

Iowa Association of the Deaf

Bylaws

Approved by the 2015 IAD Conference

Lennis Mitts, Chair of the Law Committee
July 23, 24, 25, 2015

MISSION

We aim to ensure the needs and interests unique to deaf and hard-of-hearing Iowans are met.

VISION

All deaf and hard of hearing Iowans can compete on equal terms with others while preserving our culture and heritage.

IOWA ASSOCIATION OF THE DEAF, INC. BYLAWS

As amended at the IAD Conference at Fort Dodge, Iowa, in July, 2015.

- Article 1. Emblem, Colors, and Motto**
- Article 2. Membership**
- Article 3. Board of Directors**
- Article 4. Committees**
- Article 5. Finances and funds**
- Article 6. Publication**
- Article 7. Conference**
- Article 8. Affiliated of the Association**
- Article 9. Affiliation of the Association**
- Article 10. Home Office**
- Article 11. Amendments to Bylaws**
- Article 12. Parliamentary Procedure**

ARTICLE 1. EMBLEM, COLORS, AND MOTTO

Section 1. Emblem

The emblem and the corporate seal of the Association are two concentric circles between two of which are the words "Iowa Association of the Deaf preceded and followed by three stars each on the upper circumference and four words, "Established 1881" above the map and "incorporated 1898" beneath the map. The emblem and the corporate seal may be changed by a two-thirds (2/3) vote at a regular Conference of the Association.

Section 2. Colors

The colors of the Association shall be gold and black.

Section 3. Motto

The motto of the Association shall be "Concerned with the General Welfare of the Deaf of Iowa."

ARTICLE 2. MEMBERSHIP

For the following membership categories, voting privileges are limited to adults (defined as those age 18 and older) within each category.

Section 1. Active Members

Any deaf adult resident of the State of Iowa is eligible to become an active member of the Association upon payment of membership dues.

Section 2. Associate Members

Associate members are adult hearing persons (in Iowa or elsewhere) or deaf adults who live in other states, who wish to become members of the Association. These members have all the rights and privileges of active members except the right to hold office. Those who live in surrounding states (Minnesota, Wisconsin, South Dakota, Nebraska, Illinois, and Missouri) but work and pay taxes in Iowa may also hold office in this Association. If any non-tax paying associate member, who stays a member of the IAD for four (4) years, is eligible to run for an office of the IAD.

Section 3. Senior Citizens

Any active member of this Association attaining the age of sixty (60) years shall be entitled to membership as a senior citizen. Any new member age sixty (60) or over shall also be entitled to membership as a senior citizen.

Section 4. Honorary Members

Honorary membership is based on recognition of an individual's outstanding service in the interest of the deaf. Honorary membership may be conferred on such person(s) by majority vote of the state conference assembly or by the Board of Directors. Honorary members shall enjoy all rights and privileges of an active member save the right to vote in Association proceedings and to hold office.

Section 5. Student Members

Deaf students who are full-time students in secondary or postsecondary schools may join the Association at one-half (1/2) dues for active members. In addition, the Board of directors may vote to bestow two (2) year membership terms on deaf students who are graduating from secondary programs.

Section 6. Lifetime Memberships

The Association does not currently offer Lifetime memberships. However, there are existing Gold Life members in the Association. These members are exempt from payment of membership fees and enjoy all rights and privileges of active membership. Current and future Boards of Directors shall ensure that such memberships will be honored through the life of the member.

Section 7. Terms of Membership

The term of membership shall be every two (2) years in the month that the member joins.

Section 8. Eligibility of new membership during the Conference

New members during the conference shall not run for offices of the Board of Director. He/she shall attend at least two (2) IAD Board of Officers' regular meeting before he/she is eligible to run for an office of the IAD Board of officers.

Section 9. Membership Dues

The board shall determine the cost of membership dues prior to the conference and submit this to the conference body for approval. This amount will remain unchanged between conferences, unless a change is proposed and passed by the Board of Directors and two-thirds (2/3) of the active membership. Such fees and dues shall be placed in the General fund of the association.

All persons attending a conference or special conference of the Association must have paid membership dues at least through the date of said conference. Payment of dues shall entitle the members to vote during the conference or other special meetings.

