

WILLARD Chapter
of
AMERICAN SIGN LANGUAGE
TEACHER ASSOCIATION

Indianapolis, Indiana

Bylaws

Established 1995, Revised 1998, 2018

ARTICLE 1 - ORGANIZATION NAME

Section 1 - The organization shall be known as Willard Chapter of American Sign Language Teachers Association and shall also be known as WASLTA.

ARTICLE II - CHAPTER

Section 1 - The organization shall be a cooperating member of the American Sign Language Teachers Association, hereafter referred to as ASLTA.

Section 2 - WASLTA shall serve as a liaison to ASLTA:

- a. maintaining upgrades to teaching standards and methods in the instruction of ASL & Deaf Studies
- b. committing to promoting the certification in the fields of ASL and Deaf Studies teaching.

ARTICLE III - ORGANIZATION MISSION

Section 1 - WASLTA shall promote professionalism in the instruction of American Sign Language (thereon known as ASL), Deaf Studies & ASL/English Interpretation.

Section 2 - WASLTA shall provide an effective avenue for the exchange of information, resources and networking regarding ASL, Deaf Studies & ASL/English Interpretation instruction methods and materials.

Section 3 - WASLTA shall serve as a vehicle for the public in the provision of information, advocacy and policies dealing with ASL, Deaf Studies & ASL/English Interpretation and their instruction.

ARTICLE IV - MEMBERSHIP

Section 1 - Membership in the WASLTA shall be open to ASL, Deaf Studies & ASL/English Interpretation teachers and interested individuals.

Section 2 - Membership dues for WASLTA shall be paid annually (12 months) or biannually (24 months).

- a. Dues collected anytime during the year shall not be prorated.
- b. Dues in arrears (not paid) for more than three (3) months shall remove the member from WASLTA membership

- c. The Board of Directors has the authority to set the amount of the annual dues as recommended by Ways and Means.
- d. Notification of any changes in dues shall be given to the membership at least sixty (60) days prior to implementation.

Section 3 - The dues grant the members:

- a. the member voting rights during meetings
- b. become an officer, member at large or committee chair when in good standing
- c. Discounted fees for workshops
- d. Access to members only sections of website and social media.

ARTICLE V - MEETINGS

Section 1 - There shall be a minimum of two (2) meetings per year.

Section 2 - Special meetings may be called as deemed necessary by the Board of Directors or the President or by the request of at least three (3) members.

Section 3 - Prior to any meeting, the Board of Directors shall plan a written agenda which shall be attached with meeting notice. In any meeting, any member may put a subject on the agenda.

Section 4 - Notice shall be given of each meeting in writing, and shall state the purpose(s) for which the meeting is called and shall also indicate it is being issued by the President calling the meeting. Notice of any meeting may be given in person or either by mail or email at least fourteen (14) days in advance.

Section 5 - At any meeting one third ($\frac{1}{3}$) of members or at least eight (8) members, whichever is less, shall constitute a quorum for the transaction of a meeting, it is not broken by subsequent withdrawal of any members. If a subsequent withdrawal of any present member occurs, the same member shall request another member (in writing) to fill in as a proxy to vote on their behalf during the meeting.

Section 6 - At every meeting the President, or in their absence, Vice President, or their absence, Secretary, or in their absence, the Treasurer, shall preside. In absence of all officers, the meeting shall be postponed.

ARTICLE VI - BOARD OF DIRECTORS

Section 1 - The President, Vice President, Secretary, Treasurer, Professional Development Chair, three (3) at large members and an ex-officio shall constitute the Board of Directors; hereafter known as Board. The Board is authorized to represent the members in WASLTA matters.

Section 2 - All incoming and outgoing monies of the WASLTA, notices of elections and meetings, disseminating of materials and the like shall be handled through the Board. The Board of Directors shall be responsible for the business matters of WASLTA between regular meetings.

Section 3 - The Board of Directors shall appoint a member to fill any vacancy on the Board of Directors which may occur at a Board meeting and becomes official by vote of the board, with the exception of the office of the President which shall be filled by the Vice President according to Article VIII, Section 2.

Section 4 - The Board may approve any financial expenditures not authorized by the budget prepared by the Ways and Means Committee.

