

# Missouri Association of the Deaf, Inc.

## POLICIES

*Revised October 17, 2009*

### POLICY 1: ASSOCIATION MAIN POLICY

#### 1.1 POLICIES

- a. There shall be policies in writing to administer the activities within Missouri Association of the Deaf, Inc., thereafter known as the Association.
- b. The Board of Directors shall have sole authority to set up and record a policy with assistance from the Law Committee.
- c. When deemed necessary, the Board of Directors has authority to revise and/or update any one of the current policies in file.
- d. Any new policy or amendment to any one of the policies in writing may be submitted at any time to the Law Committee for proper transcribing before a final acceptance by the Board of Directors.
- e. Any Association member may write to Secretary and ask for a copy of one or more policies.
- f. The Association's current policies in file are:
  - 1 Association Main Policy
    - 1.1 Policies
    - 1.2 Official Logo
    - 1.3 Activity
      - a. General
      - b. Financial
  - 2 Association Funds
    - 2.1 General Fund
    - 2.2 Dues and Assessments
    - 2.3 Association's Expenses Defined and Listed
  - 3 Public Funding
    - 3.1 Financial Assistance
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    - 3.3 Missouri Statewide Services Funding
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    - 3.5 Scholarship Fund
  - 4 Association Business
    - 4.1 Committees
      - a. The Audit Committee
      - b. The Law Committee
      - c. The Legislative Committee
      - d. The Ways and Means Committee
      - e. The Public Relations Committee
      - f. The Resolutions Committee and the Necrology Committee

- g. The Membership Drive Committee
- h. The Dr. Rev. James H. Cloud Home Fund Committee
- 4.2 Association Newsletter
- 4.3 Miss Deaf Missouri Ambassadorship Program
- 5 Association Biennial Conference
  - 5.1 Conference Finance
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  - 5.3 Votes
  - 5.4 Awards
    - a. Most Valuable Chapter Award
    - b. President Appreciation Award
    - c. Recognition of Appreciation Award
    - d. Distinguished Service Award

## 1.2 OFFICIAL LOGO

- a. The Association's official logo with the Association's name shall be printed on the Association's newsletter, letterheads, envelopes, and business cards.
- b. Unauthorized use of the Association's official logo shall be strictly forbidden.

## 1.3 ACTIVITY

### a. General

- 1. All approved motions made at the Association Biennial Conference must be executed and carried out not less than ninety (90) days prior to next Association Biennial Conference. Failure to do so, an inactivated motion may be resubmitted as a new motion any time at the Association Biennial Conference or otherwise be declared dead.
- 2. Within sixty (60) days after the adjournment of the Association Biennial Conference, there shall be a transition of the outgoing and newly elected Board of Directors to turn over its materials with explanation of the expected duties.
- 3. All approved motions made at any one of the Board of Directors meeting must be executed and carried out not later than thirty (30) days hence.
- 4. If any Board of Directors does not send its report to Secretary two (2) weeks prior to the Board of Directors meeting, the Secretary shall record in the minutes as "No Report."
- 5. Any issues relating to and/or regarding Missouri Association of the Deaf Apartment Associates (MADAA) shall at all time be referred to the MADAA Board of Directors.

### b. Financial

- 1. All approved motions relating to the financial matters not normally carried out by regular means must clear through the Ways and Means Committee for available fund to activate it.
- 2. Should current budget not have available fund for any approved motion relating to the financial matters, the Ways and Means Committee is authorized to propose a fundraising drive program to sponsor said approved motion.
- 3. If any bank account check sent to the Treasurer with any transaction for financial purpose is bounced, there shall be a charge of twenty-five dollars (\$25.00) for insufficient bank account fund which must be paid to the Treasurer plus the amount of the transaction to be paid prior to providing the goods and services.

