

**District of Columbia Association of the Deaf
BYLAWS**

ARTICLE ONE. Name

§ 1.01 Name.

The name of the organization shall be the District of Columbia Association of the Deaf Incorporated (Inc.), hereafter referred to as the Association.

ARTICLE TWO. Objective

§ 2.01 Objective.

As a culturally diverse organization, the Association shall be operated mainly to enable the deaf in the District of Columbia to promote and maintain:

2.01.1 Empowerment to the deaf citizens in the District of Columbia.

2.01.2 Equal political, social and economic access among the deaf.

2.01.3 Advocacy and social network.

§ 2.02 Status.

The Association shall be a not-for-profit organization, incorporated in the District of Columbia.

§ 2.03 Relationship.

The Association shall be a cooperating member of the National Association of the Deaf (NAD). The Association shall meet all of its obligations as a Cooperating Member Association including annual payments as set forth by the National Association of the Deaf and sending to the National Conference the maximum number of representatives to which it is entitled under the current bylaws of the NAD if funding is available.

§ 2.04 Membership.

The Association shall be open to all deaf, hard of hearing, late-deafened, deaf-blind, or hearing people without discrimination on the basis of race, color, creed, sex orientation and gender identity, religion, ethnic origin, or disability. The Association shall also offer other categories of membership.

ARTICLE THREE. Membership

§ 3.01 Regular Membership.

Regular Membership shall be open to anyone eighteen (18) years of age and over who resides in Washington, DC. Individual Members in good standing with the Association shall have voting privileges at the DCAD general meeting and may serve in any appointed positions or on any committees.

§ 3.02 Work Membership

Work Membership shall be open to anyone eighteen (18) years of age and over who lives outside of Washington, DC, but work within the DC area. Work members in good standing with the Association shall have voting privileges at the DCAD general meeting any may serve on committees but may not serve in any appointed positions and shall not be counted towards the membership total for NAD.

§ 3.03 Associate Membership

Associate Membership shall be open to anyone eighteen (18) years of age and over who lives in Washington Metropolitan Area, Associate members in in good standing with the Association shall have voting privileges at the DCAD general meeting any may serve on committees but may not serve in any appointed positions and shall not be counted towards the membership total for NAD.

ARTICLE FOUR. Board of Directors

§ 4.01 Board of Directors.

The Board of Directors of the Association shall be comprised of the following: President, Vice President, Secretary, Treasurer, and three (3) appointed Members- at-Large representing the four (4) quadrants of DC and one (1) to represent Gallaudet University. NE, NW, SE, and SW are the four (4) quadrants of DC.

§ 4.02 Appointed Board Members.

The Board of Directors may select up to five (5) Appointed Board members to represent the four (4) quadrants of DC and one (1) to represent Gallaudet University. Consideration shall be given to ensuring diversity balance for the Board as a whole.

§ 4.03 Candidacy Requirements.

All candidates must be DCAD members for at least 12 months and in good standing.

- (a) The President of DCAD must be a full-time resident of Washington, D.C. for the entire duration of their term.

§ 4.04 Terms of Office.

Officers of the Association shall be elected by a majority of the members present and voting at the District of Columbia general meeting. The elected officer cannot vote if his or her own role on the board is at issue. In case of a tie, the President shall break the tie.

Nominations for office shall be accepted of any person who is deaf, hard of hearing, late-deafened, and deaf-blind, has been a member for at least 12

months immediately preceding the election. Such nominee shall be permitted to make payments to the Association for not more than one year's delinquent dues in order to qualify for the nomination.

In the event there is only one candidate nominated for office, voting shall be by general consent or by a ballot cast by the Secretary of the Association.

(a) **Elected Officers.**

The President shall be eligible to serve for no more than two (2) consecutive two-year terms.

The Vice-President, Secretary, and Treasurer shall be eligible to serve for no more than three (3) consecutive two-year terms.

§ 4.05 Assumption of Office.

Elected Officers shall assume their respective duties immediately after adjournment of the biennial District of Columbia conference. Appointed Board Members shall start their respective duties no later than sixty (60) days after adjournment.

§ 4.06 Meetings.

The Board of Directors shall meet at least four (4) times a year or upon the request of the President. The voting shall proceed with the quorum of 67%. The terms vote or voting shall include all action necessary to make a vote effective in any primary, special, or general election. The appropriate totals of votes cast with respect to the elected officers and the Board that are received and included in proposals and agreement prior activities and events or the election.

§ 4.07 Duties of Office.

The Board of Directors shall have general control of the affairs of the Association and shall undertake actions to ensure the financial health and growth of the Association. The Board shall have the power to fill Board vacancies except for the office of President as they may occur between biennial national conferences, to appropriate money from the operating fund, and to ensure that the current expenditures of the Association shall not at any time exceed the regular income for each fiscal year. The vacancy of the office of the President must be filled in when the Board select the candidate temporary and will immediately hold new elections or whatnot.

