

# Constitution & By-Laws

for

**WEST VIRGINIA  
ASSOCIATION OF THE DEAF**



## TABLE OF CONTENTS

	<u>Page</u>
NAME: ARTICLE I .....	1
MISSION: ARTICLE II .....	1
MEMBERSHIP: ARTICLE III .....	2
DUES AND ASSESSMENTS: ARTICLE IV .....	3
OFFICERS/DUTIES OF OFFICERS: ARTICLE V .....	4
DUTIES OF OFFICERS: ARTICLE VI .....	6
Section 1: President .....	6
Section 2: Vice-President.....	7
Section 3: Secretary.....	7
Section 4: Treasurer .....	9
Section 5: Trustees.....	10
EXECUTIVE COMMITTEE: ARTICLE VII .....	11
COMMITTEES AND CHAIRPERSONS:	
ARTICLE VIII .....	13
RESIGNATIONS: ARTICLE IX .....	18
EXPENSES OF OFFICERS, CHAIRPERSONS, COMMITTEES: ARTICLE X .....	18
FINANCES AND FUNDS: ARTICLE XI .....	19
Section I: General Fund.....	19
Section 2: Savings.....	20
Section 3: Certificate of Deposits .....	20
Section 4: Membership Dues .....	20
Section 5: Conference Fees .....	21
Section 6: Exhibition Fees.....	21
Section 7: Scholarships .....	21
Section 8: Pageant Fee .....	22

# TABLE OF CONTENTS

(Continued)

	<u>Page</u>
REGULAR AND SPECIAL CONFERENCES:	
ARTICLE XII .....	23
LOCAL CONFERENCE COMMITTEES:	
ARTICLE XIII .....	25
AID TO STATE OR LOCAL COMMITTEES:	
ARTICLE XIV .....	26
PERPETUALNESS OF ASSOCIATION:	
ARTICLE XV .....	27
ENTERTAINMENT: ARTICLE XVI .....	28
METHOD OF VOTING: ARTICLE XVII .....	28
AMENDMENTS: ARTICLE XVIII .....	29
QUORUM: ARTICLE XIX .....	29
AWARD CATEGORIES: ARTICLE XX .....	29
The West Virginia Deaf Mountaineer Award .....	30
Meritorious Award .....	30
WVAD Member of the Year Award .....	30
NAD Golden Hand Award .....	30
The WVAD President's Award .....	30
DISSOLUTION: ARTICLE XXI .....	31
PARLIAMENTARY AUTHORITY: ARTICLE XXII .....	31
ORDER OF BUSINESS: ARTICLE XXIII .....	31
OATH OF OBLIGATION: ARTICLE XXIV .....	33
EXAMPLE OF BY-LAWS AMENDMENT FORM .....	34

**West Virginia Association of the Deaf  
Constitution and By-Laws**

---

**Name**

---

**ARTICLE I**

**Section 1**

The name of the organization shall be the West Virginia Association of the Deaf, Inc., known as a non-profit association according to the Internal Revenue Service laws of 501 (c) 3, hereafter referred to as the Association.

---

**Mission**

---

**ARTICLE II**

**Section 1**

The mission statement of the Association shall be “The West Virginia Association of the Deaf, Inc., (WVAD) operated by, of, for the Deaf Community, advocates, and promotes to improve the quality of life for deaf and hard of hearing individuals including but not limited to deaf-blind individuals, parents of deaf children, interpreters, late-deafened adults, and children of deaf adults.”

---

## Membership

---

### ARTICLE III

#### Section 1: Regular Members

- (a) Any deaf or hard of hearing person who was educated under the school system of the State of West Virginia, whether living in or out of state may become a Regular member of the West Virginia Association of the Deaf upon payment of membership dues currently prevailing and shall enjoy the privileges of voting and holding office.
- (b) Any deaf or hard of hearing person moving into West Virginia from another state may become a Regular member of the Association at any time upon payment of dues and shall enjoy the privileges of voting; they must be a Regular member for two years before holding office.
- (c) Any hearing person who may be interested in the Association, having resided in the state for one year, may become a Regular member upon payment dues; same shall enjoy all privileges of participating with the exception of holding regular office; nothing herein shall deter the privilege of chairing committees, whether standing, or temporary.
- (d) Any deaf or hard of hearing person who has been convicted of a felony shall not be eligible to run for officers in the Association. A felony may include murder, aggravated assault, rape, sexual harassment, burglary, arson, robbery, or grand larceny, etc.

