by deaf persons
 - 4) Desiring to support growth and development of ALRID
 - c. Attempt to locate and provide information about ALRID to interpreters in the state of Alabama that are not current members of ALRID.
 - d. Motion: 99.12 (2-19-1999) Attempt to locate and provide information about ALRID to persons interested in becoming interpreters. They shall, with the assistance of the Board, develop and distribute a resource listing (membership forms, newsletter, licensure information, etc.) to promote awareness of interpreting across the state.
 - e. Update and distribute membership and renewal forms.
 - f. Motion: 11-17-2000: Such forms shall include the return check fee of \$25.
 - g. Motion: 11-17-2000: Develop a campaign for enticing new members and encouraging renewed memberships by renewal date.
 - h. Shall maintain membership lists.
 - i. Shall issue membership cards
 - j. Shall update mailing lists for the Newsletter Committee and for any other chapter mailings.
 - k. Motion: 2-17-2000: Solicit membership of organizations.
 - l. Encourage involvement and solicit members from culturally diverse populations.

- m. Motion 6-7-2001: 2001-10: Ensure all ALRID Board Members are ALRID/RID members in good standing.
 - n. And other duties assigned by the President.
2. Professional Development Committee (PDC)
- a. Motion: 11-2-01 The CMP administrator is an active member of the PDC. The CMP guidelines are on page 16.
 - b. To provide professional development opportunities
 - c. To train new members for advancement to national certification
 - d. Motion: 2-15-2002: 2002-4: Shall establish and maintain an award system for chapters to apply for financial support when offering training activities.
 - e. Shall develop and maintain guidelines (similar to a policy and procedures) for training activities offered by chapters to continue the professional level of training opportunities offered in Alabama. When the guidelines are developed, they shall be added to the Policy and Procedures Manual.
 - f. To explore the possible establishment of formal extension courses under the auspices of a college or university
 - 1) In 1998, it was determined that ALRID should not establish and run a statewide interpreter training program. RID feels involvement at that level could possibly be interpreted as a conflict of interest. Since RID tests qualifications, it should not be training those being tested. Furthermore, the expenses involved would be quite high: speaker fees, paper tracking, travel expenses, and so forth.
 - 2) It is recommended that if a university in Alabama establishes a bachelor's interpreter training program, ALRID will provide advice on content, curriculum, instructor qualifications, graduation requirements, and other necessary information.
 - 3) ALRID will work with that university to develop a Distance Learning program with sites strategically located around the state.
 - 4) If no university does offer a four-year ITP, ALRID PDC will provide sequential workshops for ACET and CMP CEUs following curriculum established by the Conference of Interpreter Trainers.
 - g. To plan ALRID workshops and trainings.
 - h. Motion: 11-2-2001: 2001-14: Shall work on the ALRID Scholarship Award (see pages 30-31 for guidelines and forms.)
Motion 2002-15: Move that the ALRID Scholarship name be changed to the "Sue Scott Scholarship".
 - i. Monitor compliance of guidelines for the scholarship program.
 - j. Raise money for the scholarships.
 - k. Award scholarships
 - l. And other duties as assigned by the President.

3. *Policy and Procedures Committee:*

- a. This committee is responsible for revising the Policy and Procedures Manual and recommending any bylaws' changes due to motions during Board or General Meetings.
- b. The Policy and Procedures Manual shall be updated after each meeting when motions have been made and passed that influence it.
- c. Updated copies of the Policy and Procedures Manual shall be distributed to Board members by the first Board meeting following the annual general meeting.
- d. Copies shall be mailed to any Board members who do not attend the first meeting following the ALRID annual general meeting.

4. *Legislative Committee:*

- a. This committee shall develop and maintain contact with the state legislative body to assure the ALRID membership is aware of any legislation affecting interpreters or interpretation.
- b. This committee shall provide the legally mandated annual list of qualified Court Interpreters to the state comptroller.
 - 1) Annually, in August, this committee shall survey RID certified interpreters in good standing to determine who is available for court interpreting.
 - 2) That list of interpreters qualified and available to work in courts will be submitted to AAD for approval.
 - 3) Upon approval from AAD, the ALRID President shall submit the list to the state comptroller by October 1st.

5. *Affiliate Chapter Compliance Committee:*

- a. This committee assures compliance with the RID requirements listed below.
- b. RID: The following activities must be done on an annual basis by affiliate chapters. It is the responsibility of the chapter's President to assure that these are carried out. The chapter President should forward the information to the current regional representative who will then compile the information within his/her regional reports to the national office.
 - 1) Due as they occur:
 - a) Forward all Bylaws' amendments as ALRID's Bylaws are revised.
 - b) Forward a copy of the minutes of all membership meetings and Board meetings.
 - c) Forward a listing of any changes (names and addresses) of any position of the Board.
 - d) Forward one copy of each issue of the newsletter
 - 2) Due Monthly
Monthly reports to the Region II Representative for the VIEWS.
 - 3) Due August 15th of each year
 - a) File a letter, stating any tax-related changes within the affiliate chapter: name, mailing address, new chapters, etc.
 - b) Forward a listing of the names and addresses of each member of the Board indicating the position held by each individual.

