

MAPSLI

Maritime Association of Professional Sign Language Interpreters

Policies and Procedures

POLICIES AND PROCEDURES

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1. Organizational Structure

Board of Directors

President
Vice President
Treasurer
Secretary
Member-at-Large

Active members are eligible to serve as directors of the Association. Directors are elected, or appointed into a vacant position.

Directors endeavour to represent the Association to the best of their abilities and to make day-to-day decisions for the Association.

Directors are expected to work within the bylaws and guidelines set out by this document and to consult membership and the Deaf community at large when necessary.

Appendix 1: Duties of Directors

Committee Coordinators

Standing Committees are:

Professional Development
Public Relations
Membership

MAPSLI committee Coordinators are appointed by the Board of Directors.

Committee coordinators must be active MAPSLI members.

Non-member stakeholders, exempt members, or student members are welcome to be committee Co-Coordinators with an active member. If the active member is no longer interested in continuing in coordinating the committee, all work is put on hold until another active member can be found to continue as co-coordinator.

Committee Coordinators will always be assigned an executive board member as a Board liaison who will serve as their point of contact between the committee and the MAPSLI Board.

There is no set term for committee coordinators, the member may agree to coordinate the committee until a specific project is completed, or until a specific date. Committee coordinators may step down at any time by informing their Board Liaison or any Director.

Appendix 2: Standing Committees – Terms of Reference

Appendix 3: Board Liaisons and Committee Coordinators – Roles and Responsibilities

Appendix 4: Organizational Chart

External Representation

MAPSLI has invited representation with the following organizations:

Nova Scotia Community College ASL/English Interpretation Program Advisory Committee

Deafness Advocacy Association of Nova Scotia

MAPSLI will send a member to represent the Association to committees and groups where the Association has been invited, or would like to be represented.

Representatives will be appointed by the Board of Directors and serve for a specified amount of time until a project is completed, or until the representative no longer wants to continue.

Appendix 5: Duties of an External Representative

Liaisons

The Association openly invites associations, organizations, and committees in the community to send representatives to attend MAPSLI meetings and comment on discussions relevant to their group, report back to their group, and with MAPSLI, help to foster open lines of communication.

Recognized liaisons:

Students from both year one and year two of the ASL/English Interpretation Program at NSCC

2. Membership and Stakeholders

Membership Categories

Active Membership

MAPSLI members are working interpreters (ASL/English or Deaf Interpreters) who meet qualifications of membership with AVLIC and who choose MAPSLI as their Affiliate Chapter.

Active members are eligible to serve as Directors, committee coordinators, committee members, and external representatives.

Active members are eligible to participate in meetings of the Association.

Active members are eligible to have their contact information posted on the Association's website, if they wish.

The fee for active membership with MAPSLI is \$50.00 per fiscal year.

Student Membership

Student membership is available to students currently enrolled in an Interpreter Education Program.

Student membership is also open to Deaf people aspiring to be Deaf Interpreters – Criteria TBD.

Student members are welcome to attend meetings, but hold no voting rights.

Students are welcome and encouraged to serve on committees.

It is expected that students will upgrade their membership to Active upon completion of an Interpreter Education Program (IEP).

The fee for student membership is \$15.00 per fiscal year.

Member on Leave

MAPSLI members who request to be on leave from AVLIC under the “Membership Leave” policy will also be considered to be on leave from MAPSLI and the same suspension of benefits will be applied.

Fees for members on leave are determined by how much time they choose to be on leave for, and fees are calculated by AVLIC.

Appendix 6: Policy Governing AVLIC Members on Leave

Non-Members

Subscribers

Subscribers are interested parties who would like to receive news and emails from the Association. Subscriber is not a category of membership.

MAPSLI welcomes subscriptions from individuals and groups who are interested in the activities of the Association.

Active members of AVLIC who have dual membership with another chapter are invited to be subscribers of MAPSLI.

Subscribers are often employers of interpreters, Deaf community members, or others who are interested in the Association.

The subscription fee is \$25.00 per year.

Other Non-Member Stakeholders

MAPSLI welcomes all interested parties to observe meetings of the Association and to also engage in communication with the Board of Directors and with the MAPSLI membership.