## **Section 2: Honorary Members**

- (a) Any worthy deaf, hard of hearing, or hearing person, interested in the Association, may be elected as an Honorary member by the Assembly or by two-thirds vote of the Executive Committee. Same shall not be subject to dues and shall have all privileges except voting in Assembly and holding office.
- (b) Honorary membership shall be continuous unless otherwise provided. Same can be withdrawn by either body for good reason or cause.

## **Section 3: Senior Citizen Members**

Any deaf, hard of hearing, or hearing person, shall have the same privileges as Regular members. Senior Citizen membership shall be open only to those who are 55 years or older.

## **Section 4: Identification of Members**

The color of badges, or other, to identify a member shall be BLUE for Regular members; YELLOW for the Honorary members, non-members, and visitors; RED for the officers, chairmen, and the Local Conference Committee members.

---

## **Dues and Assessments**

---

### **ARTICLE IV**

#### **Section 1**

- (a) Regular membership dues shall be \$25.00 per person for two years or \$15.00 per person for one year.

- (b) Senior Citizen membership dues shall be \$20.00 per person for two years.
- (c) Student membership dues, who are between 12 and 18 years, shall be \$10.00 per person for two years.
- (d) College students (non-members) are guests with no voice or vote privileges in a regular meeting. They must pay for other events at a conference. They will receive free registration.

## **Section 2**

Any person who attends a conference for the first time and has never been a member of the WVAD in the past shall be eligible for membership conference fees if he/she becomes a member and pays membership dues.

---

## **Officers/Duties of Officers**

---

### **ARTICLE V**

#### **Section 1: Officers**

- (a) The officers of the Association shall be a President, Vice-President, Secretary, Treasurer, and three Trustees.
- (b) The officers named shall constitute the Executive Committee.
- (c) Term of office shall be two years.

#### **Section 2**

The officers of the Association shall be elected separately by ballot during the last regular business session of each conference.

In the election of three Trustees, the first Trustee will serve for a term of six years, the second Trustee will serve for a term of four years, and the third Trustee will serve for a term of two years. When a vacancy occurs in the two years term, the four-year Trustee will move down to two years term, the six years term will move down to four years term, and the six-year Trustee shall be nominated and elected during the General Assembly.

### **Section 3**

No person may become an officer who did not attend the preceding conference. But if same held regular membership during part of the last term, same may appeal to the Assembly with reasons stated for absence from preceding conference.

### **Section 4**

The officers elected shall take the Oath of Office (as provided elsewhere in these By-Laws) and shall assume their duties as soon as all necessary papers have been signed by the Secretary immediately after adjournment of the Conference where elected.

### **Section 5**

The officers shall receive no salary compensation for their duties in office.

### **Section 6**

Any officer who misses three (3) consecutive meetings without being excused by the President shall lose his/her office.



## **Section 7**

The officers, or candidates running for office, must have telecommunication devices and telephone service in their residences before they are eligible to serve. Any elected officer must list all modes of communication they have, including telephone number, fax number, and e-mail address for the WVAD newsletter and WVAD website.

## **Section 8**

A husband and wife or other family member may not hold the office of President or Treasurer at the same time.

## **Section 9**

An officer may not hold a position for WVAD and WV School for the Deaf Alumni Association. An officer will have to choose one of the organizations to hold position for.

# **ARTICLE VI: DUTIES OF OFFICERS**

## **Section 1: President**

- (a) It shall be the duty of the President to preside at all Regular, Special, and Executive Committee meetings of the Association.
- (b) The President shall appoint a chairperson for the committees as we are provided for in these By-Laws, and for special committees as may be necessary; to fill the chairperson's vacancies due to resignations, explanations, or death.
- (c) The President shall enforce order and decide all questions in dispute, subject to an appeal by any member

in the Assembly, or a majority vote of the Executive Committee between conferences.