ARTICLE 3. BOARD OF DIRECTORS

The Board of Directors of the Association shall include the five (5) elected officers as well as representatives from each affiliated organization. The outgoing President may remain on the Board for the next two (2) years but shall have no voting privileges.

Section 1. Duties of the Board

The Board of Directors shall:

- Be vested with the title of all property of the Associations;
- Have general and complete charge of the affairs of the Association between conferences and shall have the power to use funds of the Association (excluding the Foundation Fund) for carrying out its purposes and promoting the welfare of the deaf in the State of Iowa;
- Authorize special committees;
- Give approval to the appointment by the President of committee chairpersons and members;
- Have authority to transact business by mail, email, videophone, or other methods determined by available technology Submit the biennial budget of the Association of the conference voting body for their approval;
- Provide for the annual audit of accounts;
- Approve combination ticket prices for the conference upon the recommendation of the Conference Committee;
- Observe Article 8 Conference; and
- Call special meetings and seminars as may be deemed necessary for the purpose of furthering the work of the Association.

Section 2. Meetings of the Board of Directors

The Board shall meet at least two (2) times a year. The first meeting shall be within two (2) months after the conference and the last shall be before the next conference. The Board may meet in the conference host city as necessary for the purpose of approving the conference site and arrangements. Other meetings may be held at the call of the President.

Any of the designated meetings may include the chairpersons of any standing or special committees, as well as representatives from any related or affiliated organizations such as (Deaf Services Commission of Iowa). It may include persons for advisory purposes as seen fit by the Board.

Meetings shall be open to the interested public. Any observers may have a voice in such meetings, but shall have no voting privileges.

Section 3. Order of Business

The order of business for the Board of Directors shall be conducted under Robert's Rules of Order or other parliamentary procedures adopted by unanimous vote of the Board members in attendance.

Section 4. Vote by Mail, Email, or other Methods

The business of the Board of Directors may be transacted by mail, email, videophone, or other methods determined by available technology. When such vote of the Board is deemed necessary by the President, it is required that all Board members respond to the voting ballot sent out.

Section 5. Officers Defined

The officers of this Association shall consist of a President, a Vice-President, a Secretary, a Treasurer, a Representative-at-Large, and one representative from each Chapter or affiliated organization. They shall constitute the Board of Directors of which the President shall be Chairperson. The outgoing President may remain on the Board of Directors to provide guidance to the incoming Board for two (2) years without voting privilege.

Section 6. Duties of Officers

Subsection A: President

It shall be the duty of the President:

- To preside at all meetings of the Association;
- To enforce order;
- To decide questions in dispute on any issues during the Conference, subject to appeal to body by the two-third (2/3) vote
- To break a tie vote during regular Board of Director meetings;
- To act as chairperson of the Board of Directors;
- To form special committees and to make appointments to fill vacancies on all committees unless otherwise directed in the Constitution and Bylaws;
- To perform all duties usual to this office; and
- To serve as an ex-officio member of all committees except the nominating committee.

Subsection B: Vice President

It shall be the duty of the Vice President:

- To act as Chairperson of the Law Committee;
- To perform the duties of the President at his/her request, or whenever that officer is absent or unable to act;
- To assume responsibilities as publicity director; and
- To keep IAD members and the general public informed of the Association's activities.

Subsection C: Secretary

It shall be the duty of the Secretary:

- To record correctly the proceedings of all meetings of the conferences to be completed and mailed to the members within one (1) year aft the conference;
- To record correctly the proceedings of all meetings of the Board of Director's;
- To have full responsibility of all papers and books pertaining the Association except those belonging the Treasurer; and

- To surrender to his/her successor all such stated above and other property of the Association, which he/she holds within ninety (90) days after the election of his/her successor.

Subsection D: Treasurer

It shall be the duty of the Treasurer:

- To receive all monies or dues belonging to the Association General Fund;
- To keep an accurate account of all receipts and expenditures;
- To submit a financial report to the conference body at each conference and to the Board of Directors whenever call upon;
- To chair the Budget Committee, to appoint three **(3)** committee members, and to submit the recommended biennial budget to the Board of Directors;
- To compile the financial reports of all other committees from July 1 to June 30 annually;
- To honor only such expenditures as have been duly verified and approved by the President upon the order of the Board of Directors;
- To post a bond approved by the Board of Directors immediately after his/her election to the office; and
- To 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.