3. Activities

Meeting Procedures

1. The Association will follow the same format for taking minutes during both its executive and general membership meetings.
2. All Association's actions are to become report items.
3. All general meetings and annual general meetings will be conducted according to Robert's Rules of Order.

Communication

1. Any goals, activities, and/or events planned by the committees or members that will represent the Association must be approved by the Board of Directors before implementation. Any brochures, flyers, printed materials or electronic advertisements which represent MAPSLI in any way must also be approved by the Board of Directors before circulation.

2. Official board correspondence shall be on official Association letterhead with copies provided to the Recording Secretary. All official board correspondence will be consistent with organizational policy and direction.
3. Communication among board members may occur by telephone, in writing, by electronic mail and/or by other technical means.
4. Written correspondence from members shall be filed by the Recording Secretary for future reference.
5. Members can expect to receive replies to their correspondence, written or otherwise, within two weeks of receipt of such correspondence.
6. Any correspondence from external organizations or interested parties shall be dealt with in a timely manner.
7. The Association agrees with the principle of only Deaf people teaching sign language and will support Canadian Association of the Deaf (CAD) on an informal basis regarding this stand.
8. The Association agrees with the principle of always partnering with a local Deaf organization when conducting fundraising, professional development, or community events.

Finances

1. Funding for the Association is derived from the following sources:
 - a. membership dues
 - b. workshops and special events
 - c. donations
 - d. fundraising activities
2. Receipts will be issued for:

- a. membership dues
 - b. workshop fees
 - c. donations over \$10.00
3. Request for expenses:
- a. Requests for reimbursement for MAPSLI business (i.e. travel to meetings, conferences, etc.) shall be considered on an individual basis, at the discretion of the Board of Directors.
 - b. The Association will endeavor to support the President's attendance to AVLIC's Presidents' meeting by covering the cost of travel, at the discretion of the Board of Directors.
 - c. For reimbursement, original receipts for stationery, photocopying, printing, postage costs, and other miscellaneous expenses pertaining to the activities of the Association must be forwarded with a completed cheque requisition form, which can be found online or from the Treasurer.
 - d. MAPSLI considers all requests for financial support from community organizations for fundraising efforts and professional development opportunities. Requests from individuals are not eligible for consideration.
4. The Board of Directors is authorized to spend up to \$600.00 annually on items and services relevant to the Association in one fiscal period. Individual expenditures over \$300.00 are to be brought before the Membership for approval.
5. The Association will maintain a post office box and pay associated rental fees so as to maintain consistency for the receipt of mail at one central location.
6. Prior to the renewal period for memberships, the Board of Directors will meet to review actual costs of membership and present any possible rationale for a fee increase to Members for consideration.
7. For NSF cheques, a \$20.00 fee will be levied.

8. Any profits collected from workshops hosted by the Association will be accumulated and used towards future workshop and/or professional development expenses.

9. **Per Diem Policy**

Food allowance is \$50.00 Per day.

All reimbursements for meals must be accompanied with an itemized receipt. No reimbursement for alcohol. If the MAPSLI representative spends less than the outlined amount for food allowance they will not receive the difference. The reimbursement allowance is to include gratuities.

The cost of ground transportation to and from an airport, or meeting places may be claimed. Ground transportation is to be the most economical. The use of airport bus or another economical means is strongly encouraged. Departure and arrival location of ground transportation needs to be recorded on the receipt for reimbursement.

The cost of overnight accommodation may be claimed, given that receipts or proof of purchase are provided.. It is strongly encouraged that reasonable accommodations be booked.

The mileage reimbursement rate is 43 cents/kilometer.

10. MAPSLI will endeavour to cover the cost of early-bird registration to the AVLIC biennial conference for one or more active members in each conference year. The Board of Directors will determine how many Members MAPSLI is able to support in a given year. This information will be included in the budget of the year prior to the conference.

