



BYLAWS OF CONFERENCE OF INTERPRETER TRAINERS

ARTICLE I — NAME AND PURPOSE

Section 1 — Name: The name of the organization shall be the Conference of Interpreter Trainers, Inc. (hereafter referred to as “CIT”). It shall be a nonprofit organization incorporated under the laws of the State of Kansas.

Section 2 — Mission Statement: CIT’s purpose is to encourage the preparation of interpreters who can effectively negotiate interpreted interactions within the wider society in which Deaf people live. As such, one of our primary goals is to increase our students’ knowledge concerning the Deaf community, Deaf people’s linguistic rights and our role in the preservation of ASL. CIT seeks to accomplish its mission by fostering teaching practices and research that help educate compassionate, engaged professional interpreters who will exhibit cultural and linguistic fluency, sophisticated interactional competencies and who are sensitive to issues of privilege. We also seek to advance teaching practices that lead to a deepening of cross-cultural awareness and to guide students to interpreting practices that are based in the norms and values embraced by the Deaf community by providing arenas for the sharing of these ideas.

Section 3 - Vision Statement: In order to promote the development of quality interpreters, CIT and its members:

- Recognize that languages and cultures are not static, but living and evolving and in order to be effective teachers/learners, we must be living and evolving with the communities we serve and be actively engaged in cultural dialogues and interactions that preserve indigenous signed languages/cultures.
- Recognize that language rich environments in signed language are vital to linguistic and cultural exchange, transmission and preservation of American Sign Language and the building of dynamic multi-cultural and bi-cultural community relationships.
- Commit to creating a collegial environment that is free of racism, linguistic barriers, audism, or any kind of attitude or belief system that causes harm.
- Support critical thinking, research, excellent teaching/learning practices, networking and community building in order to ensure that interpreter educators and students are engaged in real world and meaningful teaching and learning.
- Adhere to standards, ethics, teaching practices and actions that promote the overall well-being of Deaf communities and the preservation of their indigenous signed languages and cultures.

Section 4 - Purpose: Conference of Interpreter Trainers, Inc. is organized exclusively for educational and advocacy purposes.

- To promote quality interpreter education;
- To provide professional development opportunities for interpreter educators;
- To develop liaisons with other disciplines and organizations interacting with the interpreting field;



- To provide an organizational structure for interpreter educators;
- To provide a vehicle for sharing information.

ARTICLE II — MEMBERSHIP

Section 1 — Eligibility for membership: Membership is granted after completion and receipt of a membership form and annual dues.

Section 2 – Categories of membership: The organization shall be composed of five categories of members: Voting, Associate, Institutional, International, and Retired.

Section 3 – Definitions:

- **Voting membership** is open to U.S. or international Interpreting Program faculty (full-time or part-time), ASL (or signed language) instructors, pre and in-service presenters, mentors and research scholars who are currently involved in mentoring, research in or the instruction of ASL, ASL Linguistics, Deaf Culture, interpreting knowledge, skills or attributes.
- **Associate membership** is open to graduate students, aspiring ASL or interpreter educators and research scholars who are interested in the field of educating interpreters. This level of membership does not apply to those who are currently researchers, mentors, educators.
- **Organizational membership** is open to organizations or entities that are involved in interpreter education or have interest in the field of educating interpreters.
- **International membership** is open to 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.
- **Retired membership** is open to 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 4 — Annual dues: The amount required for annual dues shall not change unless voted on by a simple majority of the members at a biennial meeting of the full membership or through an online referendum. Continued membership is contingent upon being up-to-date on membership dues.

Section 5 — Rights of members: 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 proxy voting. Associate, Institutional, International and Retired membership categories are non-voting members.



ARTICLE III — MEETINGS

Section 1 — Annual board meetings: The Board of Directors shall be authorized to hold meetings between biennial conferences for the purpose of conducting business of the organization and providing professional development activities.

Section 2 – Biennial Conference: There shall be a biennial meeting for the purpose of conducting the business of the organization, sharing and disseminating information on innovation, techniques, and research on interpreter education, and promoting fellowship and goodwill among the membership. A vote of the membership shall be sufficient for approval of future sites.

Section 3 — Special meetings: A simple majority of the board of directors may call special meetings. A petition signed by five percent of voting members may also call a special meeting.

Section 4 — Notice of meetings: Published notice of each meeting shall be given to each voting member, minimally by e-mail communication, no less than two weeks prior to the meeting.

Section 5 — Quorum: The quorum for any business meeting shall be one-third of the voting members who have been registered as in attendance at the start of the business meeting.

Section 6 — Voting:

- All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.
- Board of Directors may designate an electronic ballot on any business that might come before the membership except for election of Executive Board Officers.
- Electronic Voting Procedures: The Board of Directors may conduct an electronic ballot. The ballot shall be sent to all voting members in good standing. 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 or email notification.

