



# Kansas Association of the Deaf, Inc. Bylaws

## ARTICLE I - MISSION STATEMENT

### Section 1. Name.

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

### Section 2. Mission.

The objective of the Association shall to be to preserve, protect, and promote the civil, human, and linguistic rights of the deaf, hard of hearing, late-deafened, and deaf-blind individuals in Kansas.

### Section 3. Status.

The Association shall be a not-for-profit organization, incorporated in the State of Kansas, which is exempt under section 501(c)(3) of the Internal Revenue Code, or any corresponding provisions amending the same.

### Section 4. Purpose.

The specific purposes of the Association is to assist and to encourage Deaf people by securing moral, intellectual, and social improvement of their educational and vocational opportunities and by promoting measures tending to better the condition and standing in society at large. By having organized themselves into the Association, this union gives Deaf persons of Kansas strength and usefulness to further the above purposes.

### Section 5. 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, religion, ethnic origin, or disability. The Association shall also offer other categories of membership.

### Section 6. 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 by remitting annual payments as set forth by the NAD and sending to the National Conference up to the maximum number of representatives to which it entitled under the current bylaws of the NAD.

## **ARTICLE II - MEMBERSHIP**

### **Section 1. Members.**

The Association shall have members. There shall be two classes of members of the Association: Individual and Associate.

(a) Individual Membership. Any deaf, hard of hearing, late-deafened, or deaf-blind person who is a resident of the State of Kansas and who is eighteen (18) years of age or older is eligible to become an Individual Member of the Association upon payment of membership dues.

(1) Persons may join the Association at any of its conferences, or at any other time, by paying membership dues to the Association.

(2) Students who graduate from Kansas high schools during the last two years prior to the meeting of the Association shall be admitted as a member of the Association with a free 2 years of membership. However, membership renewals are the responsibility of the graduate.

(3) Individual member has right to participate (not vote) at the Executive Board Meeting and has the right to participate and vote at General Meeting at the conference.

(b) Associate Membership. Any person who is a non-resident of the State of Kansas and who is eighteen (18) years of age or older, or any person may be an Associate member of the Association. Associate Members shall have all privileges of Individual membership except voting at Executive Board, General Meetings, and holding an office of the Association. Any interested hearing person may become associate member.

(c) The Fiscal Guidelines shall be referred to determine the cost of the dues.

### **Section 2. Organizational Membership.**

Member shall be available to all local chapters of the Association that serve people in the state of Kansas with a mission or interest in furthering the welfare of deaf, hard of hearing, late-deafened, and deaf-blind people.

(a) When an affiliate or chapter decides to send a representative to a KAD function, it does so at its own expenses.

(b) The representative shall have the right to vote at an Executive Board meeting and the right to participate in any Association committee, only focusing on their respective clubs' matters such as meetings and events; and to report back to his or her affiliate or chapter. However, the representatives' votes shall not be included to attend the national conferences at the expenses of this Association.

(c) The Fiscal Guidelines shall be referred to determine the cost of the dues.

## **ARTICLE III - DUES AND ASSESSMENTS**

Section 1. The Association shall have the power to set the membership fee and to levy dues and assessments as may from time to time be deemed necessary.

Section 2. Each member shall pay into the treasury of the Association annual fees as decided by conference mandate.

## **ARTICLE IV - EXECUTIVE BOARD**

- Section 1. The Executive Board shall consist of:
- President
  - Vice-President
  - Secretary
  - Treasurer
  - Youth Program Coordinator
  - Two (2) Appointed Board members as voting member, appointed by Executive Board
- Section 2. The Executive Board shall begin management of the affairs of the Association one month after the following election. They shall have the power to use any available funds of the Association for purposes intended to promote the interests of the Association.
- Section 3. The President shall have the authority to arrange a special meeting of the Board when he/she deems it necessary or when requested to do so by a majority of the Executive Board.