§ 4.08 DUTIES OF OFFICERS

The officers shall have such authority and exercise such powers and perform such duties as shall be determined from time to time by the Board of Directors by resolutions not inconsistent with these Bylaws. The Board shall select the officers who may or may not be the board members.

4.08.1 President.

4.08.1.1 Shall be the Chief Executive Officer of the Corporation.

4.08.1.2 Shall have general and active management of the business of the Corporation.

4.08.1.3 Shall see that all orders and resolutions of the Board of Directors and the members are carried into effect.

4.08.1.4 Shall preside at all meetings of the members and the Board of Directors.

4.08.1.5 Shall be an ex-officio member of all committees

4.08.1.6 Shall be the main point-of-contact for any media events

4.08.2 Vice President.

4.08.2.1 Shall, in the absence or disability of the President, perform the duties and have the authority and exercise the powers of the President.

4.08.2.2 Shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe or as the President may from time to time delegate.

4.08.2.3 Shall serve as the chairperson of the Bylaws Committee.

4.08.2.4 Shall keep and bring an updated copy of the Texas Association of the Deaf Bylaws and Robert's Rules of Order to every Board/General meeting.

4.08.3 Secretary.

4.08.3.1 Shall attend all meetings of the Board of Directors and all meetings of members.

4.08.3.2 Shall record all of the proceedings of the meetings of the Board of Directors and of the members in a minute book to be kept for that purpose.

4.08.3.3 Shall perform like duties for the standing committees when required.

4.08.3.4 Shall give, or cause to be given, notice of all meetings of the members, special meetings of the Board of Directors, and (if notice is required) regular meetings of the Board of Directors.

4.08.3.5 Shall perform such other duties as may be prescribed by the Board of Directors or the President under whose supervision the Secretary shall be.

4.08.3.6 Shall keep in safe custody the seal of the Corporation (if any) and, when authorized by the Board of Directors, shall affix the same (or state that the Corporation has none) to any instrument requiring it and, when so affixed (or so stated), it shall be attested by his or her signature or by the signature of an Assistant Secretary or of the Treasurer.

4.08.3.7 Shall be custodian of all official papers and records of the Corporation.

4.08.3.8 Shall keep a membership roster of members as furnished by the Membership Chair or Treasurer.

4.08.3.9 Shall prepare a summary of the proceedings of the general meeting for publication and distribution in a reasonable time following the conference.

4.08.3.10 Shall keep an inventory of all properties owned by the Corporation.

4.08.3.11 Shall perform such other duties as from time to time may be assigned by the President or the Board of Directors.

4.08.4 Treasurer.

4.08.4.1 Shall have custody of the corporate funds, investments, and securities.

4.08.4.2 Shall keep full and accurate accounts and records of receipts, disbursements and other transactions in the records of the Corporation.

4.08.4.3 Shall deposit all monies and other valuable effects in the name and to the credit of the Corporation in such depositories as may be designated by the Board of Directors.

4.08.4.4 Shall keep a financial statement up-to-date to be published in each issue of the Corporation's publication and submit a report on the state of the corporation's finances at the statewide conference and when called upon to do so by the Board of Directors.

4.08.4.5 Shall turn over to the Auditing Committee all such books, receipts and records following the end of each fiscal period for auditing purposes.

4.08.4.6 Shall make no expenditures of over \$500.00 unless authorized by the Board of Directors.

4.08.4.7 Shall co-sign checks signed by the President or Vice President unless the Board of Directors determines otherwise.

4.08.4.8 Shall be liaison to the Investment Committee, which shall follow the Investment Policy Statement.

§ 4.09 Executive Session.

The Board of Directors shall convene in executive session where circumstances warrant, i.e., when discussing matters of sensitive, personnel, or litigious nature.

§ 4.10 Resignation.

4.10.1 Resignations must be submitted in writing to the President or the Secretary.

4.10.2.1 Upon resignation of the President, Secretary, or Treasurer, an internal election among Board members is conducted to appoint an "acting" replacement.

4.10.2.1.1 Only have "acting" role for the President, Secretary, and Treasurer positions. All other positions may be left vacant until special meeting is called for an election.

4.10.2.1.2 The Treasurer cannot take an "acting" role.

4.10.2.2 The vacancy of all other positions may remain vacant.

4.10.2.3 All position vacancies must be replaced within 90 days of the officer's resignation announcement.

4.10.3 If a board member wants to run for an official role, they must first resign from their current post.

§ 4.11 Removal from Office.

