



Association of Missouri Interpreters

Constitution

Article I: Name

This organization shall be called the “Association of Missouri Interpreters” (AMI).

Article II: Purpose

The Association of Missouri Interpreters is a professional association established to assist and support the work of individuals and groups engaged in interpretation.

Article III: Objectives

The objectives of the Association shall be:

1. To promote the interpretation of Missouri’s natural, cultural and recreational resources;
2. To foster the education, welfare and professional status of all interpreters; and
3. To encourage the improvement of interpretation through research.

Article IV: Membership

There are three classes of membership available. Membership is open to any person or organization with an interest in furthering the purposes and objectives of the Association of Missouri Interpreters as stated in Articles II and III of the Constitution and upon payment of fees prescribed by the Executive Committee. Such persons or organizations may become a member of AMI with all rights and privileges delineated in this Constitution and enumerated in the by-laws of the Association.

These classes are:

1. Basic membership.
2. Life membership.
3. Facility membership.

Article V: Officers and Their Duties

- **Section 1.** The officers of the Association shall be President, Vice-president, Secretary, Treasurer, Membership Chair and the Elections Chair.
- **Section 2.** The 5 elected officers, the Elections Chair and the immediate past president (if available and willing to serve) shall constitute the Executive Committee. In the case of the immediate past president being unable to fill this position, a member at large will be appointed by the officers to fill the opening.
- **Section 3.** The President shall be the presiding officer at all meetings of the Association and at all meetings of the Executive Committee.
- **Section 4.** The Vice-president shall assume the duties of the President in the latter's absence.
- **Section 5.** The Secretary shall keep a record of all meetings of the Association and its Executive Committee in a suitable book. They shall also submit reports at the annual business meeting and shall publish a membership directory yearly.
- **Section 6.** The Treasurer shall receive under direction of the Executive Committee, and disburse all funds of the Association, keeping an account of all funds in a suitable book.
- **Section 7.** All checks issued by the Association shall require the signatures of the President and Treasurer.
- **Section 8.** All financial transaction of this Association shall be in compliance with the requirements of chapter status within the National Association for Interpretation.

- **Section 9.** The Membership Chair shall be responsible for the oversight of membership solicitations and the members-at-large.
- **Section 10.** The Elections Chair shall be appointed by the board and have no set term limit of service. This officer shall be responsible for the oversight of the Nominations Committee and submitting a ballot of nominees for the annual election.
- **Section 11.** The Executive committee shall:
 - a. Announce the time and place of all meetings;
 - b. Pass on all expenditure of funds;
 - c. Appoint all other committees;
 - d. Handle all business of the Association;
 - e. Make such recommendations to the membership, including the time and place of the next annual meeting, as it may deem desirable at the time of the annual business meeting;
 - f. Appoint officers to fill the unexpired terms of elected positions when a vacancy exists.
 - g. Appoint a historian who shall maintain a written and photographic record of Association activities; this record will be kept in a suitable file and shall be considered the property of the Association; and
 - h. Appoint a newsletter editor.
 - i. Appoint one member-at-large from each of the six (6) regions.

Article VI: Meetings

- **Section 1.** The Association may hold as many meetings as deemed necessary by the Executive Committee.
- **Section 2.** One annual workshop shall be held each year at a time and place to be determined by the Executive Committee. An annual business meeting will be held during the annual conference as a general session open to all members.
- **Section 3.** Meetings shall be conducted under Robert's Rules of Order.

Article VII: Amendments

- **Section 1.** Amendments may be made to the Constitution and Bylaws by a two-thirds affirmative vote of the membership voting at the annual business meeting.
- **Section 2.** Proposed amendments shall be submitted to the Executive Committee at least two (2) weeks prior to the annual business meeting for study and recommendation to the general membership. The Executive Committee shall present the proposed amendments to the general membership at the annual business meeting for action.

NAI Region Six Chapter Status

The Association of Missouri Interpreters voted to petition the Region 6 of the National Association for Interpretation (NAI) for status as a chapter. On December 29, 2000 the AMI received official recognition and acceptance as a chapter within the National Association for Interpretation Region 6. Copies of the petition and the NAI by-laws are attached to this document.



Association of Missouri Interpreters

Bylaws

Bylaw I: Definition of Year

The Association shall function on a fiscal year of January 1 to December 31. Unless otherwise stated, the business of the Association shall operate on the fiscal year.

Bylaw II: Membership Dues

- **Section 1.** The membership dues of the AMI shall be established by the Executive Committee, subject to approval of the membership.
- **Section 2.** Membership dues shall come due and payable at the beginning of the fiscal year. Each member shall receive a dues notice from the Treasurer if membership dues are not paid at that time.
- **Section 3.** Individuals paying membership dues before the thirtieth day of the fiscal year shall be identified in the membership directory. Other membership benefits will be effective upon receipt of dues.

Bylaw III: Membership Benefits

- **Section 1.** All members shall enjoy the benefits and privileges as described in the Constitution and the Bylaws of the Association.
- **Section 2.** The Basic Membership will include one copy of the newsletter and eligibility for one workshop fee at the “member” rate.

- **Section 3.** The Life Membership will include one copy of the newsletter and eligibility for one workshop fee at the “member” rate for the lifetime of the member.
- **Section 4.** Facility membership shall include two copies of the newsletter and eligibility for five workshop fees at the “member” rate. Facility members in attendance at the business meeting shall have the right to vote. Additional employees can obtain an individual membership at a rate to be recommended by the Executive Committee and approved by the general membership.