## **ARTICLE V - OFFICERS**

- Section 1. The officers of the Association shall consist of a President, a Vice-President, a Secretary, a Treasurer, and a Youth Program Coordinator elected by the Association, and two (2) voting Board Member selected by Executive Board.
- Section 2. The officers shall be elected by a separate ballot for each position from among the members present at the election meeting during the last business session of each conference. All officers shall be legal residents of Kansas. Nominee(s) for the President must have served on the Executive Board for at least 2 years in experience. Officers shall assume the duties of their prospective office one month after their election.
- Section 3. The oath shall be administrated by any past president right after the elections of each officer. The oath shall state:
- Do you solemnly swear:
- (1) To support the constitution and bylaws of the Association,
  - (2) To perform the duties of your office of (your position) to the best of your ability,
  - (3) To be firm and fair to all, and
  - (4) To work towards the betterment of the Association.
- Officers: (your name) I do.
- Section 4. Any resignation from office shall be made in writing to the President with statement of reasons thereof. Vacancies in office caused by resignation or otherwise shall be filled by the President with approval of the Executive Board until the next conference. In the event of resignation of the President, or otherwise, the Vice President shall serve such office until the next conference.

Section 5. President:

- (a) Shall preside at all meetings of the Association and of the Executive Board, to enforce the order and due observance of the Constitution and By-laws, and to appoint the following standing committees of at least three members each:
  - (1) a Resolution Committee
  - (2) a Statistic and Registry Committee
  - (3) a Kansas Community Action Plan Committee (KCAP Social Justice)
  - (4) a Conference Committee
  - (5) a Interpreters Section Committee
  - (6) any other committees as deemed necessary
- (b) Shall sign all orders on the Treasurer and to see the reelected or newly elected Treasurer be bonded during his/her term.
- (c) Shall serve as an ex-officio on the committee as an observer.
- (d) Shall serve as a spokesperson for the Association.

Section 6. Vice President:

- (a) Shall perform duties of the President in his or her absence or inability to act.
- (b) Shall serve as chairperson of the Law Committee and, subject to the approval of the Executive Board, select three (3) members with Bylaws experience.
- (c) Shall also act as a Parliamentarian of the meeting.
- (d) Shall be to secure and to release information designed to advance the interest of the Association.

Section 7. Secretary:

- (a) Shall record the minutes of all meetings of the Association and of the Executive Board.
- (b) Shall keep a list of all officers, keeping full names and post office addresses.
- (c) Shall keep charge of all books and papers pertaining to the Association, except those belonging to the Treasurer.
- (d) Shall compile and print reports and minutes of meetings, and send to the Board Members within three (3) months after the close of the conference and send to the members at the next conference.
- (e) Shall be responsible to keep Association brochures updated and to print them every two (2) years.
- (f) Shall select or act as the editor for the Association newsletter and website, subject to the approval of the Executive Board.

Section 8. Treasurer:

- (a) Shall receive all money belonging to the Association from all the Executive Board, members, and to the Association at every meeting.
- (b) Shall pay no bills unless Treasurer is authorized by the President to do so.
- (c) Shall file any reports as required by Internal Revenue Service or any applicable statutes and regulations by May 15<sup>th</sup> annually.
- (d) Finance Committee.
  - (1) Shall consist of five members: the Treasurer, the President, and three members with financial knowledge.
  - (2) Shall be responsible to review and recommend financial budget and other operating functions for the Association.
- (e) Auditors.
  - (1) Shall consist of at least two members.
  - (2) Shall be responsible to reconcile the check statements and all financial reports as deemed necessary.
  - (3) Shall audit finances of the Association at least two (2) times a year and submit reports to Executive Board.
  - (4) Shall audit Final Financial Reports of the Association biennially.
- (f) Shall manage the Association's membership database by checking expiration dates, by sending reminders to renew, and by mailing new membership cards as receipts for payment.
- (g) Shall file any annual report and pay fees as required by Kansas Secretary of State by September annually.
- (h) Shall pay NAD's Annual Membership Dues by December 31 annually.

Section 9. Youth Program Coordinator:

- (a) Shall coordinate with Jr. National Association of the Deaf-KS (Jr. NAD-KS).
- (b) Shall be responsible for youth programs and scholarships.

Section 10. Appointed Board Members:

- (a) Shall be appointed by the Executive Board, and serve in a capacit(ies), as dictated by the board.
- (b) Shall be two (2) appointed board members.