4.11.1 Officer removal procedures must be taken place in a special meeting or an annual meeting.

4.11.2 If an officer is being impeached, it must be proposed, seconded, discussed then voted on. A quorum of 67% is required which the President confirms. President facilitates floor discussion. The officer being impeached stays witness. Once discussion concludes the officer gives last remarks. The President conducts voting. In order for the officer to be removed two-thirds (2/3) vote is required by open ballot.

4.11.2.1 If President is being impeached; the Vice President takes over the meeting and follows the same procedure as an officer's removal.

§ 4.12 Compensation.

Members of the Board of Directors shall serve without compensation except for standard expense reimbursement for costs incurred in discharge of duties shown in Article Seven Section Three § 7.03 titled Compensation.

ARTICLE FIVE. Committees.

§ 5.01 Standing Committees.

The standing committees of the Association shall be the Bylaws, Finance, Endowment Fund, Membership, Programs, Communication, and other positions as voted by the Board of Directors when deemed necessary. Chairs will serve as a liaison to the Vice President of the Association and the Board of Directors as a whole.

§ 5.02 Ad Hoc and Special Committees.

The Board of Directors may form an Ad Hoc or Special committee, which may include Election Committee, History & Archives, or Special Interest Groups (SIG) as needed, with the chair of each to be appointed by the President.

ARTICLE SIX. Meetings.

§ 6.01 Board of Director Meetings.

The Board of Directors shall meet quarterly, open to the public. Only the Board of Directors, except for the Parliamentarian, may have the floor and voting privileges.

§ 6.02 Executive Board Meetings.

The Board of Directors shall convene in executive session where circumstances warrant, i.e., when discussing matters of sensitive, personnel, or litigious nature.

§ 6.03 Special Meetings.

- (a) Special meetings may be called upon the request of the President or any three (3) Board of Directors. Notification shall be given to the entire Board of Directors at least (7) days prior to the meeting.
- (b) Any meeting, regular or special, with a majority of the Board of Directors present may be held by electronic conference or similar communication equipment so long as all Board of Directors participating in the meeting can communicate with each other.
- (c) Any Board of Directors may at any time between Board meetings make a formal motion for Board consideration, discussion and vote via electronic mail.
- (d) “Town Hall” Meeting that does not follow the formal parliamentary procedures but rather a meeting for members to pitch ideas to the board, discuss pressing topics, but does not cast any official votes.

§ 6.04 Yearly Meetings.

The Association shall meet on a yearly basis at the District of Columbia general meeting at least every 12 months. Yearly meetings shall follow formal parliamentary procedures. At yearly meetings votes can be casted and elections held.

§ 6.05 Fiscal Year.

The Fiscal Year of the Association shall be from July 1st to June 30th.

§ 6.06 Membership Dues.

All membership dues shall be paid to the Association on an annual basis based on receipt, except for Affiliation Dues.

- (a) Membership dues are to be determined by the Board of Directors at the first board meeting after the adjournment of the District of Columbia Conference. Said Membership dues will thereafter be effective in the Membership Manual at the discretion of the Board of Directors.
- (b) Affiliated Organizations dues are to be determined by the Board of Directors at the first board meeting after the adjournment of the District of Columbia Conference. Said Affiliate Organizations dues will thereafter be effective in the Affiliate Organizations Manual at the discretion of the Board of Directors.

ARTICLE SEVEN. Parliamentary Authority.

§ 7.01 Robert's Rules of Order.

Unless otherwise provided for in these bylaws, the current edition of *Robert's Rules of Order Newly Revised* shall be the parliamentary authority of the Association.

ARTICLE EIGHT. Amendments.

§ 8.01 Proposed Amendments.

These bylaws may be amended by a two thirds (2/3) vote of the members present and voting at the biennial District of Columbia Conference, provided that amendments are submitted to the Bylaws Committee sixty (60) days prior to the conference, that copies are distributed to the members at least thirty (30) days prior to the conference, and that amendments are read during the conference.

Any amendments or motions passed at the District of Columbia Conference shall become effective immediately, unless specified otherwise. Approved motions related to the National Association of the Deaf, Inc. (NAD) shall be submitted to the District of Columbia Delegation for its submission at the National Conference.

§ 8.02 Suspensions.

Any provision in the Bylaws may, in unforeseen and urgent or extenuating circumstances, be suspended at the District of Columbia Conference by two-thirds (2/3) vote of the members present and voting.

ARTICLE NINE. Dissolution.

§ 9.01 Dissolution of Assets.

Upon the dissolution of this Association, all of its assets remaining after payment of all expenses of such dissolution shall be distributed to affiliated organizations of the Deaf within the District of Columbia. Affiliated organizations shall be qualified for exemption under Section 501 (c) (3) of the Internal Revenue Code, or incorporated in the District of Columbia as a charitable organization. The Board of Directors or members of the Association shall not receive any assets for any purpose.