Appendix 6: AVLIC Biennial Conference Funding Request Form

11. To be eligible to have AVLIC conference registration costs (early bird registration rates only) covered, interested members must:

- a. Complete and submitting the AVLIC Conference Funding Form (Appendix 7) by December 15 prior to the conference year
- b. Once all submissions have been collected, MAPSLI will draw the appropriate number of names, as determined by the Board of Directors.
- c. To be eligible for reimbursement, members whose names are drawn are to submit proof of payment in the form of receipts, by April 15 of the conference year.
- d. If a member wins sponsorship and decides not to attend the conference, but hasn't yet been reimbursed, MAPSLI will re-draw from the remaining entrants.

Email Distribution Policy

MAPSLI will maintain an up-to-date distribution list and include active and student members, and subscribers, as well as the AVLIC Board and Board representatives from other Affiliate Chapters as requested.

The President, Secretary, and Public Relations Coordinator may distribute information using this list. All other Directors, Committee Coordinators, or Members may submit a request to the MAPSLI Board to have communications shared with the distribution list.

MAPSLI is a membership driven organization of professionals. MAPSLI does not book interpreters.

MAPSLI is an ally to Deaf organizations, and to the Deaf community at large. MAPSLI emphasizes the need for the Deaf perspective to be considered at every step in the process. To this end, MAPSLI will ask inquiring parties to go back to the Deaf participants or Deaf organizations before sending out requests for services.

As such, if a request is forwarded directly by the Deaf consumer and they wish to send out an interpreting request to members, MAPSLI will do so once, and cc the requesting Deaf person. If the request pertains to general accessibility, MAPSLI will forward along the request, cc'ing the person making the request.

Appendices

Appendix 1: Duties of Directors

President

- a. Preside over all general, executive, and business meetings;
- b. Provide current information on their portfolio at each Executive and General meeting. A written report is due at each meeting and shall be given to the Recording Secretary for filing;
- c. Be an ex-officio member of all committees;
- d. See that all orders and resolutions of the Association are carried into effect;
- e. Be the official spokesperson for the Association;
- f. Ensure the Association maintains its incorporation status under the Registry of Joint Stock Companies. Incorporation status will remain valid only if the following responsibilities are satisfied:
 - i. An annual general meeting must be held in Nova Scotia during which a financial statement setting out the association's income, disbursements, assets and liabilities be presented.
 - ii. Additionally, the Association must file a copy of the annual report to the Registry of Joint Stock Companies before the last day of May. This annual return should include (a) an updated list of Directors and Officers of the Association along with their full names, positions and mailing addresses with postal codes, and (b) the audited financial statement presented to the membership at the last annual general meeting.
 - iii. The Association must keep a list of past and present members with the following particulars for each member:
 - 6.2 Full name and home address,
 - 6.3 Date upon which membership began,
 - 6.4 Date on which membership ceased,
 - 6.5 Class of membership (Active or Student)

Vice President

- a. Perform such duties as shall be required, from time to time, by the Board of Directors;
- b. Provide current information on his or her portfolio at each executive and general meeting. A written report is due at each meeting and shall be given to the Recording Secretary for filing;
- c. In the absence of the President, perform the duties and exercise the powers of the President.
- d. Responsible for the mentor pairings of active members with student members-

Treasurer

- a. Have custody of the funds and securities for the Association;
- b. Keep, or cause to be kept, full and accurate accounts of its receipts and disbursements;
- c. Direct the deposit of all monies and other valuable effects in the name and to the credit of the Association in such depositories as may be designated by the Association from time to time;
- d. Disburse, the funds of the Association as may be directed by the Association;
- e. Render to the Association, accounts of the financial position of the Association as and how required by the Association;
- f. Prepare financial reports for each executive and general meeting as well as prepare a yearly financial statement for the annual general meeting package;
- g. Provide current information on his or her portfolio at each executive and general meeting. A written report is due at each meeting and shall be given to the Recording Secretary for filing;
- h. Perform other duties as may be directed, from time to time, by the Board of Directors.
- i.