Section 7 – Parliamentary Procedure: 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 8 – Language Policy: All meetings will be conducted in American Sign Language.



ARTICLE IV — COMPOSITION OF THE BOARD

Section 1 — Board role, size, and compensation:

- The board is responsible for overall policy and direction of the association. The ultimate authority to decide business of the organization between biennial business meetings is delegated to the Board by the membership (not to include dissolution of the organization).
- The Board shall consist of Executive Officers and Appointed Directors.
- The Executive Officers 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 who have been members for over one (1) year shall hold Board and Director positions.
- The board receives no compensation other than reasonable expenses.

Section 2 — Terms: The term of office for the members of the Executive Officers shall be four years. No member may remain in the same office for more than two consecutive terms. Officers elected at the biennial conference take on the duties of their office at the close of the biennial business meeting.

- The President and Secretary shall be elected at even numbered biennial conferences.
- The Vice-President and Treasurer shall be elected at odd numbered biennial conferences.

Section 3 — Meetings and notice: The board shall meet at least quarterly, at an agreed upon time and place. An official board meeting requires that each board member have written notice at least two weeks in advance.

Section 4 — Board elections: The Executive Officers shall be elected or re-elected by the voting members at the biennial meeting. Executive Officers will be elected by a simple majority of the voting members present at the biennial meeting. In the event of a tie, run-off elections will be held until the tie is broken.

Section 5 — Election procedures: The Nominating Committee shall submit a list of candidates to the membership sixty (60) days prior to the biennial business meeting. In addition, any member can nominate a candidate to the slate of nominees. Nominations from the floor are in order for all office positions immediately following the acceptance of the report of the Nominations Committee.

Section 6 — Quorum: The quorum, for a meeting of the Board of Directors shall be a majority of the voting members of the Board.



Section 7 — Officers and Duties: There shall be four Executive Officers of the board, consisting of a President, Vice-President, Secretary and Treasurer. Their duties are as follows:

- The **President** shall:
 - o Convene regularly scheduled board meetings and shall preside or arrange for other members of the Executive Officers to preside at each meeting in the following order: Vice-President, Secretary, Treasurer;
 - o Appoint chairs of all standing committees not otherwise provided in the bylaws;
 - o Report at least twice a year to the membership on the state of the organization;
 - o Cast the deciding vote in case of a tie, except in elections;
 - o Be ex-officio member of all committees;
 - o And act as a mentor to the newly elected President for one year after the term of office has ended;
- The **Vice-President** shall:
 - o Preside in the place of the President whenever needed (i.e. in case of absence, resignation, death or delegation of authority by the President);
 - o Chair the Bylaws Committee;
 - o Liaison to ad hoc committees
 - o And act as a mentor to the newly elected Vice-President for one year after the term of office has ended.
- The **Secretary** shall:
 - o Keep accurate and complete minutes of all meetings of the organization and the Board of Directors;
 - o Maintain a record of all documents and files belonging to the organization;
 - o Oversee the publication of the same if so ordered by the Board meetings of the organization;
 - o Conduct the general correspondence of the organization;
 - o Notify each member of the Board regarding the location and time of Board meetings of the organization;
 - o Inform the membership regarding the location and time of the biennial Conference and business meeting;
 - o 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;
 - o Follow guidelines for recording of minutes as approved by the Board;
 - o And act as a mentor to the newly elected Secretary for one year after the term of office has ended.
- The **Treasurer** shall:
 - o Take on all or part of the responsibilities of the Financial Records Manager (if none is procured) as the Board deems appropriate, including:
 - Deposit all monies in a bank or banks;
 - Execute payments of authorized debts by check;



- Keep a ledger showing expenses and earnings of the organization which shall be available for inspection at all times;
- Submit a ledger to be reviewed by the Board selected external auditor;
- Maintain records of tax exempt status;
- Work with CPA to file the organization's tax returns on an annual basis;
- And pay an annual fee to maintain articles of incorporation.
- o If CIT procures a Financial Records manager the treasurer shall maintain regular contact with the Financial Records Manger;
- o Receive all monies belonging to the organization;
- o Submit an annual operating budget to the Board;
- o Submit a one-year, three-year and five-year projected budget;
- o Design and manage a biennial conference budget;
- o File papers of incorporation annually;
- o And act as a mentor to the newly elected Treasurer for one year after the term of office has ended.

Section 8 – Appointed Directors and Duties: The appointed director positions are the Director of Communications & Technology, the Director of Membership, the Director of Public Relations & Outreach, the Director of Professional Development and the Director of Research & Publications. All appointed directors shall carry out the duties set forth in the Policies and Procedures Manual.