- (d) The President shall have the power to countersign with the Treasurer on all notes of the Association (checks, drafts, etc.) for the disbursement of funds.
- (e) The President shall have no vote at any Association meetings; except if any issue is evenly divided, the President shall ask for a second vote to break the tie.
- (f) The President shall be ex-officio member of all committees.

### **Section 2: Vice-President**

- (a) The Vice-President shall act in the capacity of the President in his absence at all Association meetings.
- (b) The Vice-President shall perform other duties as may be required of him/her by the President, the Assembly, or the Executive Committee.
- (c) The Vice-President shall become acting President in the event of resignation, disability, or death of the President, until the Executive Committee or Assembly elects a new President, whichever comes first. The Vice-President shall be empowered to co-sign checks with the Treasurer until a new President is elected.

### **Section 3: Secretary**

- (a) The Secretary shall record proceedings of all meetings of the Association.

- (b) The Secretary shall have the minutes of the proceeding conference and minutes of the Association meetings printed and ready for distribution at the following conference.
- (c) The Secretary shall have charge of all papers pertaining to the Association, its charter, or any others that maybe included.
- (d) The Secretary shall give copies of member addresses to any Local Conference Committee to expedite its publicity; but no such copies shall be given to any person or organization without approval from the President or the Executive Committee.
- (e) When a new President, or Treasurer, or both, has been elected, the Secretary shall have names notarized and sent to the bank or banks where the Association's funds are secured; otherwise, no funds of the Association shall be transacted until such notarization is made.
- (f) When a vacancy in the office of President or Treasurer (or both) is filled by the Executive Committee, the same notarizing process shall be done as in (e) above.
- (g) The Secretary shall notarize any other papers as pertains to the Association for state or federal department agencies when necessary.
- (h) The Secretary shall be responsible for directing any correspondence to the membership under order of the President or the Executive Committee.

- (i) The Secretary shall be empowered to co-sign checks in the event of death, disability, or resignation of the Treasurer until a new Treasurer is named.
- (j) The Secretary shall surrender to his/her successor all property of the Association, which he/she holds within sixty (60) days after the election of his/her successor.

#### **Section 4: Treasurer**

- (a) It shall be the duty of the Treasurer to receive and record accurately all dues and other monies belonging to the Association and to deposit same in a West Virginia bank/s designated by the President, or the Executive Committee.
- (b) The Treasurer shall be required to post a bond in an amount as the Association or the Executive Committee may determine, bond premium to be paid by the Association.
- (c) The Treasurer shall report all assets and liabilities to the Executive Committee whenever requested. A total accounting shall be prepared for audit by the Executive Committee at its prior meeting of an upcoming conference and a copy shall be given to the Secretary to include in the minutes to be printed.
- (d) The Treasurer shall give a copy list of all members registered at the latest conference to the Secretary and President, and thereafter an up-to-date enrollment of all new members.

- (e) The Treasurer shall have possession of all badges, registration books, checks, receipt books, and notes of the Association.
- (f) The Treasurer shall purchase supplies as deemed necessary by his office upon comparison of prices unless otherwise expressed by the President, or the Executive Committee.
- (g) The Treasurer shall surrender to his/her successor as soon as possible, but in no case longer than sixty (60) days, after adjournment of the Conference, all monies and books in his/her possession belonging to the Association.
- (h) Outgoing Treasurer shall assist the newly elected Treasurer with his/her duties as needed, as well as educate him/her on all necessary information needed to do his/her job for the next two years.

### **Section 5: Trustees**

It shall be the duty of the Trustees to audit the Treasurer's books at every conference, or whenever the Executive Committee requires. At conference time two Regular members of good standing shall aid the Trustees, none of whom may be an officer.

---

## **Executive Committee**

---

### **ARTICLE VII**

#### **Section 1**

The Executive Committee shall have the general management of the financial and other affairs of the Association. It shall carry out the mandates of the Assembly insofar as they can be ascertained. It shall have power to use any available funds for purpose intended to promote the welfare and interests of the Association, its members, or the deaf or hard of hearing as a whole in West Virginia.