Subsection E: Representative-at-Large

It shall be the duty of the Representative-at-Large:

- To represent the interests of those members who do not belong to an affiliate or club;
- To assist in the auditing of all funds of the Association annually as defined in Article 6, Section 4;
- To appoint two (2) other auditors with board approval (can be voted on by mail or email);
- To represent the Association at meetings of coalitions and organizations of which the Association is a member (as requested);
- To attempt and make contact with his or her constituency at least once per term (when provided with registered members' names who are not also members of an established affiliate or club); and
- To publicize his or her role where appropriate, so as to increase public knowledge and understanding of the Representative-at-Large position.

Subsection F: Representatives

It shall be the duty of the Representatives:

- To participate in special committees and to coordinate projects as requested by the President;
- To represent the Association at the meetings of coalition organizations of which the Association is a member; and
- To represent their constituency (club members) to the Association and represent the Association to their constituency.

Section 7. Elections of Officers and Eligibility

Elections for the President, Vice-President, Secretary, Treasurer, and a Representative-at-Large shall be held during the final business session of this Association's Conference. They shall be elected by secret ballot and assume the duties of their respective offices after the adjournment of the final business session.

Each chapter or affiliated organization will select a representative for their organization prior to the first Board meeting following the Conference. Organizations may choose their own methods for selection and may choose to appoint a Representative prior to the Conference. This Representative, however, will serve as outlined below.

All elected officers shall hold their office for a term of two (2) years or until their successors are duly elected.

All officers of the Association shall be members before assuming office. Not more than one individual from each immediate family (or those who live under one roof) may hold office on the Board of Directors. This includes Representatives from affiliated organization.

Section 8. Oath of Office

The following Oath of Office shall be made upon installation of Officers at the Conference of the Association and shall be administered by the ranking outgoing member of the preceding administration, or if all officers are incumbents, the Chairperson of the Nominating Committee: "I promise to fulfill the duties of the office to which I have been elected, to the best of my ability, so help me God." This oath of office shall also be administered by an existing Board member to all incoming affiliate or Chapter representatives at the first Board of Directors meeting they attend following their election.

Section 9. Gratuities and Reimbursements

The gratuities of the officers, to be determined by the conference body, shall be payable at the adjournment of each conference.

The Board of Directors shall be reimbursed for their expenses while performing their usual duties as follows: mileage, lodging, attendance fee, meals, loss of wages (provided the meeting falls during the five-day work week), and any other expenses incurred that are approved by the President and Treasurer. Loss of wages shall not be reimbursed during a conference.

The Association will be responsible for the expenses of the President, Vice-President, Secretary, Treasurer and the Representative-at-Large. Chapters and affiliated organizations will be responsible for the expenses of their representative.

Section 10. Vacancies or Resignations

Subsection A: President

In the event of a vacancy or resignation in the Office of the President, The Vice-President shall immediately be asked to assume the President's position. Should the Vice-President decline, he or she will assume acting Presidential duties and an immediate notice shall go out to all registered members of the Association (within fifteen (15) days of the vacancy) stating a Special Conference, by mail, or by email at the discretion of the Board of Directors. Once a President has been elected, the Vice-President shall resume his or her former duties.

Subsection B: Vice-President, Secretary, Treasurer, or Representative-at-Large

A vacancy created in the Office of Vice-President, Secretary, Treasurer, or the Representative-at-Large shall be filled within ninety (90) days by note of the Board of Directors. The President or Secretary will inform the Board of Directors within five (5) days of the resignation or vacancy; the Board members will have twenty (20) days to gather and submit nominations to the President. The vote to fill the vacancy will take place either at a regularly scheduled Board of Directors meeting (if within the thirty (30)-day time period) or by mail or email vote.

This provision shall be enforced only between conference times and not during conference time.

In the event of a vacancy or should resignation occur during conference time, such vacancy or resignation shall be temporarily filled by a vote of the conference body until election of new officers for the following two (2) years is completed at the final business session of the conference.

