

# ***ACIA***

## **ARIZONA COURT INTERPRETERS ASSOCIATION**

### **BY-LAWS**

#### **Article I Name**

The name of this organization shall be the **Arizona Court Interpreters Association**.

#### **Article II Headquarters**

**Section 1.** The headquarters of the Association shall be located in the County of Maricopa at an address to be designated by the Board of Directors.

**Section 2.** The Association may have other offices either within or outside of the County or State as the Board of Directors may determine, or as the affairs of the Association may require.

#### **Article III Objectives**

**Section 1.** To work jointly within the court and legal systems to improve and develop professional standards for legal interpreters.

**Section 2.** To work with judicial authorities to enhance pay and working conditions for court interpreters in Arizona.

**Section 3.** To develop and provide educational opportunities to legal interpreters to enhance their skills and to improve the overall knowledge of court systems and procedures.

**Section 4.** To make possible full communication within the court system between English speakers and non-English speakers and to put them on an equal footing with each other.

**Section 5.** To be a voice for legal interpreters in the State of Arizona.

#### **Article IV Membership**

**Section 1.** There shall be three (3) classes of membership in this Association:  
**Active, Associate, and Honorary.**

**Section 2.** No member or applicant for membership shall be discriminated against for reasons of race, color, national origin, creed, religion, age, or gender.

**Section 3. Active members** shall be law-abiding residents of Arizona of professional integrity who:

- a) have passed a court interpreter examination recognized by the profession or an employment examination for court interpreters administered by professionally-credentialed interpreters; or
- b) hold a recognized academic degree in the field of interpretation or translation; or
- c) can demonstrate that they are currently practicing interpreters in the legal field; and who
- d) vow to comply with the ACIA Code of Ethics.

**Section 4. Associate members** shall be individuals who:

- a) are students of legal interpretation or translation; or
- b) are interested in the field of interpretation or translation, but not currently employed as an interpreter; or
- c) fulfill the requirements for active membership in Article IV, Section 3, but choose to be associate members rather than active members.

Associate members pay a reduced rate for dues, but do not have any right to vote in Association affairs.

**Section 5.** Application for membership shall be by means of the application form provided by the Association. The Membership Committee Chair shall submit all applications to the Board of Directors. The Board of Directors, as the governing Board of this Association, makes the final decision to approve or reject the applicant by majority vote.

**Section 6.** All active members shall attend at least two (2) Association activities each calendar year, one of which must be a Plenary Meeting, in order to maintain their good standing as an active member, or their status will be converted to that of associate member.

**Section 7. Honorary members** are individuals who are awarded membership in this Association for their work in promoting legal interpretation. Honorary membership is granted upon recommendation of the Membership Committee and approval of the Board of Directors by a majority vote. The honorary members shall enjoy all rights and privileges of ACIA Association membership except the right to hold office or to vote. Honorary members shall pay no dues.

**Section 8. Expulsion and Resignation:** Any member whose professional conduct makes further affiliation with this Association undesirable or who fails to conform to the Code of Ethics or with the Bylaws shall be subject to expulsion by a majority vote of the Board of Directors. Any member of this Association may resign by submitting a written resignation letter to the Board of Directors. Such resignation shall not relieve the member so resigning of the obligation to pay any dues, assessments or other charges theretofore accrued and unpaid.

## **Article V**

**Section 1.** The fiscal year for this Association shall be from January 1 to December 31.

**Section 2.** Dues shall be payable upon notice of approval of membership, and annually as their new membership year begins.

**Section 3.** Membership dues shall be determined by the Board of Directors. Dues may not be increased more than one time per term.

**Section 4.** Payment of dues for renewal of membership must be made no later than 30 days from the last day of the twelfth month of their membership year.

**Section 5.** Members failing to pay dues by the last day of the twelfth month of their membership year shall be classified as delinquent and shall not be included in the membership roster until payment is made.