#### **Section 2**

The Executive Committee shall hold meetings four times a year in locations convenient to most officers; it shall have a quorum of officers present prior to the transaction of Association business; no ballot voting shall be used at any Executive Committee meeting.

#### **Section 3**

The Executive Committee shall have power to call a special conference of the Association whenever urgent or emergency circumstances warrant it.

#### **Section 4**

The Executive Committee shall have power to ask for a special assessment and/or contributory monies to protect the interests of the Association, its members, or the deaf or hard of hearing as a whole in West Virginia.

## **Section 5**

- (a) When a meeting cannot be held, a proposal (or question) from anyone on the Executive Committee shall be sent to the President with reasons for same; the President shall send the proposal to any officer for a second, and then have the proposal distributed to every committee member for a vote by mail, e-mail, or fax; the results of the vote shall be made known to the Secretary by name and the vote of each officer.
- (b) In the event the President is making a proposal (not question), he shall write same to the Secretary, who shall proceed as in (a) above.

## **Section 6**

The Executive Committee shall have the power, by a two-thirds vote of a quorum sitting, to suspend a member (or members), discharge an officer or chairman, for good and sufficient reasons; providing the person suspended or discharged has the right to appeal to the Executive Committee or Assembly, whichever meets first. The person who may be in probable jeopardy shall be notified previous to any meeting of the Assembly or the Executive Committee.

## **Section 7**

No officer shall be allowed a vote on any proposal discussed and voted upon at a preceding meeting from which same was absent.

## **Section 8**

The Executive Committee cannot add to, alter in part, or delete any regulation in the By-Laws. This power remains with the members in a regular or special conference.

## **Section 9**

When a Chairperson's presence is deemed necessary at an Executive Committee meeting, he/she shall be notified to attend by the President. His/her reimbursement shall be the same as the officers present.

## **Section 10**

Any proposed Executive Committee transaction made through electronic media, i.e., phone, fax, e-mail, videoconferences, shall be acceptable. All businesses conducted via electronic media shall be ratified before conducting any new business at the next scheduled Board meeting. The Secretary shall keep a record of all votes by printing copy of the votes.

---

# **Committees and Chairpersons**

---

## **ARTICLE VIII**

### **Section 1**

- (a) There shall be Nominating, Auditing, Resolutions, Necrology, Membership, Legislative and Law, By-Laws, Ways & Means, and Pageant Committees. The Necrology, Membership, Legislative and Law, By-Laws, Ways & Means, and Pageant Committees shall be standing committees.



- (b) The committees' duties shall be as indicated by their titles, and may be supplemented by order of the President, the Assembly, or the Executive Committee.
- (c) All committees shall be under the jurisdiction of the Executive Committee.

## **Section 2**

- (a) Committee chairperson shall be selected by the President, with the exception provided for in these By-Laws.
- (b) Chairperson shall select their committee members from those in attendance at conference time and submit same to the Assembly for approval. Committee members selected shall be active members in good standing of the Association.
- (c) Should resignation, disability, or death of a committee member occur, the chairperson shall fill such vacancy with notification to the President.

## **Section 3**

### **(a) The Nominating Committee**

- (1) The Nominating Committee Chairperson shall select not less than two members, and more as necessary. An incumbent officer is not eligible to participate as a committee member.
- (2) The Nominating Committee shall meet during the conference and present a prospect list of nominees.

**(b) The Auditing Committee**

- (1) At conference time the three Trustees and two members of good standing shall constitute the Auditing Committee, no other incumbent officer can qualify; one Trustee to be chairperson.
- (2) The Auditing Committee shall be responsible to examine the reports of Treasurer, his/her books, vouchers, and other records. The committee shall review all monies received and are accounted for and that all disbursements are authorized.

**(c) The Resolution Committee**

- (1) The Resolution Committee shall have a chairperson and as many members as may be necessary.
- (2) The chairperson shall submit a proposed resolution(s) at the state conference.

**(d) The Necrology Committee**

- (1) The Necrology Committee shall have a chairperson and not less than two members, or as many as may be necessary.
- (2) The Necrology Committee shall keep a record of known members of the Association, who have passed away between state conferences. The list of deceased members shall be distributed to the members at the state conference.

