

# **Conference of Interpreter Trainers**

## **By-Laws**

### **Mission Statement**

*The Conference of Interpreter Trainers, Inc. (CIT) recognizes the minority status of D/deaf people and the long history of linguistic and cultural oppression that they have endured. We therefore publicly proclaim our respect and support for D/deaf people's right to self determination and true communication access.*

*The mission of the Conference of Interpreter Trainers is to encourage interpreter educators, which includes American Sign Language and interpreting instructors, mentors, and presenters, to provide the highest quality instruction possible in ASL and interpreting courses, with the recognition that fluency in ASL is a critical precursor to interpreting education. The CIT promotes quality instruction by providing its membership with:*

- Standards for interpreting programs and curricula*
  - Standards for interpreter educators*
  - Opportunities for professional development and mentoring*
  - Support for research relevant to the practice and instruction of interpretation and mentoring*
  - A mechanism for sharing information among interpreter educators*
  - Support of high quality sign language education*
  - Development and support of collegial relationships with professionals in other related disciplines and organizations*
- Washington, D.C., 2004*  
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*(The Mission Statement is here to frame the reading of the By-Laws and is not a part of the By-Laws.)*

#### **ARTICLE 1 - NAME AND PURPOSE**

*Section 1.0 Name: The name of the organization shall be the Conference of Interpreter Trainers, Inc.*

*Section 1.1 Purpose: The purpose of the organization will be to promote quality interpreter education with the following goals:*

*Section 1.1.1 To provide professional development opportunities for interpreter educators;*

*Section 1.1.2 To develop liaisons with other disciplines and organizations that interact with the interpreting field*

*Section 1.1.3 To provide an organizational structure for interpreter educators, and*

*Section 1.1.4 To provide a vehicle for sharing information.*

#### **ARTICLE 2 - MEMBERSHIP**

*Section 2.0 Definitions: An interpreter educator is an individual or mentor who directly teaches knowledge, skills and or attributes pertaining to interpretation in any setting, including private courses, professional development workshops, online courses, degree programs, mentoring, etc.*

*Section 2.1 An interpreter education program is a program based in an accredited post secondary institution or private program that will provide for a variety of courses, experiences, and skills designed to develop and/or enhance the trainee's skill in interpretation.*

*Section 2.2 Composition of Membership: The organization shall be composed of five categories of members: Voting, Associate, Institutional, International, and Retired.*

*Approved by membership, October 2010*

*Section 2.2.1 Voting membership is limited to individuals who are currently involved, either part or full-time, in educating interpreters as defined in Article 2, Section 2.0.*

*Section 2.2.2 Associate members shall be individuals who are indirectly involved in interpreter education or who have expressed interest in the field of educating interpreters for deaf persons, but who are not currently educators as defined by Article 2, Section 2.0.*

*Section 2.2.3 Institutional members shall be organizations or entities that are involved in interpreter education or have interest in the field of educating interpreters.*

*Section 2.2.4 International members shall be individuals who, may or may not be interpreter educators, are currently living outside of the United States, and who wish to join CIT as a non-voting member to support CIT's endeavors and remain current on the issues and trends in interpreter education in the United States.*

*Section 2.2.5 Retired educators shall be individuals who have retired from teaching knowledge, skills and/or attitudes pertaining to interpretation and who no longer earn a significant livelihood from interpreter education.*

*Section 2.3 Application Procedures: Candidates for membership shall fill out a membership form to be sent to the Membership Chairperson. The Chairperson shall award Voting, Associate, Institution, International or Retired membership upon successful review of all applicants that meet the requirements in those categories for membership to the organization.*

*Section 2.4 Voting Eligibility: Each voting member in good standing of the organization shall have one vote in elections for officers and business that might come before the membership. There will be no accumulative voting. Associate, Institutional, International and Retired membership categories cannot vote,.*

*Section 2.4.1 "Member in good standing" shall be Defined as one who has paid dues at least sixty (60) days prior to any meeting where organizational business is conducted.*

### **ARTICLE 3 - GOVERNING AUTHORITY**

*Section 3.0 Ultimate Authority: The ultimate authority to decide business of the organization between biennial business meetings is delegated to the Board of Directors by the membership.*

*Section 3.1 Delegation to the Board: The management of the affairs of the organization between biennial business meetings is delegated to the Board of Directors by the membership.*