Secretary

- a. Attend General and Executive meetings of the Association, and shall record all votes and minutes;
- b. Distribute the minutes of meetings to the members appropriately;

- c. Provide current information on their portfolio at each executive and general meeting. A written report is due at each meeting and shall be filed with the Board reports;
- d. Hold one key to the Association's post office box;
- e. Receive all incoming mail from the Association's post office box;
- f. Forward relevant mail to its destined recipient member;
- g. Report any relevant correspondence to the membership at meetings of the Association;
- h. Conduct general correspondence on behalf of the Association;
- i. Forward any relevant Association and/or Corporation electronic mail correspondence, updates or announcements to those members who do not have access to electronic mail;
- j. Update the bylaws, policies, and procedures from approved motions made at all general meetings.

Member-at-Large

- a. Represent the needs of professional interpreters;
- b. Provide current information on his or her portfolio at each executive and general meeting. A written report is due at each meeting and shall be given to the Recording Secretary for filing;
- c. Perform such duties as shall be required, from time to time, by the Board of Directors.

Appendix 2: Standing Committees - Terms of Reference

Professional Development

NAME	Professional Development Committee
COMMITTEE TYPE	Standing
BOARD LIAISON	Vice President
PURPOSE	To support the development of the interpreting profession in Atlantic Canada by facilitating and hosting relevant, creative professional development opportunities that align with Deaf/interpreting community goals and the MAPSLI strategic plan.
SCOPE	<p>The committee, with Board approval, is authorized to research and present written proposals for future professional development initiatives for MAPSLI and/or community members;</p> <p>Committee coordinators will recruit individuals to the committee to help facilitate professional development events (short and long-term).</p>
MEMBERSHIP	<p>The professional development committee is comprised of at least one coordinator and at least three volunteer committee members. Each person will serve a two-year term;</p> <p>Co-chairs and members will recruit members and Deaf community members as needed.</p>
MEETING ARRANGEMENTS	PD committee members will strive to meet bi-monthly to discuss long-range activities. At least three out of five committee members are to be in attendance, with a summary of discussion sent to the full committee within 48 hours.
DELIVERABLES	Provide current information on his or her portfolio at each executive and general meeting. A written report is

due at each meeting and shall be given to the Recording Secretary for filing;

All advertisements and publications must be approved by the MAPSLI Board of Directors before being communicated to the community.

The Committee will research and organize no less than two professional development initiatives per year.

RESOURCES/BUDGET

The committee will have no set budget. The committee has access to funds raised for professional development initiatives.

All financial requests from the committee are subject to Board and/or member approval.

All requests are to be submitted in writing with a clearly outlined draft budget and rationale, to the Board liaison no less than three months in advance of a professional development opportunity. Requests within the budgetary limit of the Board, may be approved at the discretion of the Board. Requests exceeding \$300 are to be brought to MAPSLI members for approval at a General or Annual General Meeting.

Membership

NAME Membership Committee

COMMITTEE TYPE Standing

BOARD LIAISON Treasurer

PURPOSE The Membership Coordinator is to ensure that MAPSLI maximizes benefits for its membership, addressing the needs of current members, while attempting to attract new members, both nationally and provincially;

Perform other duties as may be directed, from time to time, by the Board of Directors.

SCOPE

The Membership Services Committee is responsible for policy guidance related to MAPSLI membership, operations, membership benefits and services.

MEMBERSHIP

The Membership Coordinator shall be voted in annually after nominations have been provided by members.

DELIVERABLES

Send out renewal notices to all members one month prior to the renewal date

Circulate updated membership lists to all members quarterly

Offer an updated membership list of active members to all agencies that employ interpreters, quarterly

Send monthly remittance forms to AVLIC's membership coordinator in accordance with dual membership criteria

Send a welcome letter (one for new members and one for renewing members) along with a receipt and membership card, to all members

Work with the secretaries to make sure that members' addresses are current

Maintain the Association's chapter affiliate status with AVLIC

Recommend membership fee increases and decreases to the Board of Directors;

Provide information on membership, special events, and meetings to new interpreters who have moved to the Maritimes

Provide current information on his or her portfolio at each executive and general meeting. A written report is

due at each meeting and shall be given to the Recording Secretary for filing

All advertisements and publications must be approved by the MAPSLI Board of Directors before being communicated to the community

RESOURCES/BUDGET The coordinator will have no set budget

Any funding required by the coordinator will be provided by MAPSLI upon approval of the Board of Directors/Membership.