**(e) The Membership Committee**

- (1) The Membership Committee under the direction of the Vice-President, shall select an unlimited number from members in attendance at conference for as many possible areas of the state and outside as may be necessary.
- (2) The Membership Committee shall encourage people to be members of the Association.

**(f) Legislative and Law Committees**

- (1) The Legislative and Law Committees may be separate or as one committee under one chairperson with as many members as may be necessary.
- (2) The Legislative and Law Committees shall inquire into all legislative and law questions affecting the welfare of the Association and of the deaf community, reporting thereon to the President.

**(g) By-Laws Committee**

- (1) The By-Laws Committee shall have a chairperson and not less than two members, or as many as may be necessary.
- (2) It shall be the duty of the By-Law Committee to interpret the By-Laws and rule on questions of order, to submit to the Assembly during the conference for final vote.
- (3) The By-Laws Committee shall meet before the state conference to discuss any suggestions on

changes to submit to the Assembly at the General Meeting, and any other time during the year as may be necessary.

**(h) Fundraising Committee**

- (1) The Fundraising Committee shall have a chairperson and as many members as may be necessary.
- (2) The Fundraising Committee shall work cooperatively with the Association in sponsoring activities in order to raise monies for the Association.

**(i) Youth Committee**

- (1) The director shall be appointed by the Executive Committee.
- (2) The director or assistant director shall have previous experience as a youth program contestant as well as experience working with youth groups.
- (3) The committee is responsible for hosting a youth program such as Jr. NAD, Deaf Youth USA, or NAD Youth Ambassador Program, which is to take place at the Biennial Conference.
- (4) The committee shall also develop activities to include young women and men of all age.
- (5) The director may offer to remain director for another two years, with an understanding that the Board will review their performance for the last two years. It shall be up to the Board to request that he/she remain director.

## **Section 4**

Any member may volunteer to any one of the committees as a member providing the chairperson sees the need of another member, or if said volunteer has the qualifications and was absent during the selecting procedure.

---

## **Resignations**

---

### **ARTICLE IX**

#### **Section 1**

- (a) Resignation of any officer or committee chairperson shall be made in writing to the President, or the Secretary (in this order), with statement of reasons for same.
- (b) Resignation of a committee member shall be made to the chairperson of the same committee.

---

## **Expenses of Officers, Chairpersons, Committees**

---

### **ARTICLE X**

#### **Section 1**

Any officer attending Executive Committee meetings or conferences may be reimbursed for mileage, lodging, meal/s (or both) within reasonable limits as determined by the Association; or in lieu by the Executive Committee, such expense shall be requested before the meeting adjourns, otherwise said expense shall be contributory on the part of the officers.

## **Section 2**

The Legislative chairperson shall be reimbursed for mileage, lodging, and meals when his/her presence is required by the President at any Senate or House Committee hearing of the West Virginia Legislature when a bill, detrimental to the deaf or hard of hearing or in need of better definition, is being discussed.

## **Section 3**

Any officer or chairperson may be reimbursed for expenses of supplies necessitated by his/her office or committee, providing written approval for such expenses was obtained from the President.

## **Section 4**

The Executive Committee shall have power to ask for proof of expenses from any officer or chairperson; the Assembly also reserves this power.

---

# **Finances and Funds**

---

## **ARTICLE XI**

### **Section 1: General Fund**

- (a) The income shall be used to defray all expenses that may be authorized by the Executive Committee.
- (b) Income for the general fund shall be the membership dues, conference fees, and any other income incurred from other sources such as fundraising.

- (c) The approval of bills for payment shall be the responsibility of the Executive Committee.
- (d) Disbursements shall be made within the allocations of the budget as approved by the Executive Committee.

### **Section 2: Savings**

Money set aside to earn interest and to be used on an as-needed basis by approval of the Executive Committee.

### **Section 3: Certificate of Deposits**

- (a) Money invested in this account is not to be touched with the exception of the vote to do so by the Executive Committee or the Dissolution of the Association.
- (b) Any interest earned in this account shall be transferred to the General Fund on a monthly basis.