*Section 3.2 Composition of the Board of Directors: The Executive Board shall be as follows: President, Vice-President, Secretary, and Treasurer. The Directors of Communications & Technology, Director of Membership, Director of Public Relations & Outreach, and Director of Professional Development and Director of Research & Publications shall be appointed by the Executive Board. Only voting members shall hold Board and Director positions.*

#### **Section 3.3 The President shall:**

*Section 3.3.1 Preside at all meetings of the organization and of the Board of Directors;*

*Section 3.3.2 Appoint chairs of all standing committees not otherwise provided in the By-Laws;*

*Section 3.3.3 Report at least twice a year to the membership on the state of the organization;*

*Section 3.3.4 Cast the deciding vote in case of a tie, except in elections;*

*Section 3.3.5 Be ex-officio member of all committees;*

*Section 3.3.6 Act as a mentor to the newly elected President for one year after the term of office has ended;*

**Section 3.4 The Vice-President shall:**

*Section 3.4.1 Preside in the place of the President whenever needed (i.e. in case of absence, resignation, death or delegation of authority by the President);*

*Section 3.4.2 Act as a mentor to the newly elected Vice-President for one year after the term of office has ended;*

*Section 3.4.3 Chair the By-Laws Committee.*

**Section 3.5 The Secretary shall:**

*Section 3.5.1 Keep accurate and complete minutes of all meetings of the organization and the Board of Directors;*

*Section 3.5.2 Maintain a record of all documents and files belonging to the organization;*

*Section 3.5.3 Superintend the publication of the same if so ordered by the Board meetings of the organization;*

*Section 3.5.4 Conduct the general correspondence of the organization;*

*Section 3.5.5 Notify each member of the Board regarding the location and time of Board meetings of the organization;*

*Section 3.5.6 Inform the membership regarding the location and time of the biennial Conference and business meeting;*

*Section 3.5.7 Within 30 days of any meeting, send minutes to the Board, in the case of Board meetings; and to the membership, in the case of a general business meeting;*

*Section 3.5.8 Follow guidelines for recording of minutes as approved by the Board;*

*Section 3.5.9 Act as a mentor to the newly elected Secretary for one year after the term of office has ended.*

**Section 3.6 The Treasurer shall:**

*Section 3.6.1 Maintain regular contact with the Financial Records manager;*

*Section 3.6.2 May take on all or part of the responsibilities listed in Article 5: Appointments, Section 5. 1, Financial Records Manager, as the Board may determine appropriate;*

*Section 3.6.3 Receive all monies belonging to the organization;*

*Section 3.6.4 Submit an annual operating budget to the Board;*

*Section 3.6.5 Submit a five-year plan;*

*Section 3.6.6 Design and manage a biennial conference budget;*

*Section 3.6.7 Act as a mentor to the newly elected Treasurer for one year after the term of office has ended;*

*Section 3.6.8 File papers of incorporation annually.*

**Section 3.7 The Director of Communications & Technology shall:**

*Section 3.7.1 Promote the use of distance learning technology;*

*Section 3.7.2 Establish a mechanism to ensure effective communication with members;*

*Section 3.7.3 Publish a list of interpreting programs on the website;*

*Section 3.7.4 Publish a directory of consultants as a searchable database on the website;*

*Section 3.7.5 Initiate joint website endeavors between CIT and other Organizations;*

**Section 3.8 The Director of Membership shall:**

*Section 3.8.1 Establish an ad hoc committee to work with the Membership Coordinator to develop a membership services program and membership recruitment program;*

*Section 3.8.2 Increase membership by providing member-only benefits;*

*Section 3.8.3 Increase the number of institutional members by defining the benefits of that category of membership;*

*Section 3.8.4 Develop a members-only site on the web.*

**Section 3.9 The Director of Public Relations & Outreach shall:**

*Section 3.9.1 Promote the involvement of qualified faculty and mentors from diverse backgrounds in interpreter education, especially Deaf/deaf faculty;*

*Section 3.9.2 Establish entry and exit standards for interpreting program students;*

*Section 3.9.3 Promote the establishment of graduate level teacher education programs;*

*Section 3.9.4 Develop a strong relationship between CIT, RID, and other stakeholders;*

*Section 3.9.5 Develop a strong partnership with ASLTA.*

*Section 3.9.6 Develop working relationships with other foreign language teachers and organizations;*