- c) Forward mailing addresses for the chapter and its newsletter editor.
 - d) Forward a complete, updated, revised copy of ALRID Bylaws.
 - e) Forward a complete, updated copy of the Policy and Procedure Manual.
- 4) Due by November 15th of each year:
File the group form 990, Return of Organizations Exempt from Income Tax (RID national office has the form).
- 5) Due within thirty days of end of Fiscal Year
- a) Forward a certified copy of ALRID's financial statement to RID. This financial statement should include a description of the source of all revenue and all disbursements.
 - b) File an annual report with RID. This report should include the major events of the chapter, listing workshops sponsored or co-sponsored, etc., all annual Committee Reports, and copies of letters regarding political actions and chapter problems and solutions (not grievance information). This ALRID annual report shall become a permanent record in the RID Archives.
- 6) On-going Responsibilities
- a) Encourage membership and involvement at the regional and national level. This could be providing financial assistance for travel to the Presidents' Meeting, to regional and national conferences, etc.
 - b) Maintain contact with the RID regional representative. It is recommended that written reports (at least on an annual basis) be sent to the regional representative describing the activities of the chapter.
 - c) Maintain contact with other Board of Directors within the region. The easiest method is by exchanging newsletters. There should also be President's meetings, which should be attended by the President or a representative from the Board.
 - d) Recognize members for outstanding service.
 - e) Conduct fund-raising activities.
 - f) Network and cooperate with other organizations and agencies that are "of" or "for" the Deaf.
 - g) Conduct several general membership meetings, throughout the state if possible. It is important that all members feel as if they belong and have an opportunity to participate in the organization. Having open Board meetings around the state will also encourage the general membership to participate.
 - h) Conduct at least one business meeting.

6. *ALBIT Liaison Committee:*

- One member or more will attend all ALBIT meetings.
- Shall notify membership of future meetings and any agenda topics.
- May be asked by the Board or membership to speak on their behalf.

- Motion: 8-1-2002: ALBIT Liaison Committee Chair, or their representative, may be reimbursed by ALRID at current state rates for mileage and per diem if no other reimbursement is available to them for travel to ALBIT meetings.

7. Fund Raising Committee

- a. Motion 2002-17: Move that ALRID establish a Fund Raising Committee

8. Ad Hoc Committees and their duties:

a. *Board Action: Licensure Board Nominating Committee*

- 1) This committee shall select a minimum of three names for each position.
- 2) The nominees should be geographically representative of the state.
- 3) The list of nominees shall be submitted to the Board for approval.
- 4) Upon approval of the Board, the Committee shall contact the nominees regarding their acceptance of this position.
- 5) Upon acceptance, the Board will request bios/resumes from each nominee for submission to the Governor.
- 6) The ALRID President shall be responsible for submitting the list of names and accompanying bios/resumes to the appropriate address prior to any deadlines. A letter shall accompany these nominations on ALRID letterhead stating that the names are in alphabetical order.

V. ALRID Appointed Positions

1. With the Board's approval, the President shall appoint the following positions:

- a. CMP Administrator
- b. Newsletter Editor
- c. Parliamentarian
- d. WebPage Coordinator
- e. Display Board Coordinator
- f. Mary Lou Bingham Award Coordinator

2. Qualifications and duties for specific positions

a. CMP Administrators Qualifications:

- 1) Liaison to the ALRID Board
- 2) Member of the PDC Committee
- 3) Motion: Date?: The ALRID CMP administrator is to be paid \$1.50 per application for administration fees in addition to reimbursement for actual expenses.
- 4) Must attend Board and Committee meetings
- 5). Experience in interpreter education
- 6). Be familiar with RID's CMP/ACET Program and its requirements of the administrator

- 7) In addition, the PDC Committee feels that the CMP Administrator is a vital position in ALRID. It is important for the person filling this position to be in full communication with the committee and the ALRID board, to be able to make critical decisions, and offer guidance to people applying for CMP/ACET CEUs. To this end we recommend that the person in this position be:
 - a) Able and willing to attend all ALRID board meetings
 - b) Able and willing to attend all ALRID PDC committee meetings
 - c) Able to discern differences between ACET and CMP activities based on objectives
 - d) Able to write and identify attainable and measurable objectives
 - e) Experience in educating interpreters/transliterators preferred
 - f) Familiar with guidelines for professional writing, especially citations and research formats, for evaluating independent studies.
 - g) Responsive to people and have a history of open communication with previous committees and/or board members. It is also important that the individual respond in a timely fashion to organizations and individuals seeking CMP approval.
 - h) Easy access to e-mail, fax machine, and copier.
 - i) Demonstrates the ability to meet deadlines
 - j) Able to respond to RID CMP audits
 - k) Have good record keeping practices
- 8) Will request reports and copies of material from hosting organization to complete packets for each activity as necessary for audits:
 - a) All emails (printed and filed) and other correspondence
 - b) Presenter's bios and criteria for selection by hosting organization
 - c) Promotional material
 - d) Agendas
 - e) Handouts
 - f) Evaluations and feedback forms (with compiled results)
- 9) Able and willing to create comprehensive annual reports to the ALRID Board
- 10) Demonstrates ethical behavior (not willing to fudge on requirements or back date applications, etc.)
- 11) A self starter
- b. Parliamentarian Qualifications:
 - 1) Familiarity with parliamentary procedures (previously held office of president, for example)
 - 2) ALRID Board shall provide a copy of Robert's Rules of Order