### **Section 4: Membership Dues**

- (a) Membership dues shall be paid by any person wishing to join the Association.
- (b) The Executive Committee shall have the power to fix membership dues and to levy such dues and assessments as may from time to time be deemed necessary.
- (c) The decision of the Executive Committee shall be subject to ratification by the Assembly.
- (d) Such fees as stated above shall be placed in the general fund of this Association.

## **Section 5: Conference Fees**

- (a) Conference fees as fixed by the Executive Committee shall be paid by each person attending a conference of this Association.
- (b) Amount of combo ticket(s) with the exception of the registration fee shall be refunded to the immediate family member, if requested, due to the death of the registrant or medical emergency with a note from the physician.
- (c) Such fees as stated above shall be placed in the general fund of this Association.

## **Section 6: Exhibition Fees**

- (a) Any exhibitors of the conference, who display their service or sales, shall pay exhibitors fees as established by the Executive Committee.
- (b) Such fees as stated above shall be placed in the general fund of this Association.
- (c) The fees exhibitors pay for their services or sales shall be nonrefundable in any event that they need to cancel.

## **Section 7: Scholarships**

- (a) The Charles Weiner Award shall be awarded annually to any deaf or hard of hearing graduating senior from Gallaudet University who must be a resident of West Virginia. The award shall be in the amount of \$100.00.

WVAD shall contact the Admissions Office at Gallaudet University to obtain names and addresses, if any,



of graduating seniors from West Virginia to send the award to.

- (b) The West Virginia Association of the Deaf Scholarship shall be awarded annually to a deaf valedictorian, a deaf salutatorian, and a Most Outstanding Senior graduating from the West Virginia School for the Deaf. The Valedictorian shall receive \$100.00, the salutatorian shall receive \$75.00, and the Most Outstanding Senior shall receive \$25.00.

This award is limited to deaf or hard of hearing graduates who are selected by the West Virginia School for the Deaf. WVAD shall contact the West Virginia School for the Deaf to obtain names of the selected recipients and present the checks to the recipients on Awards Day.

- (c) The Miss Deaf West Virginia Scholarship shall be awarded to the winner of the Miss Deaf WV Pageant and the first runner up. The winners shall be determined at the Pageant, which occurs during the Biennial Conference. The winner shall receive \$400.00 and the first runner up shall receive \$200.00. The scholarship shall be used for educational purposes.

### **Section 8: Pageant Fee**

- (a) The cost of admission to the Pageant shall be \$25.00 to all conference attendees. This price is for on the floor admission and is offered as optional.
- (b) Pageant fee can be included in combo prices.

- (c) The \$25.00 that is paid on the floor to attend the Pageant shall be placed in the Pageant fund.

---

## **Regular and Special Conferences**

---

### **ARTICLE XII**

#### **Section 1**

- (a) The Association shall meet in conference, within the state of West Virginia, regularly as stipulated in the Secretary's book of the previous conference.
- (b) The conference of the Association shall be held every two years. The time and place will be chosen to meet the needs of the members. (It is customary that the WVAD Conference be held approximately one year after the NAD Conference.)
- (c) The period for holding a regular conference shall be the first week of August.
- (d) The selection of sites shall be for two conferences in advance and thereafter one ahead of the next site.
- (e) The two-day conference shall have one session per day.

#### **Section 2**

- (a) Special conferences may be called at any time at the discretion of the Executive Committee.
- (b) Special conferences may be requested when fifty (50) or more Regular members send a petition to the Secretary.

The petition must state the reasons, the approximate date, and place. All Regular members signing such a petition must appear at this Special Conference.

- (c) In no event shall a Special Conference be held earlier than ninety (90) days after the announcement in (a) or (b) of this section and no later than sixty (60) days if it is of an emergency nature.

### **Section 3: Conference Bids**

- (a) Local deaf association desiring to host the Association Conference must issue an invitation at the preceding conference, along with a \$100.00 deposit. The \$100 deposit will be returned to the host local conference after the conference when the Executive Committee receives the final financial report and if the local deaf association has met all of the Executive Committee's requirements. If local deaf association drops hosting the Association Conference, it shall lose the \$100 deposit.
- (b) If no bid for the conference is accepted at the conference, WVAD shall be responsible for the upcoming conference.
- (c) If the Association is hosting the conference, the Executive Committee shall appoint a chairperson for the upcoming conference.