## **POLICY 2: ASSOCIATION FUNDS**

### **2.1 GENERAL FUND**

- a.** Purpose of this Fund is to defray the expenses only for advocating the Association, outlined in the Constitution (Article 3: Objectives) and the Bylaws (Article 2: Objectives).
- b.** The Constitution (Article 3: Objectives) shall be strictly enforced.
- c.** The Treasurer shall pay the cost of plaque(s) or cost of framed certificate(s) out of the Association's General Fund.
- d.** The Board of Directors shall fix the authorized expenses to carry out purposes of this Fund.
- e.** Any approved expenses remaining unpaid can be canceled on order from the Board of Directors for reason of insufficient fund designed for this item; however, activity outlined in next paragraph below may be initiated to cover these expenses.
- f.** Should the Fund fall below projected budget, approved by the Board of Directors, encounter unexpected expenses not showing in approved budget, all the Association Chapters are required to fulfill the Association needs by contributions and/or with use of fundraising drives.
- g.** All expenses, paid out from this Fund, shall be paid by checks signed by the Treasurer.
- h.** This said Fund shall be audited annually by authorized Certified Public Accountant or the Audit Committee, and the expenses for this purpose shall be paid out from this Fund.
- i.** The Treasurer shall combine all the Association's financial reports starting with new audited records to a latest audited records and make a full report of same at the next Association Biennial Conference. The combined financial reports shall be printed in the Association Biennial Conference Official Proceedings books.
- j.** The Board of Directors shall at all times be bonded for surety and liability coverage, and the expenses for this coverage shall be paid out from this Fund.

### **2.2 DUES AND ASSESSMENTS**

- a.** The dues for active membership of the Association shall be thirteen dollars (\$13.00) annually or twenty-five dollars (\$25) biennially.
- b.** The dues for associate membership of the Association shall be thirteen dollars (\$13.00) annually or twenty-five dollars (\$25) biennially.
- c.** The dues for senior citizen membership of the Association shall be eleven dollars (\$11.00) annually or twenty dollars (\$20) biennially.
- d.** The dues for full-time college/university student membership of the Association shall be eleven dollars (\$11.00) annually or twenty dollars (\$20) biennially.
- e.** Assessment dues of twenty-five dollars (\$25.00) for each chapter or two dollars (\$2.00) for each chapter member a year, whichever is smaller, shall be levied annually against said chapter, payable to the Treasurer no later than December 31.
- f.** Assessment dues of fifty dollars (\$50.00) for each cooperating member shall be levied annually, payable to the Treasurer no later than December 31.
- g.** Deaf graduates of the residential/public/private secondary schools having a free membership card shall be admitted free of charges, except for registration fees, to the Association Biennial Conference only for once.
- h.** An active Deaf member who had contributed a total of five hundred dollars (\$500.00) or more to the Association in the period between the previous and upcoming Association Biennial Conferences shall be provided a free lifetime membership and have all rights and privileges.

### **2.3 ASSOCIATION'S EXPENSES DEFINED AND LISTED**

- a.** Annual prescribed affiliation membership dues to the National Association of the Deaf, Inc. shall be a sum of one hundred dollars (\$100.00), payable on or before April 1.
- b.** The Board of Directors shall be reimbursed for necessary and approved expenses incurred in the performance of their duties and shall submit a voucher with the receipts as a requisite for the payment from the Treasurer. The payment of the expenses shall also apply to the members, with the exception of the Host Conference Committee members) and the Cooperating Member representatives, attending the meeting upon the request by the President.
- c.** The approved expenses shall also include the automobile round-trip transportation mileage, five (5) cents less than the IRS regulation, from and to the destination and five dollars (\$5.00) per meal, with a limit of fifteen dollars (\$15.00) per day for the meal expenses.
- d.** The Association shall be responsible for the lodging expenses at each Association Biennial Conference for the elected officers, subject to approval of the Board of Directors.

## **POLICY 3: PUBLIC FUNDING**

### **3.1 FINANCIAL ASSISTANCE**

- a.** The Association is not to make any kind of loan more than \$1,000.00 except for the needs of the Association without an approval of the members.