- c. Newsletter Editor Qualifications and Duties:
- 1) Access to a computer with a newsletter template
 - 2) Experience working on newsletters
 - 3) The newsletter editor shall work with at least one proofreader.
 - 4) Newsletters will be published bi-monthly.
 - 5) RID: Newsletters shall contain information regarding activities of interest for the membership including activities of the Board, committee reports, treasurer's report, upcoming events, RID evaluation dates within the area, job announcements and so forth.
 - 6) RID: Information published in the VIEWS cannot be reprinted, even within the chapters' newsletters without prior approval from RID.
 - 7) Advertisement rates as approved by the Board will be published in the Newsletter.
 - 8) Motion: 11-2-2001: 2001-16: Newsletters shall include any recognition of donations to special funds, award winners, and scholarship recipients.
 - 9) Newsletters will be sent electronically to those requesting that format and as paper copies to others.
 - 10) The editor shall maintain a mailing list based on membership addresses and email addresses provide by the treasurer or secretary, whichever is most convenient.
 - 11) Motion 2003-22: ALRID shall have a three person editorial board, not including the editor and proofreader, to accept or reject articles, letters to the editor, and advertisements and to generally approve content of the newsletter prior to publication.
 - 12) RID: Complementary copies of the newsletter shall be sent to:
 - a) RID President
 - b) RID Region II Representative
 - c) All Region II Affiliate Chapter Presidents
 - d) Any COSDA member not otherwise a member of ALRID
 - 13) Motion: 6-18-04: Non-members of ALRID may purchase a copy of the newsletter at a cost determined by the newsletter committee.
- d. *WebPage Coordinator Qualifications:*
- 1) Website management experience
 - 2) Access to electronic communications and popular computer programs
 - 3) Assure compliance with the ALRID webpage guidelines below
ALRID WebPage Guidelines:
 - (a) The ALRID Website is: www.alrid.org
 - (b) Motion 2003-02: Move that pictures and bios of chapter presidents be added to the ALRID website.
 - (c) Insert guidelines when available.
 - (d) Offer to consult and/or assist local chapters with website development.
- f. Display Board Coordinator
Able and willing to coordinate storage and transportation of the ALRID Display Board.

g. Mary Lou Bingham Award Coordinator:

- 1) Request nominations in time for award presentation at biennial meeting.
- 2) Chair the Selection committee
- 3) Be Responsible for securing the plaque
- 4) Be responsible for the letter given to the secretary for ALRID files.

VI. Delegate to the RID Conference

- A. The delegate to RID Conferences shall be the ALRID President.
- B. The delegate shall be required to attend all business meetings at the RID Conference as a representative of ALRID.
- C. The delegate shall present a report of the conference in the next issue of the newsletter and at the next biennial meeting.
- D. An alternative delegate shall be elected at a Board meeting.
- E. To qualify as an alternative delegate, a person must be a current member and have been a member for the two previous years prior to the election of such alternative delegate.
- F. In the event that both the delegate and the alternative cannot attend the RID Conference, the Board shall appoint a new delegate that shall meet the criteria listed above.

VII. Meetings of Membership:

In addition to the ALRID Bylaws 2002, Article VI:

- A. Motion: 3-9-93: ALRID will provide a certified/qualified interpreter at all board/general meetings.
It is ALRID policy that requests for interpreting services be made to the President in advance to the meeting.
- B. The biennial meeting shall be held in each even numbered year prior to the first day of July. It shall be for the purpose of conducting a workshop, the election of officers for the next term, receiving written reports from all officers and committee chairpersons, and any other business that may arise.
- C. The Mary Lou Bingham Award and Scholarship Award shall be presented at the biennial ALRID meetings.
- D. At least one regular meeting of the membership shall be held in each year at such hour and place, as the Board shall decide.
- E. ALRID shall have a workshop at least once a year. The Professional Development Committee shall be responsible for the workshops with the approval of the Board and/or support the local chapter which hosts the trainings/workshops held in the year between elections.
- F. RID: The secretary shall forward within thirty (30) days to the Director of the national RID a report of the biennial meeting. This report shall be composed of the minutes of the business meeting, including a list of new officers and addresses and other reports which were duly recorded in the minutes.

VIII. Dues and Assessments

In addition to the ALRID Bylaws 2000, Article VII:

- A. Membership year shall be from July 1 through June 30.
- B. The Board of directors shall not increase or decrease membership dues by more than 10% without a majority vote of the membership either at the annual meeting or by mail referendum.