Subsection C: Representative

If a representative resigns or is unable to continue as a representative, the chapter or affiliated organization shall be responsible to elect a new representative and inform the Board in writing (via mail or email) about the change in representation. The new representative will assume the responsibilities of the previous representative.

Section 11. Removal from Office

Elected Board members may be removed after due process hearing for failure to carry out their duties or for actions that are contrary to IAD bylaws or policy by a vote of two-thirds (2/3) vote of the Board of Directors present.

Section 12. Policy Manual

The Board of Directors shall be responsible to maintain a Policy Manual which shall contain all formal procedures followed by the Association, including a list of fees for all Association activities and affiliations, as well as fiscal policies.

This Policy Manual shall be available in print or on the website for the members to review. Revisions to the Policy Manual shall require a two-third (2/3) majority of the Board. Members may propose amendments to the Policy Manual at any time to be voted on by the Board.

ARTICLE 4. COMMITTEES

Section 1. Committees Classified

There shall be two (2) classes of committees:

- a. Standing Committees (capitalization)
- b. Special Committees (capitalization)

Section 2. Standing Committees

All members of the Standing Committees must be members of this Association.

Subsection A: Nominations

- Purpose: To find candidates for each office before conference.
- Number of members: three (3).
- Chairperson: Selected by the President prior to conference.

Subsection B: Resolutions

- Purpose: To recognize individuals or organizations for their work and express the appreciation of the Association during the final session of the Conference and to support recommendations from the conference.
- Number of Members: three (3).
- Chairperson: Selected by the President prior to Conference.

Subsection C: Necrology

- Purpose: To record and recognize all deaf individuals and hearing individuals who work with deaf in Iowa who have died during the past two (2) years.
- Number of Members: three (3).
- Chairperson: Selected by the President after conference.

Subsection D: IAD Archives

- Purpose: To find, record, and store historical information and materials related to IAD
- Number of Members: three (3).
- Chairperson: Selected by the President after conference.

Subsection E: Awards

- Purpose: To pick candidates or receive nominations for candidates for IAD awards and recognition.
- Number of Members: three (3).
- Chairperson: Selected by the President after conference.

Subsection F: Ways and Means

- Purpose: To find solutions for raising additional funds or improving financial management for IAD.
- Number of Members: five (5).
- Chairperson: Selected by the President after conference.

Subsection G: Law

- Purpose: To receive and review Bylaw recommendations for Bylaw revisions.
- Number of Members: four (4) voting members appointed by the Vice-President with Board approval.
- Chairperson: Vice-President
- The member selected by Vice-President shall serve for four (4) years. It will be effective after the IAD Conference.

Subsection H: Budget

- Purpose: To assist the Treasurer in developing the budget and monitoring how well the Association follows the approved budget.
- Number of Members: four (4) active members, appointed by the Treasurer with Board approval
- Chairperson: Treasurer

Subsection I: Conference

- Purpose: To make preparations for the following conference and to raise funds for the Conference as described elsewhere in these Bylaws.
- Number of Members: To be determined by the conference Committee. They must all be members of the Associations.
- Officers: The officers of the Conference Committee shall be elected by a majority vote of the Conference Committee members.
- The Conference Committee of the host city shall work under the Jurisdiction of the Board of Directors of the Association.

Subsection J: Deaf Awareness

- Purpose: The Deaf Awareness Committee was established in the 1980's to increase a public awareness of the needs of various groups such as Deaf, Deaf-Blind, Hard of Hearing, Parents of Deaf Children and Hearing Children of Deaf Adults. The Committee is one of the Association's primary means of promoting this awareness within the State of Iowa.
- Number of Members: The Chairperson shall appoint his/her own committee and project leaders.
- The executive committee shall be responsible for overall policy and direction of the committee.
- Chairperson: The committee members shall elect their own Chair and inform the Board of their choice.

Subsection K: Scholarship (a new section if approved by the IAD Conference body.)

- Purpose: To receive, review and screen applicants for IAD Scholarship awards.
- To award to deserving scholarship recipients
- Number of Members: 3 (three)
- Chairperson: Selected by the President after the Conference.