*Section 3.9.7 Develop public relations contacts and materials;*

*Section 3.9.8 Establish a teacher/mentor recognition program;*

*Section 3.9.9 Increase diversity among CIT members and interpreter educators;*

*Section 3.9.10 Develop avenues for communication and exchange with other organizations and their members and CIT and its members;*

*Section 3.9.11 Carry out an exchange of information between the Boards and members of those organizations and the CIT Board and members.*

**Section 3.10 The Director of Professional Development shall:**

*Section 3.10.1 Promote the involvement of qualified faculty and mentors from diverse backgrounds in interpreter education, especially Deaf/deaf faculty through workshops;*

*Section 3.10.2 Provide portfolio information for CIT members;*

*Section 3.10.3 Host Biennial conferences;*

*Section 3.10.4 Provide professional development opportunities for interpreter educators;*

*Section 3.10.5 Sponsor teacher institute on effective teaching;*

*Section 3.10.6 Provide a resource link on the website describing portfolio assessment and offering suggestions on how to informally begin accruing documentation of teaching experience and professional development activities.*

*Section 3.10.7 Work toward sponsoring sister organization conferences;*

*Section 3.10.8 Plan and administer any conference with the approval of the Board of Directors;*

*Section 3.10.9 Six months prior to any conference, report to the Board of Directors on all preliminary arrangements made for the conference;*

*Section 3.10.10 Solicit bids for the next site and make recommendations to the membership for approval;*

*Section 3.10.11 Oversee the Mary Stotler Award Committee, which shall advertise and select the recipient in cooperation with RID Awards Committee of the award;*

*Section 3.10.12 Assist with conference program planning;*

*Section 3.10.13 Conduct periodic membership surveys to determine professional development needs;*

*Section 3.10.14 Arrange pre-conference courses.*

***Section 3.11 The Director of Research & Publications shall:***

*Section 3.11.1 Publish a list of colleges and universities that have completed the Self Study Review process;*

*Section 3.11.2 Promote the involvement of qualified faculty and mentors from diverse backgrounds in interpreter education, especially Deaf/deaf faculty; Deaf faculty and mentors in interpreter education;*

*Section 3.11.3 Publish a Journal of Teaching Interpretation;*

*Section 3.11.4 Provide funding and information to those individuals researching the interpreting and teaching process;*

*Section 3.11.5 Establish a publishing arm of CIT and a peer review committee;*

*Section 3.11.6 Recruit submissions from members to contribute to the CIT News;*

*Section 3.11.7 Include information on teaching and teaching interpreting in the CIT News;*

*Section 3.11.8 Provide a CIT newsletter, website, and Conference Proceedings;*

*Section 3.11.9 Increase professional publications on effective Teaching;*

*Section 3.11.10 Provide a published historical overview of CIT;*

*Section 3.11.11 Expand the task analysis of teaching interpreting in The 1984 CIT Conference Proceedings;*

*Section 3.11.12 Create a joint CIT-ASLTA Journal of Teaching;*

*Section 3.11.13 Exchange newsletters and articles with ASLTA.*

*Section 3.12 Dismissal of Executive Board Members: Any Board member who is not satisfactorily performing the duties of office may be asked to resign by a two thirds (2/3) vote of the membership in good standing.*

*Section 3.12.1 Dismissal of Directors: Any Director who is not satisfactorily performing the duties of office may be asked to resign by a two thirds (2/3) vote of the Executive Board.*

#### **ARTICLE 4 - ELECTIONS**

*Section 4.0 Election: The membership shall elect all of the members of the Executive Board of Directors. A simple majority will be sufficient to elect all Board members. In case of a tie, the candidates will have run-off elections until the tie is broken.*

*Section 4.0.1 Any vacancy of an elective office shall be filled by a member who is appointed by the Board of Directors until the next scheduled election.*

*Section 4.1 Term of Office: The term of office for the members of the Executive Board of Directors shall be two years. No member may remain in the same office for more than two consecutive terms.*

*Section 4.1.1 Officers elected at the biennial conference take on the duties of their office at the close of the biennial business meeting.*

*Section 4.2 Election Procedures for Officers: The election process shall be as follows: A list of candidates shall be submitted to the membership by the Nominating Committee sixty (60) days prior to the biennial business meeting.*

*Section 4.2.1 Nominations from the floor are in order for all office positions immediately following the acceptance of the report of the Nominations Committee.*