### **3.2 LEGAL FUND**

- a.** The \$10,000 is to be withdrawn from Money Market Passbook account to open a legal fund account, and the balance should be left at \$10,000.00 every two (2) years by transferring the difference from same source.
- b.** Purpose of this fund is to provide assistance in legal fees for the Deaf Missourians whose civil rights have been violated in the State of Missouri, providing that all means to acquire legal fees by any means for legal counsel services were either exhausted or no longer obtainable.
- c.** The Treasurer shall receive all monies, belonging to this fund, from all sources and keep a separate minute account of monies received and give the receipts for same.
- d.** A petition for compensation, to be paid out from this fund, shall be accompanied with written evidences of total failed attempts to raise such fund for the legal fees, letters from legal counselors if any, and documented evidences of civil rights and/or human rights violations.
- e.** A limit set amount of compensation for legal fees shall be determined by the Board of Directors.
- f.** The Board of Directors reserves the rights either to grant or not to grant such petition without a display of personal favor and a display of malice and/or personal disfavor.
- g.** No part of this Legal Fund shall be used for lawsuit and/or legal action filed by an Association member against any other Association members, or the Association or the MADAA and its successors.
- h.** This said fund shall be audited annually, and the expenses for such shall be paid out from this fund.
- i.** All the expenses, paid out from this fund, shall be paid by checks signed by the Treasurer.
- j.** This fund shall be in a freeze once the fund goes below \$5,000.00.

### **3.3 MISSOURI STATEWIDE SERVICES FUNDING**

- a. The Association may fund as donation for local or Missouri statewide services to any Association Chapter, upon their request in letter and approval of the Board of Directors.
- b. The Association may fund as donation only for Missouri statewide services to an organization in the State of Missouri that is not an Association Chapter, upon their request in letter and approval of the Board of Directors.

### **3.4 MISSOURI STATEWIDE WORKSHOP FUND**

- a. Purpose of this Fund is to financially advocate Missouri Statewide Workshop projects promoted by the Association, and/or the Association Chapters.
- b. Missouri Statewide Workshop projects shall advocate the Constitution (Article 3: Objectives) and the Bylaws (Article 2: Objectives).
- c. Any Association Chapter desiring to host Missouri Statewide Workshop shall make a request from the Second Vice-President.
- d. Rules and regulations for conducting the Workshop projects shall be drafted and updated by the Board of Directors and be kept in the Secretary's file. A copy of such can be obtained any time by contacting the Secretary.
- e. Management of the Workshop projects shall be conducted by a committee known as the Workshop Committee, consisted of not less than three (3) Association members, which will be the Second Vice-President, serving as a chair and two (2) or more Association members to be appointed by the chair of this committee. The appointed committee members need not to permanently remain on the committee for each project.
- f. The Treasurer shall receive all monies, belonging to this Fund, from all sources and keep a minute account of monies received and give the receipts for same.
- g. No part of this Fund shall be used for any other purposes except for as stated in Policy 3.5a.
- h. All expenses, paid out from this Fund, shall be paid by checks signed by the Treasurer with official authority obtained from the chair of the Workshop Committee.
- i. This said Fund shall be audited annually by authorized Certified Public Accountant or the Audit Committee, and the expenses for this purpose shall be paid out from this Fund.

### **3.5 SCHOLARSHIP FUND**

- a. The purpose is to encourage any Deaf students to apply for a small scholarship for college or university.
- b. At the beginning of his or her term, the President with the Board of Directors' approval appoints a chair of the Scholarship Fund Committee.
- c. The committee shall consist of five (5) members from various locations in Missouri.
- d. The committee will decide a title for essay contest and draft a letter to be sent to all principals of high schools in the State of Missouri where they have Deaf students.
- e. In the fall the committee will have the letter ready to be sent to the principals. In their letter, the committee will explain the purpose of essay contest as a way of promoting the scholarship for college or university. The letter will include an application form for teachers to fill out with Deaf students interested in taking part in the essay contest.
- f. In March of the next year, the committee will gather all the applicants' essays and look them over before picking a winner for the best essay. The winner will then be notified.
- g. An article about the winner will be printed in the Association *Show-Me Newsletter*.
- h. The Association awards an annual scholarship of one hundred dollars (\$100.00) to a winner of the best essay on Deafness as a goodwill gesture.