Public Relations

NAME	Public Relations Committee
COMMITTEE TYPE	Standing
BOARD LIAISON	Member-at-Large
PURPOSE	<p>To keep members abreast of current information via social media, website and emails; Coordinate information strategies that are effective and efficient; Investigate opportunities for online local news - Vlogs, blogs, etc;</p> <p>Increase public awareness of the profession and association's purpose; Perform other duties as may be directed, from time to time, by the Board of Directors</p>
SCOPE	Share information collected by the committee, as approved by the board.
MEMBERSHIP	The Public Relations committee is comprised of at least one coordinator as well as volunteer committee members.

Coordinators and members will recruit members and Deaf community members as needed.

MEETING ARRANGEMENTS The PR committee will meet as necessary, while also conducting business electronically. Committee discussion and vote will require a two thirds (2/3) majority.

DELIVERABLES Provide current information on his or her portfolio at each executive and general meeting. A written report is due at each meeting and shall be given to the Recording Secretary for filing;

Update Facebook, Twitter, website and email to reflect current, accurate and similar information.

Quarterly contact regarding current information available to members - local updates and discussion.

All advertisements and publications must be approved by the MAPSLI Board of Directors before being communicated to the community.

RESOURCES/BUDGET No funds
Website capabilities to be investigated - space availability
Online access

Appendix 3: Board Liaisons and Committee Coordinators - Roles and Responsibilities

Committee Coordinator

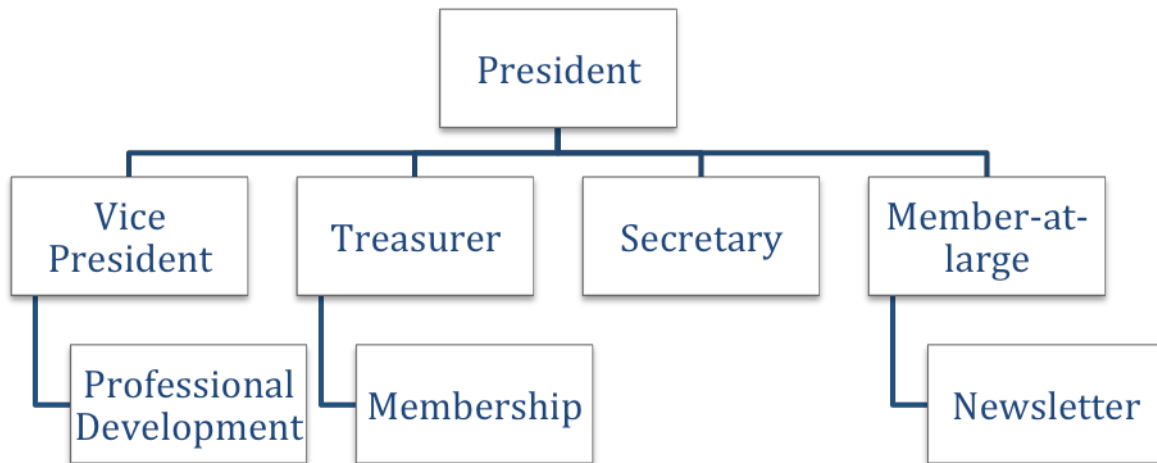
- Perform duties as outlined in MAPSLI's Policies and Procedures (or in the relevant motion for ad-hoc committees)
- Maintain Terms of Reference for the committee;
- Organize and chair meetings of the committee;
- Create deadlines for the committee and ensure that work stays on track;
- Provide current information on his or her portfolio at each executive and general meeting. A written report is due prior to each meeting and shall be given to the recording secretary for filing;
- Perform other duties as may be directed, from time to time, by the Board of Directors;
- At beginning of term, provide list of committee members to the Board Liaison, updating when any changes occur;
- Communicate with the board liaison as needed;
- Attend General Meetings to answer questions that may arise from the written report, or designate a committee member to do so, in the case of the chairperson not being able to attend.