Section 5 - The Board shall meet a minimum of four (4) times a year. Five (5) members of the Board of Directors shall constitute a quorum for the transaction of Board meeting.

- a. There is an allowance of two absences per year.
- b. In case of excessive absences, the Board shall remind the member of commitment or shall take responsibility of member replacement for an interim duration until approved by members at the general meeting as according to this article, section 3.
- c. The ex-officio is a non-voting member of the Board.

Section 6 - At any time during a meeting, that a quorum is not met in accordance to Article VI, Section 5, the meeting shall continue to operate without voting or new business.

Section 7 - In terms of conflict of interest, any persons elected to the office or position of Board shall consider their roles prior to acceptance and during tenure of that position, any item of business, where they have a vote or influence of decision, to determine if a real or perceived conflict exists with the interest of WASLTA. A conflict of interest is defined as any situation in which a member's decisions or votes could substantially and directly affect the member's professional, personal, financial or business interests. In the event that a person holding their office finds themselves in such position, they shall promptly disclose the conflict of interest to the Board and recused themselves at any Board or committee meeting from any deliberations or vote on the matter giving rise to the conflict of interest. A disclosure statement shall be shared with the Board.

Article VII - ELECTION OF OFFICERS AND BOARD

Section 1 - The offices of President, Vice President, Secretary, Treasurer, Professional Development Chair and three (3) Members at Large positions are to be filled by an election. Officers shall serve until their successors are duly elected. The offices of President and Treasurer shall not be held by spouses at the same time.

Section 2 - Each officer of this organization shall be elected to two-year (2-year) terms only in even-numbered years.

- a. The duties of the officers will start their terms at the end of the election day.

Section 3 - Any active member present at the election and in good standing, and is qualified to hold office shall be eligible to become an officer or board member. Candidates shall meet strongly recommended qualifications of:

- a. experience and background in ASL Linguistics
- b. be culturally sensitive,
- c. committed to attend meetings,
- d. alumnus of residential deaf schools (five [5] years minimum) and/or
- e. be involved with the Deaf community.
- f. They must be a member of ASLTA.
- g. Holds an ASLTA certification.

Section 4 - The nominating committee shall be comprised of two to three (2-3) members to be determined by President or Board with no intention of becoming an officer or members at large. They shall:

- a. accept nominations from the members
- b. collect the votes
- c. announce the upcoming officers and members at large

ARTICLE VIII - DUTIES OF OFFICERS

Section 1 - The duties of the officers shall begin at the end of the biennial conference.

Section 2 - The President shall preside at all meeting of WASLTA and the Board. The President shall have the working knowledge of the affairs of ASLTA and serve as the liaison between WASLTA and external businesses.

Section 3 - The Vice President shall serve in the absence of the President. They shall succeed to the office of the President should that office become vacant prior to the expiration of the term of

the office the President. They shall be liaison between the Board and the committees of WASLTA, and shall oversee the bylaws committee.

Section 4 - The Secretary, under the direction of the President, shall record the minutes of all WASLTA and Board proceedings including all notices and reports of meetings, between meetings. They shall transact all correspondence necessary to carry out the regular business of the WASLTA, and the expressed wishes of the Board. The secretary shall maintain membership records with the treasurer.

Section 5 - The Treasurer shall receive all money and keep record of all receipts and expenditures, and shall submit a report which has been audited by the Ways and Means Committee at each regular meeting to the Board, whenever called upon to do so. They shall keep an account of all properties, investment and funds of WASLTA, which shall be at all times be open for inspection. They shall keep records showing the names of members and their contact information to be shared with the secretary when admitted, and at the meeting of WASLTA within thirty (30) days after the election.

Section 6 - The Professional Development Chair shall be responsible for the establishment, documentation and preparations of two (2) or more continuing education opportunities for the members per year. The continuing education resources are related to the field of research and teaching ASL, Deaf Studies and ASL/English Interpretation and teaching signed languages as heritage and/or a second language. They will chair the Professional Development Committee. They shall work with the secretary for publication and advertising of continuing education opportunities.

Section 7 - The At Large members shall attend all Board meetings and be liaisons between the Board and general membership. They will also act on directions of the President.

Section 8 - All leaving officers and members at large must surrender the records to WASLTA within thirty (30) days after leaving their duties.