Section 3. Special Committees

Special Committees may be appointed by the President, the conference body, and/or the Board of Directors as deemed necessary, including committees for special projects and study. Special committees shall serve until the work assigned has been completed and shall then be automatically dissolved.

ARTICLE 5. FINANCES AND FUNDS

The treasurer shall make a list of financial houses where Association funds reside and their addresses available to members upon request.

Section 1. General Fund

The current expenditures of this Association shall not at any time exceed the regular income for each fiscal year. The income shall be used to defray all expenses that may be authorized by the Board of Directors. Income for the General fund (as stated in Section 4) and any other income incurred from other sources such as general purpose fundraising. Money raised with a specific purpose will be deposited in the appropriate fund; if there is not a specific fund in place for the money, it shall be deposited in the General Fund with a note in the records explaining the purpose of said funds. The approval of bills for payment shall be the responsibility of the Board of Directors.

Section 2. Foundation Fund

This Association shall maintain a fund known as the Foundation Fund for the purpose of creating an endowment. The purpose of this fund shall be to benefit the deaf in Iowa in such a way as may be determined by this Association. The source of this fund shall be donations, voluntary contributions and such other sources as the Association or the Board of Directors may from time to time devise. The Board of Directors of this Association shall have power to use the interest from this fund for such purposes as they may consider tending to the general welfare of the deaf in Iowa, but they shall not dispose of the principal or any part thereof unless approved by a three-fourths (3/4) vote of the active members of this Association in conference assembled. One suggested usage of the interest from the Foundation Fund is to add it to the principal of the Scholarship Fund. After a period of two (2) years following the adoption of these regulations, such interest as is not used by the Board of Directors

shall be added to the principal of the fund. (Note: This block was adopted in 1919 and amended in 1964.)

Section 3. Scholarship Fund

The Scholarship Fund shall be under the jurisdiction of the Board of Directors. The purpose of the Scholarship Fund shall be to aid qualified deaf or hard of hearing persons who are part-time or full-time students attending any post-secondary program who are seeking financial assistance to complete their education. Only the interest on the Scholarship Fund may be used to fund scholarships; thus, the total amount available for scholarships will vary from year to year depending the interest earned. This Scholarship Fund can be divided into several sums for several students or the total amount be given to one student or none at all, as Foundation Fund or as otherwise directed by the Board of Directors.

Section 4. Conference Fund

The Conference Fund shall be the net income after all disbursements. The Conference Committee shall receive 15% up to \$500.00 net profit or 40% exceeding \$500.00 net profit. The Association shall receive the balance. Of the Association's share, 30% will be deposited in the Foundation Fund, 10% Home Office Fund and the remainder will be deposited in the General Fund. The financial report of the Conference Committee shall be filed with the Board of Directors within sixty (60) days after the adjournment of the conference. The report shall be available to members through the website or in print if requested.

Section 5. Special Funds

The Board of Directors may create special funds for such purposes as it deems necessary. The Treasurer shall administer said funds so created and shall enter into agreements establishing policies, rules, and regulations governing the administration of said special funds. Upon determination by the Board of Directors that the need for such special funds no longer exists, the Board may authorize the dissolution of such special funds. In doing so, the Board must specify as to the disposition of the remaining monies in such funds.

Section 6. Fiscal Year

The fiscal year of this Association shall be from July 1 to June 30.

ARTICLE 6. PUBLICATION

Section 1. Name

The Association shall issue an official publication, The Sign Language Newsletter, concerning affairs of the Association and containing articles of interest to the deaf.

Section 2. Editor and Business Manager

The Editor and the Business Manager of the Sign Language Newsletter shall be appointed by the Board of Directors and shall serve at the pleasure of the Board. The Editor and the Business Manager may receive a gratuity for their services.

ARTICLE 7. CONFERENCE

Section 1. Time, Place, and Purpose

This Association shall meet during odd-numbered years. Clubs and affiliates may bid to host the next Conference, (capitalization) and shall provide information as to the proposed location. The Board of Directors shall have the power to postpone the Conference when a postponement is deemed necessary be called to elect board members, establish continuity for the Association's programs, and transact any other business.

