

# ACIA

## ARIZONA COURT INTERPRETERS ASSOCIATION

### BYLAWS

#### 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.

**Section 6.** To formulate and maintain standards of professional ethics, practice and competence.

#### Article IV Membership

**Section 1.** There shall be four (4) classes of membership in this association: **Active, Associate, Student, and Honorary**.

**Section 2.** No member or applicant for membership shall be discriminated against for reasons of race, sex, gender, religion, national origin, ethnicity, disability, age, sexual orientation, marital status, socioeconomic status, or political affiliation.

**Section 3. Active Members** shall be law-abiding persons 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 are not currently employed as court interpreters and have no plans to work as such, and are not students of interpretation.

Associate members do not have any right to vote in Association affairs. Should any said member become engaged in the field of interpretation, their membership will change.

**Section 5. Student members** shall be individuals who are involved in an academic program at the time they submit their application.

Once these members have completed their studies, their membership shall be updated at the end of their membership year.

**Section 6. Honorary members** shall be 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 7.** Application for membership shall be by means of the application form provided by the Association. The Board of Directors shall reserve the right to review the application to amend an applicant's category to comport with Bylaws membership definitions.

**Section 8.** All Active Members in good standing shall have the right to vote and hold office. All members shall have the right to attend meetings at the set registration fees and to receive all of the Association's regular publications, as part of their membership dues.

**Section 9. 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 Membership Dues**

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

**Section 2.** Dues shall be payable upon application of membership, and annually as a member's 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 in order to remain in good standing.

**Section 5.** Members failing to pay dues by the thirtieth day from 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. Any Active Member shall have the right to present a written request to the Board for a special meeting and the Board shall respond to said request in a timely manner.

**Section 4.** The quorum for any regular or special meeting of the Association shall be 10% of the Active Membership or 15 Active Members present, whichever number is lower.

**Section 5.** There shall be no vote by proxy at Business Meetings held at Plenary Meetings. The Board of Directors shall determine which methods of voting shall be permitted at said meetings and elections.

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

**Section 1.** The governing board 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 shall have one vote in deciding matters before it.

**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 and may be held remotely. Pressing matters requiring the Board's attention may be resolved outside of the format of a regular meeting.

**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 outgoing Board of Directors shall submit financial statements, including a forecast and/or budget as appropriate, at the Annual Meeting.

**Section 7.** 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. If no Active Member meeting the eligibility requirements is available or willing to serve, the President shall assign duties of the vacant position to any Board- or other members deemed appropriate.

**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, as appropriate.

**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 prior to the date of election. 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. The terms of office begin in even-numbered years for the President, First Vice President and Treasurer. The terms of office begin in odd-numbered years for the Second Vice President and the Secretary.

### **Section 12. 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 13. 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, serves the remainder of the term as President, and a new First Vice President shall be elected by the Board of Directors.
- e. Perform duties assigned by the President.

**Section 14. 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. Perform duties assigned by the President.

**Section 15. 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 of 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

The Committee Chairs and other Committee Members shall be Active Members in good standing.

**Section 2. Duties of Committees:**

**A. Program Committee, Chaired by the First Vice President**

- i. Secure and deliver programs for Plenary and Annual Meetings.
- ii. Introduce speakers to the Plenary and Annual meetings.
- iii. Work with approval of the President each step of the way for programs of the Association.

**B. Membership Committee, Chaired by the Second Vice President**

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

**C. Education Committee**

- i. Organize and develop educational presentations and/or workshops for the membership, in conjunction with the Program Committee.
- ii. Inform the membership of courses, seminars, workshops and conventions that may be of interest to the members.
- iii. Secure and distribute any educational materials that may enhance the knowledge of the members.

**D. Certification Committee**

- i. Review accreditation of training programs for legal interpreters.
- ii. Seek state certification of legal interpreters.
- iii. Establish procedures and guidelines for reviewing and certifying legal interpreters in the State of Arizona.

**E. Ethics Committee**

- i. Performs periodic reviews of the Association’s Code of Ethics.

**F. Fundraising Committee**

- i. Researches, identifies and proposes potential fundraising activities to support the Association’s objectives.

**Article IX  
Delegates and their duties**

A single member shall not be precluded from holding more than one position as Committee Chair or Delegate, unless a conflict of interest between the positions becomes apparent. In the event a conflict of interests arises, the President shall reassign duties as appropriate.

**Section 1. Non-Language Specific Delegate**

- a. Promotes fellowship among members without reference to any specific language combination.
- b. Facilitates participation in ACIA activities by members without reference to any specific language combination.
- c. Coordinates educational sessions designed for those members.

**Section 2. ASL Delegate**

- a. Facilitates participation in ACIA activities by members with ASL in their language pair.
- b. Proposes educational sessions designed for those members to the Board of Directors and, upon approval by the Board, coordinates the same.
- c. Compiles and submits necessary information to an accreditation body for RID CEUs.

**Section 3. Historian**

- a. Keeps a scrapbook with news clippings and pictures of events of the Association.

- b. Works as official photographer of the Association.
- c. Is the keeper of the permanent record.

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

#### **Section 4. Parliamentarian**

- a. Is familiar with parliamentary procedure, and with the bylaws of the Association.
- b. Assists the President and the Board of Directors in the proper parliamentary procedure in transacting the business of the Association.
- c. Assists at committee meetings when requested to do so.
- d. Is 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.

#### **Section 5. Social Media Delegate**

- a. In conjunction with the Secretary and upon Board approval, shall be responsible for posting information regarding Association activities and other information of interest to all members, using sources such as Facebook, LinkedIn, Twitter, etc.
- b. Shall be responsible for the Association's social media interaction with members and other parties, by responding to posts, dialogs, etc.
- c. Shall stay abreast of social media developments, pertinent programs and channels relevant to disseminating information to the membership and other interested parties, and shall inform the Board of the same.

### **Article X Bylaws Committee**

The Bylaws committee shall be composed of three (3) Active Members in good standing. The Bylaws Committee is an *ad hoc* committee and must be dissolved once its duties have been completed. The newly-adopted Bylaws shall take effect as soon as administratively possible, but not later than 60 calendar days upon approval by the membership, as stipulated by Section 2 below.

#### **Section 1. 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. 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 elected officers on the Board of Directors then up for election.

**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 the 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 newly-elected members to the Board of Directors shall be installed at the Annual Meeting and assume their duties on January 1 of the following year.

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

**Section 10.** The Board of Directors, including newly-elected and outgoing Board Members, shall meet at the Annual Meeting to ensure a smooth transition.

## **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.** Upon appointment, the duties of the Auditor are to examine the books, records and accounts of the Treasurer as needed. The Auditor shall submit a written report accompanied by an oral presentation at a designated meeting of the Board of Directors.