#### **ARTICLE 5: APPOINTMENTS**

*Section 5.0 The Board may appoint a long term Financial Records Manager.*

*Section 5.1 The Financial Records Manager may, at the discretion of the Board:*

*Section 5.1.1 Deposit all monies in a bank or banks;*

*Section 5.1.2 Execute payments of authorized debts by check;*

*Section 5.1.3 Keep a ledger showing expenses and earnings of the organization which shall be available for inspection at all times;*

*Section 5.1.4 Submit a ledger to be reviewed by the Board selected external auditor;*

*Section 5.1.5 Maintain records of tax exempt status;*

*Section 5.1.6 Work with CPA to file the organization's tax returns on an annual basis;*

*Section 5.1.7 Pay an annual fee to maintain articles of incorporation.*

*Section 5.2 The Board may appoint a long term Historian.*

*Section 5.3 The Board may appoint special committees as necessary.*

#### **ARTICLE 6 - STANDING COMMITTEES**

*Section 6.0 Purpose: Any standing committees shall conduct the business to which it is charged as provided for in the By-Laws.*

*Section 6.0.1 Authority: Standing committees are to recommend action to the Board through the assigned Board liaison. The Board retains its ultimate authority to accept and act upon such recommendations.*

*Section 6.0.2 Composition: Any committee will be considered "active" with one or more members.*

*Section 6.0.3 Appointments: Committee chairs are appointed by the President. Committee Members are appointed by the committee chair. Appointments may include associate and full members, as well as individuals representing organizations or fields other than interpreting who may have expertise that will benefit the work of the committee.*

*Section 6.0.4 Reporting: Each committee reports annually to the membership and reports to the Board as requested. All reporting occurs through the committee's Board liaison.*

*Section 6.0.5 Resource management: All committees must receive Board approval prior to committing organizational resources including funds, time, and use of the organization's name.*

*Section 6.0.6 Propose a committee-operating budget to the Board for approval. Operate within the approved budget allocation.*

*Section 6.0.7 Dismissal: Any committee member who is not satisfactorily performing the duties of the committee may be asked to resign by a 2/3 vote of the Board of Directors.*

*Section 6.1 The Standards Committee shall:*

*Section 6.1.1 Develop guidelines for educators as spokespersons in the community in the area of interpreter education;*

*Section 6.2 The By-Laws Committee shall:*

*Section 6.2.1 Clarify all conflicts in the By-Laws;*

*Section 6.2.2 Propose changes in the By-Laws at the biennial business meeting, as necessary;*

*Section 6.2.3 Clarify policy statements if conflicts arise;*

*Section 6.2.4 Recommend to the Board of Directors any non-substantive adjustments to these By-Laws as stated on Section 10.5.*

*Section 6.3 The Nominations Committee shall:*

*Section 6.3.1 Solicit nominations for election of the officers at the biennial business meeting;*

*Section 6.3.2 Accept names of candidates from any CIT member in good standing;*

*Section 6.3.3 Obtain acceptance from nominees as candidates;*

*Section 6.3.4 Obtain statements of qualification for each nominee;*

*Section 6.3.5 For election of officers, the Nominations Committee shall:*

*Section 6.3.5.1 Submit a list of candidates to the membership sixty (60) days prior to the biennial business meeting.*

*Section 6.3.5.2 Submit a list of candidates at the biennial business meeting.*

*Section 6.4 The Grievance Committee shall:*

*Section 6.4.1 Define grievance procedures and implement a grievance process.*

#### **ARTICLE 7 - SPECIAL INTEREST GROUPS**

*Section 7.0 Development: A Special Interest Group (SIG) is established by petition to the Board of Directors. The petition includes SIG purpose, goals, and conditions by the Board of Directors.*

*Section 7.1 Purpose: A Special Interest Group (SIG) will serve the purpose designed by its members and approved by the Board of Directors.*

*Section 7.2 Authority: SIGs may recommend action to the membership through motions at the biennial conference or to the Board through the assigned liaison. The Board retains its ultimate authority to accept and act upon such recommendations.*

*Section 7.3 Composition: Any SIG will be considered "active" with five or more members.*

*Section 7.4 Reporting: Each SIG reports annually to the membership and reports to the Board as requested.*

*Section 7.5 Resources: SIGs provide their own resources including funds. Therefore, SIGs may charge a SIG membership, dues not to exceed one-quarter the organizational dues.*

*Section 7.6 Dissolution: A SIG may be dissolved by a 2/3 vote of the SIG membership or by a 2/3 vote of the CIT membership. Any funds remaining from a dissolved SIG will be returned to the general organization.*