## **POLICY 4: ASSOCIATION BUSINESS**

### **4.1 COMMITTEES**

#### **a. The Audit Committee**

1. The Audit Committee consisted of three (3) voting members residing in the same area of the Treasurer shall be appointed by the President.
2. The Audit Committee shall examine the Treasurer's financial books and records at end of the months of August and February; and if any discrepancy is shown evident, it shall immediately report to the President.
3. The Audit Committee shall be compensated for the meal and round-trip transportation expenses from his/her residence to the Treasurer's residence and vice versa as prescribed in the Policy 2.3 Association's Expenses Defined and Listed.

#### **b. The Law Committee**

1. The Law Committee chair may appoint up to eight (8) voting members of the Association to serve on the Law Committee until the following Association Biennial Conference.
2. The Law Committee shall consider all proposed amendments to the Constitution, Bylaws and the Policies, and when such amendments are properly submitted to the chair and after such had been examined, he/she shall recommend its proper disposition.
3. The Law Committee member is authorized to visit the affiliate members at the Association's expenses in order to assist in explanations of the Bylaws whenever he/she is being asked to.
4. Prior to the Association Biennial Conference, the Law Committee shall prepare copies of the proposed revisions of the Constitution and Bylaws for all voting members of the Association to be distributed at the Association Biennial Conference.
5. Prior to the Board of Directors meeting, the Law Committee shall prepare copies of the proposed revisions of the Policies for the Board of Directors to be distributed at the meeting.

#### **c. The Legislative Committee**

1. The Legislative Committee consisted of three (3) voting members of the Association with the First Vice-President as the chair shall read and examine the context of bills introduced in the State Assembly. It shall subscribe such bulletin to be paid by the Association. If, after a close examination, such bill is found to be unfavorable that may or will affect the Deaf community, the Board of Directors shall be notified immediately so the proper action may be taken in an effort to suppress such bill.

#### **d. The Ways and Means Committee**

1. The Ways and Means Committee, consisted of three (3) President's appointees, shall explore and bring about ways and means to attain the stated objectives of the Association, assist other existing committees in whatever manner may be deemed necessary to accomplish their stated objectives and act in on advisory capacity to the Board of Directors on matter relating to what may be brought before the Association at the meeting of either the Board of Directors or the Association Biennial Conference.
2. The Ways and Means Committee shall make and propose a budget based on the input of the Treasurer and the Board of Directors and submit such to the voting members at the Association Biennial Conference for approval. This said committee shall monitor the financial affairs of the Association with authority to control the cash outflow.

**e. The Public Relations Committee**

1. The Public Relations Committee, consisted of the President's appointee, serving as a public relations person, an editor of the Association's newsletter, and three (3) voting members of the Association, shall prepare, publish, and make available to the public and to the members of the Association the brochures, leaflets and other literature containing information or public interest concerning the purposes, activities, and achievements of the Association and the Deaf in general through media, listserv, email, website and fax.
2. The Public Relations Committee also shall prepare any publication needed to assist the public to be aware of and/or understand better the implications of deafness and how to help resolve problems in Deaf's everyday lives.
3. For purposes of publicizing the Association's activities and achievements, a Public Relations person shall have the authority, at the Association's expenses, to organize a new affiliate member, whenever possible; to attend public town meetings; to attend Deaf organization meetings; to meet with public officers; and to visit Chapter meetings.
4. The Public Relations Committee shall be responsible to see that the official newsletter be printed quarterly in a timely manner.
5. The Public Relations Committee shall be responsible for the Association Biennial Conference Official Proceedings book and the Directory book.

**f. The Resolutions Committee and the Necrology Committee**

1. The Resolutions Committee and the Necrology Committee shall be appointed by the President as soon as after the beginning of his/her current term. Each committee shall have no less than three (3) members, and the chair of each committee shall make his/her report at the Association Biennial Conference.

**g. The Membership Drive Committee**

1. The Membership Drive Committee is consisted of a member from each chapter, appointed and chaired by the Second Vice-President. It shall encourage the prospective candidates to join the membership of the Association.