Section 2. Site of Conference

This Association, in conference assembled, shall elect not more than one conference host at any assembled conference. The Board of Directors has authority to ask one of the clubs to host a conference, and shall have the power to change the site of a conference when a change is deemed necessary. Should there be no other host; the Board of Directors shall host the conference

Section 3. Call to Conference

The President shall issue an official call to the State Conference at least three (3) months in advance.

Section 4. Registration Fees

A registration fee as fixed by the Board of Directors shall be paid by each person attending a conference of this Association. Such fees shall be placed in the Conference Fund.

Section 5. Exhibition Fees

Any exhibitors at the conference, who display their services or sales, shall pay exhibition fees and/or registration fees, as determined by the Conference Committee. These fees shall be placed in the Conference Fund.

Section 6. Quorum

In order that business can be legally transacted, the quorum for a Conference shall be twenty-five (25) active members of the Association.

Section 7. Voting Body

The voting body of the Conference shall be all members age eighteen (18) and over who have the privilege of the vote. No members shall be entitled to more than one (1) vote.

Section 8. Procedure

The month and date of each conference shall be determined and announced by the Board of Directors six (6) months in advance of said conference. This official program of this Association's conference, as determined by the Board of Directors, shall be announced at least two (2) months in advance of each conference.

The order of business of the Conference shall be that of the official agenda prepared by the Board of Directors. The order of business shall be conducted under Robert's Rules of Order or other parliamentary procedures adopted by two-thirds (2/3) vote of the members in attendance at any one conference.

Any registered member may attend meetings and participate in the deliberations.

In conference assembled, the President shall appoint two Association members to serve as Sergeant-at-Arms.

The duties of Sergeant-at-Arms shall be as, the name implies, to keep law and order during business sessions and also perform additional duties as requested by the President.

The President shall also appoint a Parliamentarian whose duties shall be to advise the President as needed on matters of proper implementation of Robert's Rules of Order and General Parliamentary Procedure.

Section 9. Special Conference

Special Conference may be called by consensus of two-thirds (2/3) of the Board of Directors, Special Conferences shall also be called by the President when a petition of at least one-fourth (1/4) of the

active membership, submitted to the secretary and President via mail or email, shall request such Special Conference. The residence of petition signers must be reasonably distributed geographically, with no more than twenty-five (25) % residing in one county in Iowa.

The call for this special meeting shall be sent to each voting member at least thirty (30) days prior to the meeting date by mail or email. The quorum for a Special Meeting shall be twenty-five (25) members of the Association.

Only matters designated on the petition shall be on the Special Conference agenda.

The Board of Directors will host any Special Conferences or meetings.

ARTICLE 8. AFFILIATED ORGANIZATIONS

Section 1. Establishment

Any local deaf organization, having ten (10) or more members, may become affiliated as a Club or as an Affiliated Organization of the Iowa Association of the Deaf by applying to the Board of Directors for a Charter.

Section 2. Fee

The affiliate fee shall be determined by the Board of Directors and due at the time of application and annually thereafter.

Section 3. Other Affiliated Organizations

Any local group of deaf persons, such as church or social groups, or any other interested groups, may affiliate with the Iowa Association of the Deaf upon payment of annual fees as determined by the Board of Directors.

This is a gesture of support to the Association, and gives the affiliated organization authority to state on its stationery or official papers that it is affiliated with the Association. The Board of Directors shall have the power to disapprove any and all such applications for affiliates or cooperating agencies.

ARTICLE 9. AFFILIATION OF THE ASSOCIATION

Section 1. Cooperating Member Association – National Association of the Deaf

This Association, in cooperation with the National Association of the Deaf, shall be known as a Cooperating Member Association.

Section 2. Other Affiliations

This Association may, at any time, affiliate or disaffiliate with any national or state organization, provided that such affiliation or disaffiliation, be presented in resolution form to the conference assembly and seconded one session before adjournment, and approved by a two-thirds (2/3) majority of members present at the final business session of the Conference.

ARTICLE 10. HOME OFFICE

Section 1. Authorization

The Association shall maintain an official state headquarters, to be known as the Home Office, at such location in Des Moines and in such quarters as shall be designated by the conference body assembled at a regular conference. The location thus designated shall remain the headquarters of the Association until changed by note of the conference body. It shall be administered by the Executive Director, under the direction of the Board of Directors.