## **Article VI: Plenary Meetings**

**Section 1.** There shall be at least four (4) Plenary Meetings of this Association per year.

**Section 2.** The last plenary meeting of the calendar year shall be held in the month of December and be known as the **Annual Meeting**. It shall be for the purpose of receiving reports of the officers and chairpersons, the installation of new officers for the next term, and for any other business that may legally come before the Association.

**Section 3.** Special Meetings may be called by the President with five (5) days written notice indicating the purpose of the meeting, and no other business shall be conducted. Upon written request of not fewer than three active members to the Board of Directors, the Board must approve or reject the request and respond in writing to those members within five (5) days, and if the Board rejects the request, it must state the reason for said rejection.

**Section 4.** The quorum for any regular or special meeting of the Association shall be one-third (1/3) of the active membership.

## **Article VII The Board of Directors and its Duties**

**Section 1.** The governing Board of Directors of the Association shall be the Board of Directors.

**Section 2.** The Board of Directors of the Association shall consist of a President, a First Vice President, a Second Vice President, a Secretary, a Treasurer, and the immediate Past President.

**Section 3.** Each member of the Board of Directors has one vote in the process of the Association.

**Section 4.** The quorum for Board of Directors meetings shall be two-thirds (2/3) of the Board membership. The Board of Directors shall meet a minimum of four (4) times per year. Such Board meetings shall take place seven (7) to twenty-one (21) days before the Plenary and Annual Meetings.

**Section 5.** The Board of Directors must approve or reject any request made by the membership and respond in writing to the membership within five (5) days, stating the reason for its decision.

**Section 6.** The newly-elected Board of Directors shall submit and approve a new budget at its first official meeting.

**Section 7.** Vacancies occurring in the Board of Directors shall be filled by the Board of Directors at its next meeting following the vacancy or at a special meeting of the Board of Directors called for that purpose.

**Section 8.** A joint meeting by the outgoing Board of Directors and the incoming Board of Directors shall take place before the first meeting date of the new Board of Directors.

**Section 9.** To be eligible for the Board of Directors, an active member shall be in good standing in the Association for one (1) year. No officer of the Board of Directors shall be eligible for the same office for more than two consecutive terms.

**Section 10.** The Board of Directors shall serve for two years. Members of the Board shall assume their duties of office on January 1 of the first year of their term.

**Section 11.** Vacancies on the Board of Directors shall be filled by appointment by the President for the unexpired term and shall be approved by the remaining members of the Board of Directors by a simple majority vote. In the case of a tie, the vote will be put to the Chairs of the Standing Committees.

### **Section 5. Duties of the President**

- a) Preside at all Plenary, Special and Board of Directors Meetings of the Association.
- b) Act as Chairperson of the Board of Directors.
- c) Have general direction and supervision of the work of the Association.
- d) Appoint Chairs of Committees and other officers.
- e) Sign all legal documents of the Association.
- f) Co-sign all financial documents of the Association.
- g) Act as ex-officio member of all committees except the Nominating Committee.
- h) Call special meetings when necessary.
- i) Approve programs for Plenary Meetings.
- j) Review the quarterly newsletter of this Association before it is printed.
- k) Submit a report at the Annual Meeting, detailing events with any recommendations deemed necessary.
- l) Sit on the Board of Directors for one (1) term as immediate Past President.

### **Section 6. Duties of the First Vice President**

- a) Perform the duties of the President in his/her absence and assist him/her in his/her duties.
- b) Serve as Program Chair.
- c) Call meetings of the Board of Directors in the absence or failure of the President to call such meetings.
- d) In the event the office of the President becomes vacant, serve the remainder of the term as President, and a new First Vice President shall be elected by the Board of Directors.

### **Section 7. Duties of the Second Vice President**

- a) Perform the duties of the President in the absence of the President and the First Vice President.
- b) Serve as Membership Chair.
- c) Keep a current list of members in good standing with their addresses and submit such a list to the Board of Directors.
- d) Submit a monthly list of all new members to the Board of Directors.
- e) Notify the members of the due dates of their membership renewal.
- f) Distribute the membership roster to all members.
- g) Oversee the update and printing of the membership roster to be distributed to the members at the plenary meetings.