---

## **Local Conference Committees**

---

### **ARTICLE XIII**

#### **Section 1**

The Local Conference Committee shall be under the jurisdiction of the Executive Committee; it shall be required to submit its program for approval of the times and places and all else pertaining to the conference.

#### **Section 2**

- (a) The Local Conference Committee is required to have the name of the tentative headquarters' site and open dates in a letter prepared by the manager of same in order to qualify for a conference bid.
- (b) After a bid has been voted upon and an officer representing the Executive Committee has inspected the prospective establishment within ninety (90) days of the bid, a Final Confirmation Letter from the manager of same as to dates so determined shall be drawn up and a copy of the same sent to the Secretary of the Association.

#### **Section 3**

Only a Local Committee with a qualified bid may use the name of the Association publicly with its drive to raise funds for the next nearest conference.

## **Section 4**

Any sanctioned entertainment provided by the Local Committee is the locals' responsibility. No deficit shall be borne by the Association for such entertainment.

## **Section 5**

No bid shall be accepted by the Executive Committee or the attendants present at a conference where the bid for a site provides for less than 150 persons for either the banquet or ballroom or both.

## **Section 6**

The Local Committee shall mail out its publicity, along with hotel-motel reservations six (6) months prior to the conference. The Association shall pay for such expense.

---

## **Aid to State or Local Committees**

---

### **ARTICLE XIV**

#### **Section 1**

Should it be necessary for the Executive Committee, or a local club, to establish a State or Local Emergency Committee for the purpose of fighting discrimination in employment, or other, that affects the welfare of the deaf or hard of hearing, the Executive Committee shall be empowered to offer aid to same, whether it be advisory, financial, or both.

---

## **Perpetualness of Association**

---

### **ARTICLE XV**

#### **Section 1**

In order for the Association to remain Perpetual as an organization, its existence should continue as follows:

- (a) It shall meet in conference at regular specified intervals.
- (b) In times of state or national emergency or disaster when a regular conference cannot be held, the officers and Trustees elected at the most recent conference shall continue to hold office and constitute the Executive Committee to oversee the affairs of the Association.
- (c) In the event of resignation, death, or disability of an officer, the Executive Committee shall be empowered to fill any vacancy by a two-third vote of any quorum sitting. The Executive Committee shall vote by mail, e-mail, or fax on any vacancy when unable to meet, with the President, or the Secretary (in this order), originating the letters for voting.

#### **Section 2**

The limitation of powers of authority and expenditures of the Executive Committee during any emergency shall be generally as embodied in the By-Laws of the Association.

### **Section 3**

The Executive Committee shall declare a conference be held immediately after any state or national emergency is past soon as is feasible, or if fifty (50) of the Regular members petition the President for holding of a conference, such petition prevailing over any powers of the Executive Committee.

---

## **Entertainment**

---

### **ARTICLE XVI**

#### **Section 1**

Any person who wishes to enjoy any of the entertainment aspects (banquets, ball, floorshow, etc.) at a conference must first pay a registration fee. Any person must pay \$5.00 for the replacement of a lost registration badge.

---

## **Method of Voting**

---

### **ARTICLE XVII**

#### **Section 1**

- (a) In the election of officers, if there is more than one candidate, the vote shall be taken by ballot. All other questions may be decided by viva voca vote.
- (b) Amendments to the By-Laws shall be by ballot voting.

---

## **Amendments**

---

### **ARTICLE XVIII**

#### **Section 1**

- (a) Amendments to the By-Laws of the Association shall be made at any regular conference by a two-thirds vote of all Regular members in attendance.
- (b) Any proposed amendments shall be submitted in writing and be seconded at least one day before a vote may be taken.

---

## **Quorum**

---

### **ARTICLE XIX**

Twenty-five Regular members of the Association, who shall be present at a regular session of a conference, shall constitute a quorum for the transaction of business of the Association.