**h. The Dr. Rev. James H. Cloud Home Fund Committee**

1. The Dr. Rev. James H. Cloud Home Fund Committee, consisted of the Treasurer and two (2) Board of Directors members appointed by the President with the approval of the Board of Directors, following the regulations set by the Board, shall have the delegated authority to make investments, for instance, buying and selling stocks, bonds, and other securities (excluding marginal trading, short selling and commodities). The Treasurer and one (1) of the committee members shall cosign all Dr. Rev. James H. Cloud Home Fund checks.
2. The Dr. Rev. James Cloud Home Fund, at the discretion of the Board of Directors, may be transferred to the care of MADAA Board of Directors with the Treasurer as the overseeing agent for such fund.

**4.2 ASSOCIATION NEWSLETTER**

- a. The name of the Association's newsletter shall be the *Show-Me Newsletter* and shall be published quarterly.
- b. The editor of the Association's newsletter, appointed by the Public Relations person, may accompany him/her to places in order to gather news, and other information; and, with assistance from the Public Relations Committee, prepare, edit, and publish the official newsletter.

#### **4.3 MISS DEAF MISSOURI AMBASSADORSHIP PROGRAM**

- a. The regulations of Miss Deaf Missouri Ambassadorship Program shall be governed by the guidelines of the Association and the National Association of the Deaf.
- b. The immediate family of each competing candidate in the Miss Deaf Missouri Ambassadorship Program, if such activity is included in the Association Biennial Conference program, shall be exempted from paying the membership dues and the registration fees.

### **POLICY 5: ASSOCIATION BIENNIAL CONFERENCE**

#### **5.1 CONFERENCE FINANCE**

- a. The Association shall collect registration fees of five dollars (\$5.00) from all persons attending any portion of the Association Biennial Conference.
- b. The Association shall not be held responsible for any debts incurred by the Host Conference, in connection with the Association Biennial Conference.

#### **5.2 CONFERENCE BUSINESS SESSIONS**

- a. Any amendment to the Constitution or Bylaws made from the floor during the business meeting shall be referred to the Law Committee, and it shall be acted on at the next Association Biennial Conference.
- b. Any amendment to the Policies made from the floor during the business meeting shall be referred to the Law Committee, and it shall be acted on at the next Board of Directors meeting.
- c. A friendly amendment shall not be permitted, and “Points” shall be used to get the chair’s attention when a member sees something that is not right during the business meeting or when a member needs information, or when a member questions for clarification.

#### **5.3 VOTES**

- a. No vote by mail or proxy in the election of officers or selecting a voting member who is absent from a business meeting at the Association Biennial Conference at time of election shall be allowed.
- b. Throughout the business meeting of the Association Biennial Conference, the voting members of the Association, to determine the outcome of the votes, shall use an 8½”x3½” card in a bright color. Hence, when the presiding chair calls for a vote, a member lifts up a card above his/her head and holds it until being told to ease down after being counted.
- c. A proposed revision to the Constitution or Bylaws may be made in writing, be seconded, and be submitted to the Law Committee chair not less than thirty (30) days before the Association Biennial Conference. Such proposed revision shall be adopted by a two-thirds (2/3) majority vote.

#### **5.4 AWARDS**

- a. **Most Valuable Chapter Award**
  - 1. Purpose of awarding Most Valuable Chapter Award to any one of the Association Chapters is to recognize a Chapter for its efforts to provide an extraordinary service.
  - 2. In order to proceed with the Most Valuable Chapter Award, there must be at least five (5) chapters.