- C. Dues shall be equal for all members of each category, but different dues may be set for each category.
 - D. Motion 2003-09: Dues as of June 2003 are \$25.00 per member. \$5.00 of each member's dues is for the Sue Scott Scholarship Award fund.
 - E. Payment of dues shall be in advance of the first day of July of each fiscal year.
 - F. The Board may determine from time to time the amount of a reinstatement fee, if any, and the manner in which such fees must be paid.
 - G. The Board may determine and assign the payment of a reasonable late fee. Currently (as of August 1, 2002) the fee is \$5.00.
 - H. Dues are in arrears as of August first of each fiscal year.
 - I. Reinstatement following termination shall be contingent upon payment of dues in arrears and such reinstatement and/or late fees as shall be assigned by the Board.
 - J. Motion: 11-17-2000: ALRID shall assess a twenty-five dollar (\$25.00) fee for each check returned due to insufficient funds.
- IX. Parliamentary Authority from the ALRID by-laws:
In addition to the ALRID Bylaws 2000, article IX:
- A. The by-laws, guidelines, and code of ethics of RID shall supersede any by-laws, guidelines, or code of ethics of this chapter.
 - B. The President shall appoint an acting parliamentarian for all Board and General Meetings.
- X. *Amendments to By-laws*
In addition to the ALRID Bylaws 2000, Article IX:
- A. An amendment may be proposed from the Board. It may also be by petition to the ALRID secretary with the approval of at least twenty-five (25) percent of the voting membership.
 - B. No amendment which is inconsistent with the Constitution and by-laws of RID or ALRID shall be submitted to vote.
- XI. Local Chapters:
- A. A Chapter of ALRID must have a group of five or more active members.
 - B. Each local chapter shall elect a President, Vice President, Secretary, Treasurer, and any other officers they may deem necessary to serve a two-year term in conjunction with ALRID officers.
 - C. RID: RID bylaws mandate that ALRID Board members, including chapter presidents, maintain dual RID and ALRID membership. It is suggested that the chapters consider paying membership fees for their president.
 - D. The objectives of the local chapter shall be the same as ALRID's.
 - E. Motion: 2-19-1999: 99.10: The local chapter shall meet as often as the members desire, but must meet at least two times a year.
 - F. Each local chapter shall decide its own membership dues.
 - G. A local chapter's treasurer may collect ALRID dues and completed application forms and forward them to the ALRID treasurer for each new member and may collect and forward to ALRID dues for membership renewals.

- H. Motion: 2-19-1999: 99.11: The names and addresses of new officers of each local chapter shall be submitted to the ALRID Board within thirty (30) days of the election date.
- I. Shall submit an annual report including the current chapter officers' names and contact information to the Board prior to the annual ALRID general meeting to maintain chapter status. Annual reports should include number of members, treasury balance, meeting schedule, and summary of activities conducted during that year.
- J. Information on how to contact a Chapter, their officers and pictures need to be sent to the website coordinator, display board coordinator and Newsletter editor.
- K. Local chapter presidents shall be members of the ALRID Board (as prescribed by the ALRID by-laws.)
- L. No person can be a voting member of more than one local chapter at a time.
- M. A local chapter shall compile its own constitution and/or by-laws that must be submitted to the ALRID Board for approval.
- N. Motion 2003-6: To be approved by the Board as a new chapter, the following must be submitted to the Board:
 1. A list of members (this is to ensure there are at least five members are ALRID members in good standing).
 2. A list of officers, including address (as required for active chapters).
 3. Proof that the chapter president has dual membership status (current ALRID and RID membership)
 4. A copy of the chapter's objectives and bylaws, standing rules, or constitution. If not specifically stated in the document provided, also submit information concerning meeting times.
- O. When criteria for chapter status is met, the Board will formally vote to recognize the inclusion of the new chapter. The ALRID President will send a letter to the chapter acknowledging their status.
- P. A chapter is out of compliance if the annual report is not submitted by the annual meeting. The chapter has thirty days to come into compliance before they are dissolved.
 1. The ALRID Board will send a letter to the chapter terminating their chapter status and inviting them to renew their status when they are able to comply with ALRID and RID's bylaws and PPM.

There will also be a section explaining that the chapter must discontinue using the ALRID or RID name. There will also be a request to transfer assets to ALRID to comply with IRS requirements. A copy of the letter will be maintained in the ALRID official files.
- Q. In the event of termination, liquidation, or dissolution of a local chapter
 1. Prior to formal dissolution initiated by the chapter, the chapter shall send a letter to the Board explaining the circumstances.
 2. All assets shall be transferred to ALRID.
 3. Motion 2003-21: When a chapter dissolves for any reason and its monetary funds are turned in to the ALRID treasurer, ALRID will hold those funds in reserve for one year. Should the chapter become active again within that time, the funds will be returned to the chapter in full. If, after one year, the chapter has not become active, the funds will be transferred to the general fund.

XII. ALRID Communication and Information Policies and Procedures:

A. Display Board:

ALRID's Display Board will be set up at ALRID general meetings and conferences within the state.

1. It will be displayed at other events as requested.
2. The Board will appoint someone to be responsible for the maintenance of the ALRID Display Board and to assure that the ALRID Display Board is available, delivered, and removed from the display site.

B. Communication Policy:

Motion: 2-19-1999:99.14. ALRID write a communication policy to be presented to the ALRID executive board.

Develop a policy concerning language choice at conferences, meetings, and other ALRID events.

C. Email voting/communications guidelines

EMAIL Voting Policy (borrowed from GRID)

1. Any Board Member may submit a motion in a message to the entire Board of Directors.

Any member of the ALRID Board may at any time between Board meetings make a formal motion for Board consideration, discussion and vote via electronic mail. When this is done, the motion should be submitted in a message sent to the entire Board with the heading, "ALRID MOTION". Once a motion has been submitted, the President will call for a second and begin the clock on the time frame. Only one motion will be entertained at any one time.

2. A three-day seconding and quorum period shall start right away after the President posts the motion.

It is important to note that regardless of whichever comes first, both a second and a quorum shall be accepted as long as they are made within three days from the date a motion was entered. Also, it is important to note that if neither a second nor a quorum is made during the period, the motion shall be declared dead.