### **Section 8. Duties of the Secretary**

- a) Prepare a typed copy of minutes for both Board of Directors and the previous Plenary Meeting ready for distribution at each quarterly meeting of the Board of Directors.
- b) Record in a permanently bound book the proceedings of the meetings for this Association and for the Board of Directors.
- c) Maintain a minute book that includes a copy of the current bylaws.
- d) Keep an up-to-date roster of the membership.
- e) Send a copy of the minutes to the Board of Directors not more than ten (10) days after the meetings of the Board.

- f) Be custodian of all papers and records of this Association, which includes those not specifically assigned to others.
- g) Within ten (10) days of the Annual Meeting, prepare the minutes of that meeting before transferring the minute book to the successor.
- h) Perform duties assigned by the President.

### **Section 16. Duties of the Treasurer**

- a) Be custodian of all funds and maintain a bank account in the name of the Association.
- b) Disburse funds on the order of the Board of Directors upon receipt of written bill.
- c) Keep an accurate and up-to-date account of all financial transactions and submit a financial report as requested by the Board of Directors.
- d) Have a typed and completed copy of the Board-approved Treasurer's report for members at each Plenary and Annual Meeting.
- e) Submit the books, records and accounts for audit following the Annual Meeting and before presenting the books to the new treasurer.
- f) Perform all other duties incident to the office of the Treasurer.

## **Article VIII Standing Committees and their duties**

### **Section 1. Standing Committees of this Association shall include:**

- a) Program
- b) Membership
- c) Education
- d) Certification
- e) Ethics
- f) Fundraising

### **Section 2. Duties of the Committees:**

#### **Program Committee, Chaired by the First Vice President:**

- a) Secure and deliver programs for Plenary and Annual Meetings.
- b) Introduce speakers to the Plenary and Annual meetings.
- c) Work with approval of the President each step of the way for programs of the Association.

#### **Membership Committee, Chaired by the Second Vice President:**

- a) Promote campaigns for the purpose of securing members.
- b) Receive and screen all applications for membership and reinstatement.
- c) Submit recommendations to the Board of Directors.
- d) Maintain an accurate list of names, addresses, phone numbers, and e-mail addresses of the members in good standing of the Association.

#### **Education Committee:**

- a) Organize and develop educational presentations and/or workshops for the membership. Inform the membership of courses, seminars, workshops, and conventions that may be of interest to the members.
- b) Secure and distribute any educational materials that may enhance the knowledge of the members.

### **Certification Committee:**

- a) Review accreditation of training programs for legal interpreters.
- b) Seek state certification of legal interpreters.
- c) Establish procedures and guidelines for reviewing and certifying legal interpreters in the State of Arizona.

## **Article IX Delegates and their duties**

### **Section I. Non-Language Specific Delegate:**

- a) Promote fellowship among members without reference to any specific language combination.
- b) Facilitate participation in ACIA activities by members without reference to any specific language combination.
- c) Coordinate educational sessions designed for those members.

### **Historian:**

- a) Keep a scrapbook with news clippings and pictures of events of the Association.
- b) Work as official photographer of the Association.
- c) Be the keeper of the permanent record.

In consultation with the Historian, the President shall appoint an Assistant Historian.

### **Parliamentarian:**

- a) Be familiar with parliamentary procedure, and with the bylaws of the Association.
- b) Assist the President and the Board of Directors in the proper parliamentary procedure in transacting the business of the Association.
- c) Assist at committee meetings when requested to do so.
- d) Be guided by Robert's Rules of Order Newly Revised or Parliamentary Procedure at a Glance as references.

The President, after consultation with the Parliamentarian, shall appoint an Assistant Parliamentarian. Neither Parliamentarian nor Assistant Parliamentarian has voting authority.