#### **ARTICLE 8 - DUES**

*Section 8.0 Decisions to raise or lower dues shall be authorized by the membership at the biennial business meeting.*

*Section 8.1 Dues for membership shall be paid regularly on or before November 1. New members joining at other times during the calendar year shall pay pro rated dues according to a dues schedule arranged by the Membership Committee and approved by the Board.*

#### **ARTICLE 9 - BIENNIAL CONFERENCE**

*Section 9.0 Purpose: There shall be a biennial meeting for the purpose of conducting the business of the organization, sharing and dissemination information on innovation, techniques, and research on interpreter education, and promoting fellowship and goodwill among the membership.*

*Section 9.1 Selection of Host: A vote of the membership shall be sufficient for approval of future sites. The President of the organization shall appoint a person from the host region to act as Conference Committee Chairperson.*

*Section 9.2 Meeting Procedure: The order of business may follow this agenda: Call to Order, Roll Call, Communications, Report from the Minutes Approval Committee, Committee Reports: Officers, Standing Committees, Special Committees, New Business, Elections, Adjournment; however, the order of business may vary as deemed necessary.*

*Section 9.3 Business Meeting Time: At least one half of a working day (4 hours) shall be allotted for business during the biennial meeting.*

*Section 9.4 Conference Fees: The Conference Committee may plan and charge for entertainment activities as part of the conference fees, pending approval of the Board of Directors.*

*Section 9.5 The Board of Directors shall be authorized to hold a conference between biennial conferences for the purpose of conducting business of the organization and providing professional development activities.*

*Section 9.5.1 At these conferences, business meetings may be held to decide issues before the organization. No election of officers shall be held at that time.*

#### **ARTICLE 10 - THE BY-LAWS**

*Section 10.0 Votes: The Board of Directors may designate an electronic ballot on any business that might come before the membership except for election of Executive Officers.*

*Section 10.1 Electronic Voting Procedures: The Board of Directors will conduct any electronic ballot as designated in Section 9.0. The ballot shall be sent to all members in good standing. A return of at least forty (40) percent of the ballots shall validate the election. A simple majority of the ballots cast will determine the outcome of the election. Ballots must be returned within forty five (45) days of the mailing.*

*Section 10.2 Quorum: The quorum, for a meeting of the Board of Directors shall be a majority of the members of the Board. Written confirmation will be acceptable to fulfill quorum requirements.*

*Section 10.2.1 The quorum for any business meeting shall be one-third of the voting members who have been registered as in attendance; a simple majority of those present and voting will be required to pass any motion.*

*Section 10.3 Amendments to the By-Laws: The By-Laws may be amended by a vote of two-thirds, (2/3) of the ballots cast at the biennial business meeting. The By-Laws may also be amended by mail referendum. A return of at least forty (40) percent of the ballots shall validate the referendum. A vote of two-thirds (2/3) of the ballots returned will determine the outcome of the referendum.*

*Section 10.3.1 Proposals to amend the By-Laws must be received by the By-Laws Committee not later than ninety (90) days before the biennial business meeting. Proposals to amend the By-Laws may not be entertained from the floor at any business meeting.*

*Section 10.3.2 Amendments to the By-Laws will be presented to the membership sixty (60) days prior to the conference. Section 10.4 Parliamentary Authority: Roberts Rules of Order, newly revised shall serve as a guide for the management of business meetings in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order that CIT may adopt, and any statutes applicable to this organization that do not authorize the provisions of these bylaws to take precedence. The President shall appoint a Parliamentarian prior to any business meeting.*

*Section 10.5 The Board of Directors may make non-substantive adjustments in the By-Laws as suggested by the By-Laws Committee. Such changes shall be limited, to those required by standard English usage, and shall not in any way affect the spirit of the By-Laws or the activities and privileges of the members.*

#### **ARTICLE 11 - ADVISORY BOARDS**

*The Board of Directors may recommend to the membership for adoption a plan to include an Advisory Board or Boards as may be necessary. Such a plan should include purpose, extent of involvement and responsibilities of the Advisory Board. Duties of the Advisory Board should be to assist the Board of*

*Directors in conducting strategic planning and the periodic review of the plan in order to provide for and sustain the fiscal, operational and programmatic systems of the association.*

**ARTICLE 12 - DISSOLUTION**

*In case of dissolution, all monies and records shall be given to a nonprofit educational organization chosen by the membership*