Whenever a formal motion is posted via e-mail, it will require a formal second. Any Board member, other than the maker of the motion can second a motion by sending a message as such to the President and all the other Board members.

Also, during the same three-day period, all Board members shall notify the president that they have seen the motion. The message should state, "I have seen the motion to ____." In order to meet the quorum, seven (7) Board members are required to notify that they have seen the motion.

3. A three-day discussion period shall start right away after both a second and a quorum are made.

The President shall announce the beginning of a three-day discussion period whenever both a second and a quorum are made anytime before or on the third day of the three-day seconding and quorum period.

It is important to note that no one shall be allowed to move to close discussion of a motion anytime before the end of the three-day period. However, if at least ten Board members wish to vote on the motion without discussion of it, see No. 5 (Special Attention.)

During the period of discussion, friendly amendments can be added to a motion if and only if the Board members who made and seconded the motion accept them. Due to time constraints, no amendments can be added to e-mail motions unless they are friendly amendments.

4. A three-day voting period shall start right away after the end of the three-day discussion period.

At the end of the three-day discussion period, Board members may submit their votes on the motion. Votes may be submitted at any time during the three-day period following the discussion period. Votes should be directed to the President and sent to all other Board members as well. The President shall close the voting period at the end of the declared three days or when all Board members have cast a vote whichever shall come first. In case of a tie, the President shall cast the deciding vote. The President then informs the Board of the final decision.

5. Special Attention:

At times it may be desirable to expedite the E-mail Voting Process because either a motion in question is easily addressed or a decision must be made quickly. This can be done by members sending to the President, as soon as a motion is announced, a message that indicates the following three things:

- a. I have seen the motion to _____.
- b. I hereby waive the three day required discussion period for this motion.
- c. I vote "yes" or "no" on the motion.

6. If a motion is approved by email, then it shall be the duty of the secretary to record the motion and its date of approval in the minutes of the next face-to-face Board meeting.

7. RID: Other e-mail protocol includes:

- Responses to messages should include the original text. One-liner responses tend to be of little substance.
- Discretion regarding language usage is encouraged both in language choices and content. Email messages can be compared to postcards: don't print what you don't want others to see. Remember, too, that your words may be forwarded or printed without your knowledge or permission.
- Limit each mail message to one subject and make sure the subject title accurately reflects the message. Saved messages are retrieved most readily through subject. Multiple subjects per message as well as cute or obscure subject headings can make retrieval difficult.
- When forwarding a message, first ask the original author. Given the written nature of the medium and the ability to save and store, it is important that individual comments are not used beyond the author's intent without prior permission.
- Be careful with the use of humor, sarcasm and "inside jokes." Haha's and smiles can also be misinterpreted.
- Typing in all caps is considered SHOUTING!
- Periodic checks are recommended to make sure people are on-line. Some people may unknowingly be off-line and miss mail. A dated list of addresses, phone numbers, and e-mail addresses should be distributed 1 or 2 times a year.

XIII. Mentorship Program:

Motion: 3-29-1999: 99.17 ALRID develop a mentoring policy.
Develop this!

XIV. 501 C 3:

RID: ALRID qualifies as a non-profit organization under Section 501 C3. of the Internal Revenue Code. As such, persons making donations to ALRID may deduct contributions.

RID: To maintain federal tax exemption status, ALRID must forward financial information to RID's national office for the fiscal year July 1st to June 30th. Since this report must be done on the July-June fiscal year, ALRID shall use the same fiscal year to avoid having two separate financial statements. This information is due within 30 days of the end of the fiscal year.

XV. Dissolution of ALRID

In the event of the termination, liquidation, or dissolution of ALRID, all of its assets shall be transferred to the Alabama Association of the Deaf, Inc.

XVI. ALRID Application Processes, Application Forms, and Instructions:

A. *The CMP/ACET Guidelines from RID and ALRID:*

1. *Complete Sponsor Form and Instructor Form*

a. *CMP application fee schedule:*

All fees are due at time of application

- *A \$25 fee will be charged per activity for all applications.*
- *A lesser fee of \$10 will be charged to ALRID local chapters.*
- *For college course work, there is a \$10 fee per semester, regardless of the number of courses or credits.*
- *For all other Independent Study activities, there is a \$10 fee per activity application, regardless of the number of CEUs.*

b. *Submit the forms with the Instructor's bio, vita, or resume.*

c. *These must be sent to the CMP administrator 45 days in advance of the scheduled activity.*

2. *Promotional material must contain the following information:*

a. *The RID CMP and/or ACET logos.*

b. *The statement: ALRID is approved by RID CMP to sponsor Continuing Education Activities. This program is offered for _____ CEUs in the Content Area of _____ and has a Content Knowledge Level of _____.*

c. *Information on the objectives of the activity.*

d. *The refund and cancellation policy of ALRID: "Cancellation of the workshop will result in a full refund to all those who have pre-registered."*

e. *State the target audience.*

f. *Solicit requests for special needs.*

3. *After the activity is completed, the following must be sent to the CMP Administrator within 30 days:*

a. *Sign-in sheets*

b. *Promotional materials*

c. *Summary of evaluations*

B. *Chapters Professional Development Activities Grant*

Motion 2002-04: Move that ALRID set up an Awards System for Chapters to apply for funding for Training.