## **Article X Bylaws Committee**

The Bylaws committee shall be composed of three (3) members. The Bylaws Committee is an *ad hoc* committee and must be dissolved once its duties have been completed. The newly-adopted Bylaws take effect immediately following its dissolution.

### **Section I. Duties of the Bylaws Committee**

- a) Maintain, revise and update the Bylaws.
- b) Distribute copies of the Bylaws to all active members thirty (30) days before voting on its amendment or adoption at a Plenary Meeting or any Special Meeting the President calls for that purpose.

**Section 2.** Adoption of the Bylaws or proposed amendments to it shall be by a two-thirds (2/3) vote of the quorum. The adoption of these Bylaws shall take place at any Plenary or Special Meeting. There shall be no vote by proxy. The President shall report to the members at the next Plenary Meeting the results of the vote on the adoption of the Bylaws or the amendment of same.

## **Article XI Nominating Committee**

The Nominating Committee shall consist of five (5) active members. The committee members must have been in good standing in this Association for at least one (1) year at the time they assume their duties. The Board of Directors shall choose three (3) active members at its meeting prior to the Second Plenary in odd calendar years. At the next Plenary Meeting, nominations of two (2) additional active members shall be made from the floor. If more than the required number of candidates is proposed, a vote to choose the proposed candidates shall be carried out by ballot. This vote shall be carried out on the same day. For floor nominations, no one person can nominate more than one (1) active member for the same position. The Chair of the Nominating Committee shall be chosen by the members of the Nominating Committee immediately following the Second Plenary Meeting.

**Section 1.** The Duty of the Nominating Committee is to prepare a slate of one candidate for each of the five (5) elected officers on the Board of Directors.

**Section 2.** Members of the Nominating Committee shall not be barred from becoming nominees for office.

**Section 3.** The nominees must be Active Members of this Association in good standing for one (1) year who have given their consent to serve, if elected.

**Section 4.** Nominations of officers shall be reported in the Association's newsletter before the June meeting. The slate will be voted on at the September Plenary Meeting. Floor nominations shall be made immediately following the Nominating Committee report at the same Plenary Meeting. The floor nominations shall be subject to the same qualification requirements as for other nominations.

**Section 5.** Vacancies on the Nominating Committee shall be filled by the Board of Directors.

**Section 6.** There shall be no vote by proxy for nominations.

**Section 7.** The President Elect may begin appointing Standing Committee Chairs as soon as possible following the September Plenary Meeting.

**Section 8.** The New Board of Directors shall be installed at the Annual Meeting in odd-number years. The new Board of Directors shall assume its duties January 1 of the following year.

**Section 9.** The Nominating Committee is an *ad hoc* committee and must be dissolved upon completion of its duty.

**Section 10.** The newly-elected Board of Directors shall meet with the outgoing Board of Directors between the time of its election and the end of the calendar year.

## **Article XII**

### **Publications and Public Statements**

**Section 1. Publications:** The Association shall publish and distribute to its members any materials the Board of Directors may authorize. The Board of Directors shall control all publications by the Association.

**Section 2. Public Statements:** No officer or member of the Arizona Court Interpreters Association shall use his/her office or position to promote personal causes in the name of the Association or speak for the Association without written authorization by the Board of Directors.

**Section 3. Newsletter:** The Association shall have a newsletter that includes a list of the names of the Board of Directors and provides a means by which the members may be informed of matters concerning the Association.

**Article XIII**  
**Auditor**

**Section 1.** The President, in consultation with the Board of Directors, shall employ or appoint an Auditor. Such individual may or may not be a member of the Association.

**Section 2.** The duties of the Auditor are to examine the books, records, and accounts of the Treasurer following the installation of the new Board at the Plenary Meeting, prior to the February Board of Directors meeting. The Auditor must submit a written report accompanied by an oral presentation at a designated meeting of the Board of Directors.