Bylaw IV: Committees

- **Section 1.** The Executive Committee is established by the Constitution and shall carry out the responsibilities identified in the Constitution. Four (4) members of the Executive Committee shall constitute a quorum. No action may be taken by the Executive Committee without a majority affirmative vote by the members present and constituting a quorum.
- **Section 2.** Four (4) standing committees shall be established each year. They are:
 - a. The program committee,
 - b. The nomination committee,
 - c. The awards committee,
 - d. The auditing committee.

The Executive Committee shall appoint all standing committees except the Program Committee. The Program Chair shall be appointed based on the location of the annual workshop and will select committee members from their region.

The **Nominating Committee** shall be comprised of the **Elections Chair** and the members at large. The **Elections Chair** shall be appointed by the board and have no set term limit of service. The **Nominating Committee** shall be responsible for submitting a list of nominees for the various offices as outlined.

The **Awards Committee** shall be responsible for initiating annual awards recommendations and criteria for selection by the Executive Committee.

- There shall be a subcommittee for the purpose of soliciting donations for an annual auction to benefit the scholarship fund. This committee shall also be responsible for the receipt of funds during the auction.
- The President shall appoint the chair for the auction subcommittee. This position will be a member of the Program Committee (Workshop Planning Committee.)
- The Auction chair shall report to the chair of the Awards Committee.

The **Program Committee** shall be responsible for the annual workshop program and the arrangement of facilities and services. (Workshop Committee Guidelines have been prepared and approved to assist in this effort.)

The **Auditing Committee** shall be responsible for auditing the records of the Secretary/Treasurer and to report to the membership their findings at the annual business meeting.

- **Section 3.** The Executive Committee shall have the power to create additional committees as needed.
- **Section 4.** The number of members on committees shall be determined by the Executive Committee.
- **Section 5.** The tenure of each committee shall be from the time of acceptance to the next annual business meeting.

Bylaw V: Voting

- **Section 1.** All members of the Association of Missouri Interpreters shall be entitled to a vote.
- **Section 2.** Voting shall occur in a manner prescribed by the Executive Committee.

Bylaw VI: Elections

- **Section 1.** All members are eligible to hold office and serve on committees.
- **Section 2.** Nominations shall be submitted to the Nominations Committee by members, in writing or by email, prior to April 15th. The Elections Chair shall make contact with the nominees to verify willingness to serve. Nominees will supply a written statement of 50 words (or less) which will be published with the ballot in the summer issue of the AMIgo newsletter. (Any nominee unable to attend the workshop will be eligible for the ballot if their signed statement is on file.)
- **Section 3.** Nominations from the floor: may be allowed at the discretion of the officers. Allowance would be announced prior to the start of the business meeting.
- **Section 4.** The election of officers shall take place at the annual business meeting by the methods prescribed by the Executive Committee.
- **Section 5.** The President and Vice-President shall be elected for terms of one year, with eligibility to serve 3 more consecutive terms, up to a maximum of 4 years. The Secretary shall be elected for terms of one year. The Treasurer shall be elected for a two-year term with no limit on eligibility to serve consecutive terms. (Officers holding these positions may decline the nomination during the elections.)

- **Section 6.** The office of Membership Chair shall serve a one-year term with eligibility to serve consecutive terms. This officer shall be responsible for the oversight of membership solicitations and the members-at-large.
- **Section 7.** The office of Elections Chair shall serve a one-year term with eligibility to serve consecutive terms. This officer shall be responsible for the oversight of the Nominations Committee.
- **Section 8.** Elected officers shall assume full responsibility for the office to which they were elected on the first day of the fiscal year next following the election.

Bylaw VII: Quorum

For the transaction of all business of the Association, a quorum shall consist of twenty-five (25) members or one-fourth of the membership, whichever is smaller.

Bylaw VIII: Conduct of Business Meetings

- **Section 1.** The business meeting shall be conducted in accordance with correct parliamentary procedure as determined by the latest edition of Robert's Rules of Order.
- **Section 2.** In all matters of business except those involving a change in Constitution of Bylaws, a simple majority of the votes cast shall determine the will of the membership. In the event of a tie, the Executive Committee shall decide.
- **Section 3.** A completed agenda of issues for the annual business meeting will be prepared and published in the summer issue of the AMIgo. All issues of interest to the members shall be submitted to the officers prior to April 15th for review and inclusion in the agenda. Submittal of issues must be in writing.
- **Section 4.** New issues may be brought before the membership from the floor during the regular business meeting. (There may be a call to table these issues by the board.)

Bylaw IX: Annual Conference

- **Section 1.** The state shall be divided into six (6) regions (following the same boundaries as those used in the Missouri Masterpieces Publication of the Missouri Division of State Parks). They shall be referred to as: 1) Kansas City region, 2) Northeast region, 3) St. Louis region, 4) Southeast region, 5) Lakes region, and 6) Central region.
- **Section 2.** The annual conference location shall follow the order of the regions as listed.

Bylaw X: Amendments to the Constitution Bylaws

- **Section 1.** These Bylaws may be amended at any annual business meeting.
- **Section 2.** Any member or group of members desiring to change the Bylaws shall submit proposed amendments to the Executive Committee in writing by April 15th in order to be included in the published business meeting agenda.