Section 2. Purpose

The Home Office is formed to strengthen the Iowa Association of the Deaf by providing full-time representation on local and state levels in all matters concerning the welfare of the deaf and hard of hearing.

Section 3. Functions

The Home Office shall give full-time attention and services to the Association. It shall improve, enhance, maintain, and strengthen the relationship between the Association chapters and/or affiliated organizations, service agencies, educational facilities serving the deaf, state officials, association members, deaf people in Iowa, and the National Association of the Deaf.

The Home Office shall prepare and mail to all association members, at least thirty (30) days before the conference date, a briefing and general instructions or information for their guidance and consideration, and include a copy of Bylaws proposals. It shall mail the revised Bylaws and conference proceedings to members. It shall mail to all association members any information or news releases urging their attention or support.

The Home Office shall house the official records of the Association, official documents, membership records, research material or historical significance, and supplies of literature for publicity purposes. It shall build and maintain a library of information on the deaf, including books, bound volumes of periodicals, pamphlets, and any other informative material it may find available. Facilities of the library shall be made available to workers, students, writers, and other in search of information on deaf.

Section 4. Executive Director

The Executive Director shall be appointed by the Board of Directors following recommendations from a special Advisory Committee that will screen and interview applicants for the position of Executive Director. The Executive Director shall serve as the chief administrative officers of the Association, operating within the policies guidelines, and financial limits established by the Board of Directors. He/she shall be a non-voting member of the Board of Directors, and of all committees appointed under or by the authority of the President and/or the Board of Directors. He/she shall be the promotional officer of the Association, furthering the interests of the association members and serving the general welfare of the deaf and hard of hearing.

The Executive Director shall report directly to the President of the Association. The Executive Director shall perform duties as specified or implied by the Bylaws and Rules of Procedure or as may be assigned to him/her by the President and/or the Board of Directors. The Executive Director shall serve at the pleasure of the Board of Directors.

Section 5. Interim Provision for Home Office

Until an Executive Director is screened and hired, the Board of Directors shall have authority to contract with any individual or entity to provide IAD with the services and activities described in Sections 3 and 4. Any individual or entity who wishes to provide this service must provide a proposal explaining: how the individual or entity will meet the requirements listed in Sections 3 and 4, a fund-raising strategy that will help the Association develop on-going support for the Home Office and any other proposed services that will benefit the Association.

The Board of Directors shall review all submitted proposals within one (1) month after the Conference and announce the awarded contract which will continue through the following Conference. The Board of Directors may vote to renew the contract or solicit new proposals prior to each Conference. This section may be used at the Board of Director's discretion. Funds for this contract will come from the Home Office Fund.

ARTICLE 11. AMENDMENTS TO BYLAWS

Section 1. Amendment Authorized

The Law Committee shall be responsible for collection of members' suggestions for revision of the Bylaws during the time between conferences. These proposed amendments must be received by the Law Committee at least ninety (90) days before the Conference convenes. Once the proposed amendments have been received, the Law Committee will review them and make recommendations as to whether to adopt them. These proposed amendments and recommendations must be sent to the entire membership (by mail or US Mail, at the discretion of the Law Committee) at least thirty (30) days before the Conference.

Proposed amendments shall be read and seconded at least once during the Conference before a vote is taken by the membership on whether to approve or reject the amendment. In order to be ratified, amendments must pass by a two-thirds (2/3) vote of the active membership attending the Conference.

Amendments shall become effective upon adjournment of the Conference at which they are adopted, unless otherwise stated.

Section 2. Suspension

Any provision in these Bylaws may, in unforeseen and urgent circumstances during the conference, be suspended for a specified purpose by the four-fifths (4/5) vote of the conference body.

ARTICLE 12. PARLIAMENTARY PROCEDURE

Section 1. Robert's Rules of Order

These Bylaws shall be followed without suspension (except as set forth in Article 12, Section 2, above) in all matters set forth herein. In the case of matters which are not stated explicitly in these Bylaws, the standard Parliamentary Authority shall be Robert's Rules of Order, current edition.