Chapters Professional Development Activities Grant

The purpose of this ALRID Grant is to provide a means for local chapters to apply for funding to provide interpreter training for improving the quality of interpreting services in the state of Alabama.

Include a cover letter with identifying information. Do not include identifying information in the rest of the proposal. Each proposal will be coded before reviewing. This is in an effort to make the selection as impartial as possible.

Criteria for Application to be completed by Chapters:

1. Must be a chapter of ALRID.
2. Must be an ALRID CMP/ACET approved activity.
3. Must submit a proposal of activity to include:
 - Amount requested and exact expenses to be covered
(ex: speaker fees, speaker's travel expenses)
 - Detailed description of activity
 - Presenter biography and credentials
 - Number of RID CMP/ACET CEUs offered and content level
 - Projected expenses for activity
 - Any other funding sources applied for
4. Provide a Statement of Need to include:
 - How the need was determined
 - Why this is timely information
 - Who will benefit from the training
5. Provide a current financial statement from the chapter

After the event, the Chapter must compile a post activity report including:

- Profit/loss statement of activity
- Evaluations

Procedures and Timelines

1. By May 30 of each year, the PDC will name a Grant Selection Committee composed of a diverse population to decide a topic based on ALRID's focus and the amount to be awarded. The committee will immediately begin notifying local chapters.
2. September 1, the Committee will begin accepting applications for funding of the Chapters Professional Development Activities Grant for the following calendar year.
3. November 30 will be the deadline for accepting applications.
4. The Committee will review and select activities that meet the guidelines for funding and make the final selection to be announced and awarded at the Board meeting after January 1st of each year.

This grant shall be a line item on ALRID's budget. Ten Percent (10%) of the Treasury at the time of the annual budget shall be moved to the Chapters Professional Development Activities Grant Fund in addition to any monies earned or donated to said fund.

None, Part or Whole requests may be awarded.

If the Chapter's Activity that was funded by the grant exceeds \$100 in profits, ten percent of all profits will be returned to the Fund for future Grants.

All promotional material and advertisements must list ALRID as a co-sponsor. Any member discounts should include ALRID members. The ALRID Display Board will be available to set up for the duration of the event.

Approved: Motion: 2003-13: Motion to accept proposal by PDC of the "Chapters' Professional Development Activities Grant".

C. Awards

1. The Mary Lou Bingham Award

- a. The Mary Lou Bingham Award for outstanding service to ALRID will be presented biennially, provided a qualified recipient can be named.
- b. An Award Committee shall select a recipient.
- c. Only current members shall be eligible for the award.
- d. Only one individual may be chosen biennially for this award.
- e. This is a once in a lifetime award.
- f. The nomination letter, a copy of which will be placed in the permanent files, shall accompany this award.
- g. If the President chooses to appoint an Awards Committee, the identities of the committee's members shall be strictly confidential.
- h. Past, Present and future recipients of the award will be awarded a Lifetime membership to ALRID.
- i. Application format below:

PROCEDURES For MARY LOU BINGHAM AWARD NOMINATIONS

To submit a nomination, please complete the information below and mail to: Committee Chairperson

DEADLINE IS: (at least two weeks prior to the general meeting)

1. Nominee's name, addresses, and telephone number.
2. Nominator's name, addresses, and telephone number. Please include the date.
3. An essay/letter that provides information regarding why the nominee should be considered for the honor. It should describe characteristics and qualities of the award nominee, especially their contributions to ALRID. The letter or essay should be typed, double-spaced, and not exceeding three (3) pages.

2. ALRID Sue Scott Scholarship Award (approved in Motion 2003-03)

- a. ALRID shall, as funds permit, award scholarships for the partial payment (50%) of one of the following tests:
 - RID Performance Test (CI or CT)
 - RID CDI Written Test
 - RID CDI Performance Test
 - NAD-RID NCI Written Test – Computer based or Pencil and Paper
 - NAD-RID NCI Interview and Performance
- b. Scholarship applications and copies of these guidelines will be available on the ALRID Website, ALRID Newsletter, and by request.
- c. Applicants must be a member of RID (associate, student, or certified), ALRID, and of a local chapter (if one exists).
- d. Applicant is not eligible to receive an award to retake a test that was originally sponsored by this scholarship.
- e. Awards are for future tests only. Applications for reimbursements will not be accepted for tests already taken.

- f. Each applicant must complete the application form and attach:
 - A personal philosophy of interpreting and future plans
 - Resume (education, workshops/training, experience)
 - Proof of participating in training sponsored by ALRID or an affiliate chapter prior to and in preparation for the test for which applicant is applying to take.
 - Proof of having passed the RID Generalist Written Exam if taking a performance test
 - 3 letters of recommendation: two from certified ALRID members and one from a Deaf consumer (AAD member preferred.)
- g. All materials must be received three months before the scheduled test.
- h. The PDC Chair shall choose a committee to review all applications and choose the recipient(s).
- i. The PDC Chair shall notify the recipient in writing.
- j. A check shall be made payable to RID for half of the cost of one test and be awarded to the recipient.
- k. The Scholarship recipient shall be recognized in the ALRID Newsletter, the ALRID WebPage, and other publicity at the Board's request.
- l. Should the recipient miss the scheduled RID test and forfeit the fee, the recipient must repay the entire scholarship amount to ALRID within 90 days of the test. Failure to repay will prevent future applications from being accepted.
- m. The ALRID Sue Scott Scholarship application is on page 27.



ALRID SUE SCOTT SCHOLARSHIP APPLICATION

Name: _____

Mailing Address: _____

Phone (Home): _____ (Work) _____

Social Security Number _____

Have you passed the RID Generalist Written Test? Yes _____ No _____

If yes, when? _____

Have you passed the NIC Written Test? Yes _____ No _____

If yes, when? _____

RID Member: Yes _____ No _____

If yes, which membership category (circle one): Certified Associate Student

ALRID Member: Yes _____ No _____ If yes, month and year joined _____

Local chapter: Yes _____ No _____ If yes, which chapter and year joined _____

Other memberships: _____

Honors and Awards: _____

Which RID Test do you plan to take? CI _____ CT _____ NIC Written Test _____

Where and when do you plan to take this test? _____

Include:

1. This form
2. Resume
3. Your philosophy on interpreting along and your future plans.
4. Proof of passing the RID Generalist Written Test if taking a performance test.
5. Three letters of recommendation.

Send to:

Melvin Walker, PDC Chair
ADRS
2939 Johnson Road
Huntsville, AL 35805



ALABAMA REGISTRY OF INTERPRETERS FOR THE DEAF
APPLICATION FOR MEMBERSHIP

Fiscal Year July 1, 2003 – June 30, 2004

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ WORK PHONE: _____

EMAIL ADDRESS: _____

CREDENTIALS: _____

ALRID Newsletter: Email Address or US Postal Service (Check one)

PAYMENT Donation:	ALRID Membership Dues	<u>\$20.00</u>
	Scholarships	_____
	Training Fund	_____
	Other	_____
	After June 30, 2001 \$5.00 Late Fee	_____

TOTAL \$ _____

Check or Money Order can be made payable to ALRID and will serve as your receipt.
ALRID shall assess a \$25.00 fee for each check returned due to insufficient funds.

Send Application and Payment to:

Lisa Gould, Secretary of ALRID
Gould.Lisa@aidb.state.al.us
1050 Government Street
Mobile, Al 36604

For office use only:

Date Received _____ Check Number: _____



**ALABAMA REGISTRY OF INTERPRETERS FOR THE DEAF
CLAIM REIMBURSEMENT**

This form may be used by an Officer, Chapter President, Committee Chairperson, Project Director, or others as designated by the President of Alabama Registry of Interpreters for the Deaf (ALRID) to claim reimbursement for expenditures made in accordance with the authorized activities of ALRID. If uncertain that the expenditure is reimbursable, prior written approval should be obtained from the current ALRID President. Supporting documentation shall accompany each claim for reimbursement.

TO: _____, ALRID President

The following is a report of expenditures incurred in the name of the Alabama Registry of Interpreters for the Deaf.

Date	Office/Committee	Expenditures	Costs	Total Claimed

I submit this claim for reimbursement.

Approved for payment:

Signature

Signature, ALRID President

Name (Please Print)

Date

Address

Make check payable to:

Phone

Office use only:

Date payment forwarded:

Check number:

XVII ALRID Position Papers:

Position Paper Adopted June 14, 1990, at the Annual Meeting in Montgomery, Alabama

The interpreter's role has been compared to a machine, a window, a bridge, and a telephone line - among other metaphors. An essential fact is that the interpreter is a human being in a very unique human interaction - not representing himself/herself in given exchange, but gliding between the principles, their language and the culture they represent. The message of the speaker must be conveyed to the letter and spirit. This is done while simultaneously maintaining a keen interested confidentiality. We know we come by the level of skill only through intensive education, and a firm commitment to continued growth and improvement.

The Alabama RID takes the position that Deaf persons/consumers have the right to a "Qualified" interpreter. At the time, the ALRID generally recognizes those interpreters who have a national certification as "qualified". Because of the National Testing System, we have reason to accept those persons as having achieved a national standard of proficiency in knowledge of ethical standards and general information relative to the profession and Deaf culture, as well as technical proficiency.

A dilemma has occurred because of the acknowledged shortage of certified interpreters.

In situations where no certified interpreters are available, the ALRID takes the following position:

1. The Deaf consumer must have the right to accept or reject the interpreter.
2. Persons who are in position of coordinating interpreters and who are not themselves certified should not make decisions on sending non-certified interpreters on an interpreting assignment. An essential part of coordination involves matching interpreting skills with language need of the Deaf consumer.

ALRID further takes the position that there are three (3) entities present in each situation: the interpreter, the hearing consumer, and the Deaf consumer.

We abhor the practice of sending interpreters which are satisfactory to the hearing consumer (just because they are paying the fee), without regard for the needs of the Deaf consumer.

ALRID supports the Professional Standards for use of Sign Language Interpreters document produced by the Professional Standard Committees of Northern California, RID (NorCRID).

ALRID supports the policy of interpreters work conditions as outlined by national RID.

To ALRID, qualified is synonymous with certified. It is imperative that only Nationally Certified Interpreters be used in legal/court proceedings.