3. Prior to each Association Biennial Conference, the President form a Screening Committee to be consisted of three Association members to determine which Chapter is qualified to be honored with the Most Valuable Chapter Award.
  4. In order to win competition for this award, prior to start of the next Association Biennial Conference, each Chapter Secretary is to submit to the Secretary list of reports as follows:
    - i. A copy of Chapter's Meeting/Activities Report to the Secretary within 10 (ten) days after each Chapter's general meeting. (10 points each)
    - ii. A copy of Chapter's Meeting/Activities Report to the Secretary past 10 (ten) days after each Chapter's general meeting. (5 points each)
    - iii. List of workshops Chapter had hosted between Association Biennial Conferences. (10 points each)
    - iv. List of special occasions or events Chapter hosted between Association Biennial Conferences (10 points each)
    - v. Make donation/contribution to non-profit organization for worthwhile cause. (10 points each)
    - vi. List of parties (any type) Chapter hosted. (10 points each)
  5. At the Association Biennial Conference, the Secretary shall turn all the latest Chapter's inputs over to the Screening Committee.
  6. Prior to time of presenting the Most Valuable Chapter Award at the Association Biennial Conference, a chair of the Screening Committee shall give a folded note with a winning Chapter's name to the President.
  7. Before presenting the Most Valuable Chapter Award, the President shall explain the point system.
  8. The Screening Committee is forbidden to reveal how they determine a winner.
  9. The winner will be announced at the Association Biennial Conference.
- b. President Appreciation Award**
1. This is the highest honor to be awarded to any Association member.
  2. The purpose of this Award is to recognize an individual, member of the Association, for outstanding and beyond call of duty services to the Association only.
  3. The President submits a name or names of Association members, qualifying for such honor, with details of reason for selection(s) to the Board of Directors for approval.
  4. The President Appreciation Award shall be in a form of high quality wood plaque not less than 144 square inches with width reasonable smaller than height with an attached brass plate engraved with description of the honor, date of award and name of a honoree. Thickness of plaque shall not be less than half of an inch.
  5. The Award is not required to be presented at each and every Association Biennial Conference.
  6. The honoree shall not be presented with such award more than once.
  7. Every member of the Board of Directors is bounded by an agreement of solid secrecy not to reveal name of the honoree before time of the presentation.
  8. Expenses for cost of plaque shall be paid out from the Association's General Fund.
- c. Recognition of Appreciation Award**
1. This Recognition of Appreciation Award is presented to show appreciation for contribution of time in providing unselfish service to any field of Deaf service(s) anywhere in the State of Missouri, to the Association and impressive financial contribution to Association's cause.
  2. This award can be presented to a firm, a group, a Deaf person, a hearing person, who qualify for such honor as described in Policy 5.5a.

3. Names of proposed honorees shall be submitted to the Secretary thirty (30) days prior to the Association Biennial Conference.
4. The Board of Directors shall determine qualification of the proposed honorees for this award.
5. The Recognition of Appreciation Award for each category shall be in a form of framed 10"x12" or 12"x10" certification with printed description of service, date of presentation and name of honoree.
6. Expenses for cost of framed certificates shall be paid out from the Association's General Fund.

**d. Distinguished Service Award**

1. This Distinguished Service Award is presented to recognize any member of the Association for untiring and unselfish, past and/or present, services provided to the Association and Association Chapters only, not any other organization of or for the Deaf.
2. The Association members' names, along with details of reason for selection must be submitted to the Secretary thirty (30) days prior to the Association Biennial Conference.
3. Within the next five (5) days after the deadline, the Secretary shall put all the submissions together, researches them, prioritize each with higher qualification at top, and submit them to the Executive Board for final selections.
4. Only one Association member, if so qualified, from each Association Chapter shall be recognized with this award.
5. Other than an award for the Association Chapter member, the Executive Board shall reserve the rights to design what categories in which other Association members participated to be qualified for such award.
6. No honoree shall be awarded again for providing services in same category.
7. The Distinguished Service Award shall be in a form of high quality wood plaque not less than 9"x7" with an attached brass plate engraved with a description of service, date of presentation, name of a honoree. Thickness of the plaque shall not be less than half of an inch.
8. Expenses for cost of plaques shall be paid out from the Association's General Fund.

Converted from Standing Rules and Revised: August 4, 2001

First Revised: May 3, 2003

Second Revised: January 19, 2008

Third Revised: October 17, 2009

Law Committee 2008–2009

Michael Boyd, Chair

Paul M. Blicharz

Beth Williams

The Policies are subject to change by the Board of Directors at any meeting of the Board of Directors without any conflict with the Constitution and Bylaws, as per the Bylaws (Article 9, Section 9.1).