Board Liaisons

- Before each Board meeting and General Meeting, correspond with Committee Coordinator(s) to discuss committee work.
-
- Forward a list of committee members to the Board;
- Review and approve Terms of Reference for said Committee(s);

- Advise Coordinator and vet written work, bringing to the Board as needed;
- Report on Committee progress and follow up on progress and deadlines to the Board; be available to answer Committee-related questions at General Meetings.
- Attend Committee meetings

Appendix 4: Organizational Chart



Appendix : 5Duties of an External Representative

- Professionally conduct oneself, maintaining a positive image of the Association;
- Represent the interests of the Association, not individual interests;
- Represent MAPSLI Membership at meetings of other local associations and organizations
- Liaise regularly with the Board to determine courses of action;
- Submit regular reports of progress, activities, and concerns to be addressed within one week of each meeting;
- Provide current information on his or her portfolio at each general meeting.

Appendix 6: Policy Governing AVLIC Members on Leave

<http://www.avlic.ca/sites/default/files/images/II%20-%206.0%20Membership%20Leave%20-%20POLICY%20-%2024%20April%202016.pdf>

A Class A – Active member is defined as:

An Active Member (Class A) who is unable to work in a given period as a sign language interpreter may apply to have their membership placed on hold for a defined period of time.

All applications for membership leave must be approved by the AVLIC Board of Directors. While on approved membership leave, the individual is not identified as an Active member of AVLIC.

Membership Leave allows Class A - Active members who are not earning income as an interpreter, to pay a reduced fee for a minimum period of six months. During this time the member will not be recognized as an Active member; however, the individual will retain their placement within the Canadian Evaluation System (CES) process, be subject to the AVLIC CoEGPC and PCR, and be permitted to retain certain privileges. Also, in accordance with the requirement, for dual membership, the Affiliate Chapter will determine what their portion of the fees to be remitted by the applicant.

Active members requesting leave must:

1) Fall within one of these categories:

- **Illness/Injury:** An Active member requesting leave based on illness must provide a physician's note with their request. The member must be unable to work due to their own illness or that of a spouse, partner or family member.
- **Furthering Education:** An Active member who returns to post-secondary education must provide supporting documentation (e.g. registration letter of acceptance). If the member discontinues their studies during the school year, Active membership fees (less any reduced fees already paid) must be paid by the member within 60 days if they intend to start earning an income as an interpreter.
- **Bereavement:** An Active member who experiences the loss of a spouse, partner or family member may request bereavement leave without supporting documentation.

- Parental Leave: The Active member will be granted maternity leave or may take a leave to fulfill childcare obligations without supporting documentation.
- 2) Be an Active member in good standing at the time of the request;
 - 3) Not earn income from interpreting for a minimum of six months.

Appendix 7: AVLIC Biennial Conference Funding Request Form

October, 2016

Maritime Association of Professional Sign Language Interpreters

REQUEST FOR FUNDING to attend AVLIC biennial conference

Please check one:

Active Members in good standing are eligible to apply for financial assistance up to a maximum equal to one Early Bird registration for the biennial conference. To apply for funding, please complete the form below. **Applications must be received by MAPSLI no later than December 15th in the year prior to the biennial conference.**

Student Members in good standing are eligible to apply for financial assistance up to a maximum equal to one Student Registration, which will go toward **AEIP class efforts** to attend AVLIC biennial conferences as a class of interpretation students. To apply for funding, please complete the form below. **Applications must be received by MAPSLI no later than March 31st of the students' first academic year**

Association of Visual Language Interpreters of Canada biennial conference dates:

Location:

Please answer the following:

Are you a MAPSLI member in good standing (student or active)? Y N

Have you been awarded MAPSLI funds to attend an AVLIC conference in the past 4 years? Y N

Do you have other sources of funding? Y N
If yes, please elaborate below

Do you agree to provide a written report to MAPSLI to be published in the Tide no later than 6 months after the AVLIC conference? Y N

If the recipient has other sources of funding, MAPSLI will award the difference in the early bird registration, and no more.

Other sources of funding:

PLEASE NOTE

One student registration will be awarded each year (at the discretion of the MAPSLI board). The number of early bird registrations awarded each year will be at the discretion of the MAPSLI board.

NAME:

DATE:

SIGNATURE:

E-MAIL ADDRESS:
