

The NAI Advisory Council

The NAI Advisory Council is a support organization for the NAI Organizational Units and the NAI Board of Directors. It supports the dual role providing training, support, and flexibility for Organizational Units serving defined populations of the NAI membership and providing a structure for supporting the NAI Board of Directors.

Advisory Council Operations Manual

Bolded items are directly referred to in the bylaws

Structure of the Advisory Council

1. **The Advisory Council shall consist of the Director from each organizational unit.** Past directors serving out the remainder of their elected Board of Directors position shall be considered a non-voting ex-officio member of the Advisory Council.
2. The Advisory Council shall have at least three meetings annually. Minimally, one of which shall be in person.
3. The Advisory Council shall be led by a leadership team of up to six individuals. Responsibilities and positions within this leadership team are described below.
4. Core Responsibilities of the Advisory Council
 - a. **Elect two of the NAI directors as set forth in Section. 4.3.6 of the Bylaws**
 - i. The Advisory Council will hold nominations for 2 director positions on the National Board of Directors.
 1. Eligible nominees must:
 - a. Meet all NAI Election Policy Requirements
 - b. Be an elected Organizational Unit Director at the time of their nomination.
 - c. Be willing to serve on the Board of Directors and the Advisory Council for the duration of their elected term.
 2. Nominations will be held within one month of the NAI Election results being finalized.
 3. Nominations will remain open for a minimum of 2 weeks.
 - ii. Election of 2 director positions on the Board of Directors
 1. Elections will be held by the end of the calendar year in which the NAI Elections occurred
 2. Elected AC Board Representatives will serve in line with all NAI Board election and policy documents. (3 year staggered terms)
 - b. **Strategic leadership –**

- i. Each new member shall be given an orientation and introduction to the Advisory Council, the National Board, NAI, and related matters. Such orientation will be organized by the Executive Director, NAI Board President, and the Advisory Council Chair. This orientation will include the following:
 - 1. Introduction of AC members, Board members, and key staff members.
 - 2. Review of NAI Bylaws, NAI Code of Ethics, and receipt of administrative and operational manuals related to NAIs Organizational Units.
 - 3. Explanation of NAI structure, Unit functions, and Advisory Council responsibilities.
 - 4. Review of the budgeting process and financial status of NAI.
 - c. Financial planning as it pertains to Organizational Units
 - d. Program planning as it pertains to Organizational Unit s
 - e. **Complete Short-term projects as identified by the board**
 - f. **Complete Specific Projects as identified by the Board of Directors**
- 5. Advisory Council Recommendations to Board Committees- the Advisory Committee can provide recommendations to the Board of Directors for members to serve on standing committees. Recommendations from the Advisory Council for members on the standing committees may be taken into consideration during the committee selection process.
 - a. Finance Committee
 - b. Program Audit Committee
 - c. Election Committee
 - d. Personnel Committee

Advisory Council Leadership Team

The Advisory Council Leadership Team is designed to help the Advisory council complete its core responsibilities while serving the Organizational Units and Board of directors. Leadership Team positions will serve a one year calendar term, elected in conjunction with the AC Board position election.

Advisory Council Chair – Responsible for overseeing and running all AC meetings, coordinating with the National Board and staff to set up AC trainings, coordinate responsibilities of the AC leadership team.

Vice Chair – Assists the AC Chair with all duties and serves in their place if the AC Chair is unable to perform their duties

Financial Coordinator – Coordinates the budgets of the Organizational Units with the Finance Committee and NAI Staff

Secretary – Records the proceedings of all Advisory Council and Advisory Council Leadership team meetings

Programs and Member Services Coordinator – Coordinates programs and member services offered by the Organizational Unit to help ensure a minimum overlap of duplicated services and conflicting calendars. This position may be called upon to assist members interested in petitioning the Board of Directors to create a new Organizational Unit.

Elections Coordinator – coordinates with the National Elections chair to ensure that all Organizational Units elections meet the standards set in the NAI Elections Policy Manual.

NAI Organizational Units

An Organizational Unit (OU) of the National Association for Interpretation is any group of NAI members with a common purpose, recognized by the Board of Directors as providing member services and membership networking opportunities.

Criteria for Board Recognition of an Organizational Unit

All Organizational Units must meet the following criteria to be recognized by the Board of Directors and hold a seat on the Advisory Council. Any reorganization of existing Organizational Units will follow this same criteria.

1. Have planning documentation stating:
 - a. Proposed members the new Organizational Unit (OU) will be serving, showing an existing interest within this membership.
 - b. The specific (minimum) member services the OU will be offering
 - c. Leadership structure of the OU
 - d. Startup financial needs (if any)
 - e. Evaluation criteria – to be used in annual member service reviews
 - f. Timeline for operations manual and the start of member services being provided.
2. Hold elections of leadership positions consistent with all NAI election policies

Process for creating a new Organizational Unit

1. By the Board of Directors – The Board of Directors can establish an Organizational Unit through a majority vote if:
 - a. A segment of the membership who will be served is identified, and agreed upon by the Board of Directors.
 - b. Member Services identified will provide positive benefits to the identified members and are not being offered within the present organization.
 - c. The organizational structure is deemed to be sustainable in terms of leadership, finances, and providing member benefits.
 - d. The proposed OU has identified members of the Association to assume leadership roles.
2. A group of members may petition the Board of Directors to recognize a new Organizational Unit at any of the Board of Directors regular Board Meetings, by:
 - a. Provide written documentation showing how the proposed Organizational Unit will meet all criteria for the Board to recognize an Organizational Unit listed above
 - b. A governing structure of the Organizational Unit is established in accordance with all NAI bylaws and policies.

Process for Eliminating or Reorganizing Organizational Units

1. The Board of Directors may find that an organizational unit is “not in good standing” if any two of the following occur:
 - a. The OU turns in two consecutive self-evaluations that show a failure to provide the member services identified in that OU’s Board recognition documents.
 - b. Through a review process - the Program Audit Committee finds the Organizational unit to not be meeting identified members services, financial requirements, or leadership needs.
 - c. The Board finds that the OU has not been compliant with all NAI Bylaws and policies, including:
 - i. NAI Bylaws
 - ii. Election Policies
 - iii. Personnel / Code of Ethics Policies
 - d. Any Organizational Unit that does not remain in good standing will lose its place on the Advisory Council while not in good standing
2. The Board of Directors may eliminate, split, or otherwise reorganize Organizational Units that remain “not in good standing”.
 - a. If an Organizational Unit remains “not in good standing” for an extended period of time, the Board may direct the program audit committee to:
 - i. Review the Organizational Unit
 - ii. Assign a specific timeline to return to good standing
 - iii. Assign a mentor who will work with the Organizational Unit and the board to create goals and a timetable for achievement.
 - iv. Merge with or split the OU into one or more other Organizational Units
 - v. Recommend to the Board of Directors that the Organizational Unit be eliminated

Non- Organizational Unit Affiliated Groups

Any group of NAI members wishing to affiliate themselves with the Association as a defined group who do not meet the requirements above, may seek affiliation:

- By Board recognition through their affiliation with an Organizational Unit, as a sub-unit
- Through a MOU, or other agreement, made directly with the Board of Directors

These Non-Organizational Unit Affiliated Group may not serve on the Advisory Council.

NAI Advisory Council

Article 7 of the NAI Bylaws states:

The Board of Directors shall charter an Advisory Council which shall consist of the Unit Director from each of the corporation's Organizational Units having a representative position on the Advisory Council (as described in ARTICLE 9). The core responsibility of the Advisory Council shall be as specified by the Board of Directors in its enabling resolution or charter, and may include, but not be limited to, providing recommendations to the Board of Directors on issues such as strategic leadership in special initiatives, short-term projects, unique organizational issues, and such other duties and responsibilities relating to specific projects as they arise and as the Board of Directors may specify by resolution from time to time. Such Advisory Council shall not have any authority to bind the Board of Directors or the corporation and shall not exercise any power or authority reserved to the Board of Directors in the Act, as now existing or hereafter amended, or in the Articles of Incorporation or these Bylaws. Provided, however, the Advisory Council shall be entitled to nominate and elect two (2) of the corporation's directors as set forth in Section 4.3.6. Which states "Two (2) of the directors positions shall be designated for nomination and election by the Advisory Council."

NAI Organizational Units

Article 9 of the Bylaws: Organizational Unit

- I. Section 9.1. Organizational Units Permitted.
 - a. One or more local groups, known as Organizational Units, through which the corporation's various programs can be initiated and carried out, shall be established by the Board of Directors or by member request to the Board of Directors in regions, cities, and communities within the territory of the corporation or based on special interests related to the corporation's purpose, and in accordance with the procedures and regulations prescribed by the corporation and under the corporation's authority. The Board of Directors may establish and/or dissolve any Organizational Unit in its discretion.
- II. Section 9.2. Organizational Unit Officers.
 - a. Each Organizational Unit shall, in accordance with the procedures established by the Board of Directors, elect a Unit Director, a Unit Vice-Director and such other officers as the members of the Organizational Unit deem necessary and appropriate, each of whom must be a member of the corporation. The duties and functions of the Unit Director and Unit Vice-Director shall be determined by the Board of Directors, and the duties and functions of all other officers shall be determined by the members of the Organizational Unit. Each Organizational Unit shall, in accordance with the procedures established by the Board of Directors, establish its purpose and determine its effectiveness at achieving its purpose, insofar as it is consistent with the overall advancement of the Corporation.
- III. Section 9.3. Organizational Unit Representative.

- a. The Board of Directors, may, in its sole discretion, grant (and revoke from) an Organizational Unit the right to have its Unit Director represent such Organizational Unit on the Advisory Council as a Unit Representative. The Board of Directors shall determine such Unit Director's duties and functions as a representative of the Organizational Unit on the Advisory Council. Initially, upon adoption of these Bylaws, the Unit Directors of the Organizational Units representing the corporation's regions and sections shall represent such Organizational Unit on the Advisory Council as a Unit Representative.