Alabama Educational Interpreter Policy:

Interpreter/Transliterater (a position paper) 9.1.3

Interpreters/Transliterators must be qualified to transliterate/interpret written or spoken communication into terms understandable to handicapped children and their parents. When transliterating/interpreting for Deaf/hearing impaired students, parents or personnel, an interpreter/transliterater must be qualified by:

- A. Possessing a minimum of a high school diploma or equivalent, and
- B. Possessing appropriate skills in the communication system utilized by the Deaf/hearing impaired student, parents, or personnel, which may include American Sign Language, fingerspelling, manual codes for English, gestures, oral communication, cued speech, and/or simultaneous communication, and
- C. Possess a current and valid national certification verifiable through the national Registry for the Deaf, Inc.

If no certified interpreter/transliterater is available for employment, an uncertified interpreter/transliterater may be hired on a provisional basis according to the following criteria:

1. An interpreter/transliterater in Candidate status verifiable through the national Registry of Interpreters of the Deaf. If a candidate is not available the Public Education Agency may employ an interpreter/transliterater who meets the qualifications in #2 below:
2. A person possessing a rating on the SCPI of:
 - a) Superior. If one is not available,
 - b) Advanced. If one is not available,
 - c) Intermediate

Documentation of 12 clock hours per year in approved training activities until national certification is achieved must be maintained by the LEA.

For a listing of resources contact the Division of Special Education Services.

XVIII. RID Code of Ethics:

RID CODE of ETHICS

The Registry of Interpreters for the Deaf, Inc. refers to individuals who may perform one or more of the following services:

Interpret

Spoken English to American Sign Language
American Sign Language to Spoken English

Transliterate

Spoken English to Manually Coded English/Pidgin Sign English
Manually Coded English/Pidgin Sign English to Spoken English
Spoken English to Paraphrased Non-audible Spoken English

Gesticulate/Mime, etc.

Spoken English to Gesture, Mime, etc.
Gesture, Mime, etc. to Spoken English

The Registry of Interpreters for the Deaf, Inc. has set forth the following principles of ethical behavior to protect and guide the interpreter/transliterator, the consumers (hearing and hearing impaired) and the profession, as well as to insure for all, the right to communicate.

This Code of Ethics applies to all members of the Registry of Interpreters for the Deaf, Inc. and all certified non-members.

While these are general guidelines to govern the performance of the interpreter/transliterator generally, it is recognized that there are ever increasing numbers of highly specialized situations that demand specific explanation. It is envisioned that the R.I.D., Inc. will issue appropriate guidelines.

1. INTERPRETER/TRANSLITERATOR SHALL KEEP ALL ASSIGNMENT-RELATED INFORMATION STRICTLY CONFIDENTIAL.
2. INTERPRETER/TRANSLITERATORS SHALL RENDER THE MESSAGE FAITHFULLY, ALWAYS CONVEYING THE CONTENT AND SPIRIT OF THE SPEAKER. USING LANGUAGE MOST READILY UNDERSTOOD BY THE PERSON(S) WHOM THEY SERVE.
3. INTERPRETER/TRANSLITERATORS SHALL NOT COUNSEL, ADVISE, OR INTERJECT PERSONAL OPINIONS.
4. INTERPRETER/TRANSLITERATORS SHALL ACCEPT ASSIGNMENTS USING DISCRETION WITH THE REGARD TO SKILL, SETTING, AND THE CONSUMERS INVOLVED.
5. INTERPRETER/TRANSLITERATORS SHALL REQUEST COMPENSATION FOR SERVICES IN A PROFESSIONAL AND JUDICIOUS MANNER.
6. INTERPRETER/TRANSLITERATORS SHALL FUNCTION IN A MANNER APPROPRIATE TO THE SITUATION.
7. INTERPRETER/TRANSLITERATORS SHALL STRIVE TO FURTHER KNOWLEDGE AND SKILLS THROUGH PARTICIPATION IN WORKSHOPS, PROFESSIONAL MEETINGS, INTERACTION WITH PROFESSIONAL COLLEAGUES AND READING OF CURRENT LITERATURE IN THE FIELD.
8. INTERPRETER/TRANSLITERATORS, BY VIRTUE OF MEMBERSHIP IN OR CERTIFICATION BY THE R.I.D., INC., SHALL STRIVE TO MAINTAIN HIGH PROFESSIONAL STANDARDS IN COMPLIANCE WITH THE CODE OF ETHICS.

Appendix A: Honorary Members

Mary Lou Bingham: 200_
Jimmy Arthur: 2002
Sue Scott – 1992 (Mary Lou Bingham Award)
Cookie Davis – 1994 (Mary Lou Bingham Award)
Robin Price – 1996 (Mary Lou Bingham Award)
Belinda Montgomery – 2002 (Mary Lou Bingham Award)
Paula Frederick – 2004 (Mary Lou Bingham Award)

Appendix B: Task Forces

I. Educational Task Force

Motion 2002-11: Move to establish a task force to investigate and develop a position paper on ways to provide support and outreach to educational interpreters and administrators.

A. Position paper on working conditions

B. Motion 2003-11: Move that ALRID FAQ Sheet/brochure be disseminated to all Alabama Public School systems.

1. Brochures will be sent to all special education coordinators and principals
2. Printing and mailing costs will be funded by solicited donations
 - a. Donations for mailing: ASD (\$666.00)
 - b. Donations for printing: Jacksonville State University/PEPNet (\$1366.38 plus tax and set up)

II. Interpreter Training Program

Motion 2002-12: Move that a task force be established to develop a position paper concerning the development and administration of an interpreter training program.