Section 9 — Vacancies: When a vacancy on the board exists mid-term, the secretary must receive nominations for new members from present board members two weeks in advance of a board meeting. These nominations shall be sent out to board members with the regular board meeting announcement, to be voted upon at the next board meeting. These vacancies will be filled only to the end of the particular board member's term.

Section 10 – Appointment Authority: The Board may appoint external advisors including, but not limited to, a financial records manager and a long-term historian. These positions shall act at the discretion of the Board.

Section 11 — Resignation, Termination, and Absences: Resignation from the board must be in writing and received by the Secretary. A board member shall be terminated from the board due to excess absences, more than two unexcused absences from board meetings in a year. An executive Officer may be removed for other reasons by a two-thirds (2/3) vote of the remaining Board Members. An Executive Officer or Appointed Director may be removed for other reasons by a two-third (2/3) vote of the voting membership in good standing or Executive Officers can remove an Appointed Director at their discretion.



Section 12 – Conflicts of Interest: Whenever an Appointed Director or Executive Officer has a financial or personal interest in any matter coming before the board of directors, the board shall ensure that:

- The interest of such Executive Officer or Appointed Director is fully disclosed to the board.
- No interested Executive Officer or Appointed Director may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting of the board at which such matter is voted upon.
- Any transaction in which an Executive Officer or Appointed Director has a financial or personal interest shall be duly approved by members of the board who do not have a self interest of connection and who act in the best interests of the organization.
- Payments to the interested Executive Officer or Appointed Director shall be reasonable and shall not exceed fair market value.
- The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

Section 13 — Special Meetings: Special meetings of the board shall be called upon the request of the president, or one-third of the board. The secretary shall send out notices of special meetings to each board member at least two weeks in advance.

ARTICLE V — COMMITTEES

Section 1 — Committee Formation:

- The board may create committees as needed.
- The board President appoints all committee chairs.
- Any committee will be considered "active" with one or more members.
- The committee chair appoints committee members.
- Appointments may include associate and voting members, as well as individuals representing organizations or fields other than interpreting who may have expertise that will benefit the work of the committee.
- 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 2 – Limitations on Authority:

- All committees must receive Board approval prior to committing organizational resources including funds, time, and use of the organization's name.
- 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 2 — Executive Committee: The four Executive Officers serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and bylaws, the Executive Committee shall have all the powers and authority of the board in the intervals between meetings of the board, and is subject to the direction and control of the full board.

Section 3 —Standards Committee: Develop guidelines for educators as spokespersons in the community in the area of interpreter education;

Section 4 – Bylaws Committee: Clarify all conflicts in the bylaws, propose changes in the bylaws at the biennial business meeting, as necessary, clarify policy statements if conflicts arise, and recommend to the Board any non-substantive adjustments.

Section 5 – Nominations Committee: Solicit nominations for election of the Executive Officers, accept names of candidates from any CIT member in good standing, obtain acceptance from nominees as candidates, and obtain statements of qualification for each nominee. For election of officers, the Nominations Committee shall submit a list of candidates to the membership sixty (60) days prior to the biennial business meeting and submit a list of candidates at the biennial business meeting. The Nominations Committee will accept nominations from the floor.

Section 6 – Motions Committee: Review, organize and prioritize motions prior to and during the business meeting at the biennial conference

Section 7 - Grievance Committee: Define grievance procedures and implement a grievance process.

ARTICLE VI — AMENDMENTS

Section 1 — Amendments to the Bylaws: The bylaws may be amended by a vote of two-thirds, (2/3) of the votes cast at the biennial business meeting. The bylaws may also be amended by online/mail referendum. A return of at least Twenty-Five (25) 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 2 - Proposal Due Dates: Proposals to amend the Bylaws must be received by the Bylaws Committee not later than one hundred and twenty (120) days before the biennial business meeting. Proposals to amend the bylaws may not be entertained from the floor at any business meeting.

Section 3 – Notification to the Membership of Proposed Bylaw Changes: Amendments to the Bylaws will be presented to the membership sixty (60) days prior to the conference.



Section 4 –Board Authority to Edit Bylaws: The Board may make non-substantive adjustments in the bylaws as suggested by the Bylaws Committee. Such edits shall be limited, to those required by Standard English usage, and shall not affect the spirit of the bylaws or the activities and privileges of the members.

ARTICLE VII - DISSOLUTION

In case of dissolution, all monies and records shall be given to a nonprofit educational organization chosen by a two-thirds (2/3) vote of the voting membership.

ARTICLE VIII - RATIFICATION

These bylaws were approved by a quorum of the voting membership during the membership meeting held on XXXXXXXXX

These bylaws were ratified at a meeting of the board of directors by a two- thirds vote on XXXXXXXXXX.

Secretary Date