ARTICLE IX - COMMITTEES

Section 1 - There shall be two categories of committees. The first category shall be the Standing Committees and the other shall be Ad Hoc Committees.

- a. The Standing Committee shall be comprised of and their objectives are:
 - i. Bylaws Committee
 1. The Vice President shall be responsible for this committee
 2. to monitor and ensure effectiveness of WASLTA Bylaws

3. review the bylaws for modifications and recommendations on an annual basis during general member meeting.
- ii. Professional Development Committee
 1. The Professional Development Chair shall chair this committee.
 2. The chair shall establish subcommittees for specific functions and either requests volunteers or select members to run the subcommittee.
- iii. Ways and Means
 1. The treasurer shall chair this committee.
 2. The treasurer shall recommend two (2) members of good faith and fiscal experience with the Board's approval to audit records.
 3. to maintain an annual budget, submitted once a year during a general meeting
 4. the budget shall establish line items for expected expenditures
 5. to coordinate auditors for inspection of budget every three months
 6. provides the treasurer support and assistance with budget and IRS forms when needed
- b. The Ad Hoc Committee shall be comprised of committees created for specific functions and actions determined by WASLTA mission and/or objectives. The selection of committee chairs shall be determined by volunteers or at the President's direction.

ARTICLE X - FUNDS

Section 1. - The Board may authorize any officer(s) agents, in addition to the President, to enter into any contract or execute and deliver any instrument in the name of and on behalf of WASLTA. Such authority may be general or confined to specific instances.

- a. Unless authorized by the Board, or expressly authorized herein, no officer, agent, or members shall have the power or authority to bind the WASLTA by any contract or engagement or to pledge its credit or to render it fiscally liable in any amount for any purposes.

Section 2. - No loans shall be contracted on behalf of WASLTA unless specifically authorized by the Board.

Section 3. - All checks, drafts, and other orders for the payment of money out of the funds of the WASLTA, and all notes of evidences of indebtedness of the WASLTA, shall be from time to time be determined by resolution of the Board or as expressly authorized herein.

Section 4. - All funds of the WASLTA not otherwise employed shall be deposited from time to time to the credit of the WASLTA in such banks, trust companies or other depositories as approved by the Board.

Section 5. - The Board may accept on behalf of the WASLTA any contribution, gift, bequest, or device for the general purpose of the WASLTA with notification to the membership.

Section 6. - Any accounts held by WASLTA shall be subject to backup withholdings by the financial institution in compliance with the current tax regulations.

Section 7. - The President shall have the authority to make any expenditures as set or determined by the Ways and Means committee. All expenditures may be conducted in any form.

Section 8. - The Treasurer shall charge the payer whatever amount the banking firm charges WASLTA on all returned checks due to insufficient funds.

Section 9. - All WASLTA checks shall be co-signed by the President and the Treasurer.

ARTICLE XI - PARLIAMENTARY AUTHORITY

Section 1. - Current edition of Robert's Rules of Order shall be the parliamentary authority for all meetings.

Section 2. - The President, at their discretion, may appoint a person with parliamentary procedure knowledge to advise the WASLTA on parliamentary procedures.

ARTICLE XII - AMENDMENTS

Section 1. - The bylaws of the WASLTA may be amended, altered, or repealed by an affirmative vote of two-thirds ($\frac{2}{3}$) of the total membership at the general meetings.

Section 2. - Any proposed amendments and/or changes must be read and seconded at the general meeting to be voted upon at the general meeting. In addition, the proposed amendments or changes to be voted upon will be described on the meeting notices.

Section 3. - The Bylaw Committee shall revise the bylaws of the organization as necessary following each general meeting containing the proposed revisions of the bylaws.

- a. The committee shall provide interpretation of the bylaws as requested by the President, or by the Executive Board.

- b. Requests for modifications or amendments to the bylaws must be sent to the Vice President more than 60 (sixty/two months) days before the general meeting. The Vice President shall refer to the committee.
- c. The screened proposed bylaw modifications or amendments shall be shared to the members for pre-reading prior to the general meeting more than 30 (thirty) days before the general meeting .

ARTICLE XIII - DISSOLUTION

Section 1. - If in the event of the dissolution of WASLTA, its assets shall be transferred to the ASLTA after a three (3) years waiting period.