## **ARTICLE VI - MEETINGS**

- Section 1. The Association shall meet in conference each odd numbered year at such time and place as may be determined upon by the Executive Board.
- Section 2. The location of the next conference shall be determined by majority votes of the members of the Association attending the conference and announced by the Executive Board within three months following each conference. With the approval of the Executive Board, the local committee shall determine the date within six months following each conference.
- Section 3. The Host conference committee shall inform the Executive Board the name of the Conference chairperson at least sixteen (16) months prior to the next conference. Subject to the approval of the Executive Board, the committee shall have the power to make all arrangements except for the official program, which shall be prepared by the President (with the approval of the Executive Board).
- Section 4. A majority of active and associate members registered at the beginning of every business meeting shall constitute a quorum for transaction of all business.
- Section 5. The President shall issue an official call to the conference at least six (6) months prior to the state conference.

## **ARTICLE VII - PARLIAMENTARY AUTHORITY**

Robert's Rules of Order (latest edition) shall be the authority on all questions pertaining to parliamentary law not covered in this Constitution and By-Laws.

## **ARTICLE VIII - AMENDMENTS**

Amendments to the Articles of Incorporation may be altered, amended or abrogated by a three-fourth of all registered members present at Conference and By-Laws of the Association may be altered, amended or abrogated by a two-third of all the registered members present. Proposed amendments shall be submitted in writing to the law committee 30 days before conference date. The law committee shall have the authority to accept or reject a proposed amendment after reviewing said proposal.

## **ARTICLE IX - AFFILIATIONS AND REPRESENTATIONS**

- Section 1. The Association with a statewide representation shall be known as a cooperating member of the National Association of the Deaf. It shall cooperate and remit a fee to be determined at the National Conferences. The affiliation and representation are determined according to the National Association of the Deaf By-Laws.
- Section 2. KAD delegates or representatives to the NAD Conference, Region II Conference, National Leadership Training Conference (NLTC), and any other NAD-related conference/workshops shall be two (2) or more from the Board of the Association with the President first in order, Vice President second in order, Secretary third in order followed by other member of the Executive Board.

## ARTICLE X - ORDER OF BUSINESS

The following shall be the official order of business at all meetings of the Association.

Call to order  
Invocation  
President's Address  
Reading of Minutes  
Communications  
Reports of Officers  
Reports of Standing Committee  
    a. Resolution Committee  
    b. Statistic and Registry Committee  
    c. Law Committee  
    d. Finance Committee  
    e. K-CAP Committee  
    f. Conference Committee  
    g. Interpreters Section Committee  
Reports of Special Committee  
Unfinished Business  
New Business  
Bidding for Next KAD Conference  
Nomination and Elections  
Swearing in new Officers  
Adjournment Sine Die!



## FISCAL GUIDELINES

### Section 1 Fiscal Year.

The fiscal year of the KAD shall be one month after the KAD Conference for two (2) years period during the odd-numbered years.

### Section 2 Bank Accounts.

The KAD Treasurer shall maintain bank account on behalf of the KAD in the following manner:

- (a) *Checking.* All income shall be deposited into the KAD checking account.
- (b) *Merrill Lynch.* The Treasurer shall withdraw such funds in LaRosh's Merrill Lynch account for LaRosh Scholarships and shall withdraw such funds from KAD's Merrill Lynch account with approval from KAD Executive Board.

### Section 3 Budget.

Prior to the conference in odd-numbered year, the KAD Budget Committee shall determine an appropriate budget for the upcoming fiscal year of KAD, and shall recommend this budget for approval by the KAD Members at the Conference's Business Meeting. The budget shall include the following line items:

- (a) *Income and Receipts.* KAD shall derive income from:
  - (1) Annual Member Dues from KAD Members (Ten dollars (\$10.00) for one (1) year);
  - (2) Affiliation Fees from Chapters or Organizations (Twenty-five dollars (\$25.00) for one (1) year);
  - (3) Registration Fee from participates attending the conference (Ten dollars (\$10.00) for each participates);
  - (4) Contributions or Donations from entities or individuals;
  - (5) Any other legal and appropriate sources of revenue.
- (b) *Expenses.* KAD funds shall be expended for all allowable KAD expenses with approval of KAD Members on Budget Plan.