---

## **Award Categories**

---

### **ARTICLE XX**

The following awards shall be given at the state conference. The Award Chairperson, appointed by the Executive Committee, shall be responsible for obtaining nominations unless specific award states otherwise.



- **The West Virginia Deaf Mountaineer Award:** The West Virginia Deaf Mountaineer Award is presented to a deaf, hard of hearing, or normal hearing individual who has volunteered his/her time and energy to provide a service of lasting benefit to the deaf community in West Virginia. The recipient or recipients shall be determined by a committee.
- **Meritorious Award:** This award is presented for special services rendered by a deaf, hard of hearing, or normal hearing individual to the West Virginia Association of the Deaf (WVAD) and its membership.
- **WVAD Member of the Year Award:** This award is presented to an individual member of the WVAD who represents the qualities of WVAD through his or her remarkable efforts or activities. Person being nominated must have done his/her service within the last two years.
- **NAD Golden Hand Award:** This award is presented to a person or organization who has worked voluntarily to make meaningful changes for the deaf community in West Virginia.
- **The WVAD President's Award:** The Association's highest honor given to an individual(s) who has generously contributed their time to WVAD and/or the deaf community. The President and another member as needed shall select a recipient. This award shall be presented at the Biennial WVAD Conference.

---

## **Dissolution**

---

### **ARTICLE XXI**

#### **Section 1: Dissolution of Assets**

In the event that the Association is dissolved, after payment of all debts and liabilities, remaining assets shall be distributed 25 percent equally to West Virginia School for the Deaf, National Association of the Deaf, West Virginia Commission for the Deaf and Hard of Hearing, and Gallaudet University.

---

## **Parliamentary Authority**

---

### **ARTICLE XXII**

The proceeding of all meetings of the Association and its committees shall be conducted according to the most recent parliamentary practices as set forth in Robert's Rules of Order.

---

## **Order of Business**

---

### **ARTICLE XXIII**

The suggested order of business a regular conference shall be as follows:

1. Call to Order
2. Prayer and/or Salute to the Flag
3. Addresses of Welcome and Responses

4. Reading of Minutes (Optional)
5. Reading of Correspondences
6. President's Address
7. Report of Officers
8. Appointment of Committees on:
  - (a) Resolutions
  - (b) Nominations
  - (c) Auditing
9. Reports of Standing Committees:
  - (a) Necrology
  - (b) Membership
  - (c) Auditing
  - (d) Pageant
  - (e) By-Laws
10. Unfinished Business
11. New Business
12. Election of New Officers and Conference Bids
13. Announcements
14. Adjournments

---

## Oath of Obligation

---

### ARTICLE XXIV

I hereby pledge to do my duty as an officer of the West Virginia Association of the Deaf to the fullest and best of my ability; to see that our laws are followed properly, and to see that our organization continues its good work until my successor is qualified and takes over my office.

(The above oath shall be administered to the new officers by the outgoing President. If the President should be reelected, then oath shall be administered by the hold over Trustee. It may be administered by one of the oldest members of the Association who may be present in the Assembly.)

### **By-Laws Chairperson:**

Linda Lawson

See example of By-Laws Amendment form on page 34. To download By-Laws Amendment form, please see [www.wvad.net](http://www.wvad.net), Forms tab.

Revised: August 2013

# BY-LAWS AMENDMENT FORM



West Virginia Association of the Deaf, Inc. Bylaws

Form for Submittal of Proposed Amendments  
(Submit One Proposed Amendment per Form)

Please type or print clearly:

Date Submitted: \_\_\_\_\_

Proposed by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

The above signed member of WVAD proposes the bylaws of WVAD be amended as follows:

Article: \_\_\_\_\_ Section: \_\_\_\_\_ Title: \_\_\_\_\_

Current bylaw reads as follows (copy section to be amended in its entirety):

---

---

---

---

---

The proposed amendment reads as follows (submit changes in full):

---

---

---

---

---

Reason for this amendment:

---

---

---

---

---

**FOR BYLAWS COMMITTEE USE ONLY**

Date Received \_\_\_\_\_ Date \_\_\_\_\_  Accepted  Rejected

Revised 3/2013

