

IOWA ASSOCIATION OF THE DEAF, INC.

BYLAWS



As amended at the IAD Conference in Waterloo, Iowa

August 4-6, 2005

Law Committee

Stuart Thiessen, Chairperson

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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 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

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. Non-Resident Members

Non-resident members are any deaf adults who at one time lived in Iowa. They may by choice become active members of the Association upon payment of state membership dues. These members shall have all rights and privileges of active members. Those who live in surrounding states (MN, WI, SD, NE, IL and MO) but work and pay taxes in Iowa may hold office in this Association.

Section 3. Senior Citizens

Any active member of this Association attaining the age of 60 years shall therefore be entitled to membership as a senior citizen.

Section 4. Associate Members

Associate members are adult hearing persons or non-resident adults with impaired hearing. These members have all the rights and privileges of active members with the exception that they shall not hold office in the Association.

Section 5. Honorary Members

Honorary membership is based on recognition of an individual's outstanding service in the interest of the hearing 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 the rights and privileges of active members except holding office and voting.

Section 6. Student Members

(a) Deaf students who are full-time students in secondary or postsecondary schools may join the Association at one-half dues for active members.

(b) Senior students may have free IAD membership for two years following graduation.

Section 7. Terms of Membership

The term of membership shall be every two years in the month that the member joins. (This section does not apply to Life Membership. There are existing Gold Life members in the Association. The current and future Board of Directors shall ensure that such life membership be honored and exempted from payment of fees as active membership for all future conferences.)

Article 3. Officers

Section 1. Board of Directors

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 for two years without voting privilege.

Section 2. Election of Officers and Eligibility

Elections for the President, Vice-President, Secretary, Treasurer, and a representative-at-large shall be held on the last day of 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, except as otherwise provided under Section 5. Each chapter or affiliated organization will hold elections for their representative before the first Board meeting following Conference. All elected representatives at Conference will be recognized after the election of the President, Vice-President, Secretary, Treasurer, and the representative-at-large. All elected officers shall hold their office for a term of two years until their successors are duly elected. All officers of the Association shall be active members before assuming office. Not more than one individual from each family may run for an office on the Board of Directors.

Section 3. Oath of Office

The following Oath of Office shall be made upon installation of Officers 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."

Section 4. 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. 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 5. Vacancies or Resignations

In the event of a vacancy or resignation in the Office of the President, the Vice President shall become President. The vacancy created in the Office of Vice President, Secretary, Treasurer, or the representative-at-large shall be filled for the unexpired term at the discretion of the Board of Directors at the next meeting of the Board provided notice of such special election has been sent with the notice of the meeting. The vacancy shall not exist for more than sixty (60) days. This bylaw shall be enforced only between conference times and not during conference time.

In the event the vacancy occurs when it is not feasible for the board to meet, the Board shall elect by mail ballot from nominations made by the President.

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 years is completed at the final business session of the Association.

If a representative resigns or is unable to continue as a representative, the chapter or affiliated organization shall elect a new representative and inform the Board in writing about the new representative. The new representative will assume the responsibilities of the previous representative.

Section 6. Duties of Officers

1. 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, subject to appeal to body by the two-third (2/3) vote;
- 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.

2. 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.

3. 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 year after the conference;
- To record correctly the proceedings of all meetings of the Board of Directors;
- To have full responsibility of all papers and books pertaining to the Association except those belonging to 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 days after the election or his/her successor.

4. 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 called upon;
- To chair the Budget Committee, to appoint three 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 60 days, after adjournment of the Conference, all monies and books in his/her possession belonging to the Association.

5. Representatives

It shall be the duty of the Representatives:

- To audit all funds of the Association including *The Sign Language* annually as defined in Article VI, Section 4;
- To chair special committees and to coordinate projects such as scholarship applications, committees membership recruit and information network assigned by the President. The Board Members may indicate their preferences to the President;
- To present the Association at Deaf Services Commission of Iowa (DSCI) and/or at other coalition organizations of which the Association is a member; and
- To represent their constituency to the Association and represent the Association to their constituency.

Article 4. Board of Directors

Section 1. Board of Directors Named

The elected officers of the Association shall constitute the Board of Directors. The outgoing President may remain on the Board of Directors for two years without voting privileges. The officers of the Association shall be the officers of the Board of Directors.

Section 2. Duties of the Board of Directors

The Board of Directors shall:

- Be vested with the title of all property of the Association;
- 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 or phone;
- Approve the biennial budget of the Association;
- Provide for the annual audit of accounts;
- Approve combination ticket prices for the Conference upon the recommendation of the Conference Combination Ticket Task Force chair;
- 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 3. Meetings of the Board of Directors

The Board shall meet at least two times a year. The first meeting shall be within 2 months after conference and the last shall be before the next conference. The Board may meet in the Convention city as may be deemed 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 Conference Chairperson, Miss Deaf Iowa Pageant Director, the Deaf Awareness chairperson, and the Association delegate(s) to the National Association of the Deaf and to the NAD Regional II Conference, not necessarily at the same time. It may include persons for advisory purposes as seen fit by the President.

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

Section 4. 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 members in attendance.

Section 5. Vote by Mail or Phone

The business of the Board of Directors may be transacted by mail or phone vote. When such vote of the Board is deemed necessary by the President, it is obligatory upon all members of the Board to respond to the voting ballot sent out.

Section 6. 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 and voting.

Section 7. Policy Manual

The Board of Directors shall be responsible to maintain a Policy Manual which shall contain the following information:

- A list of fees for all Association activities and affiliations, including gratuities and reimbursement policies.
- All formal procedures followed by the Association

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 2/3 majority of the Board. Members may propose amendments to the Policy Manual during Conference and the changes will require a 2/3 majority of the members.

Article 5. Committees

Section 1. Committees Classified

There shall be two classes of committees:

- a. Standing committees
- b. Special committees

Section 2. Standing Committees

All members of the standing committees must be members of this Association. Some committees require committee members to be active members of this Association. (See Article 2 for definitions of types of membership).

1. Nominations

Purpose: To find candidates for each office before conference.

Number of Members: 3

Chairperson: Selected by the President prior to Conference.

2. 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: 3

Chairperson: Selected by the President prior to Conference.

3. 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 years.

Number of Members: 3

Chairperson: Selected by the President after Conference.

4. IAD Archives

Purpose: To find, record, and store historical information and materials related to IAD.

Number of Members: 3

Chairperson: Selected by the President after Conference.

5. Awards

Purpose: To pick candidates or receive nominations for candidates for IAD awards and recognition.

Number of Members: 3

Chairperson: Selected by the President after Conference.

6. Ways and Means

Purpose: To find solutions for raising additional funds or improving financial management for IAD activities.

Number of Members: 5

Chairperson: Selected by the President after Conference.

7. Law

Purpose: To receive and review Bylaw recommendations for bylaw revisions.

Number of Members: 4 active members, appointed by the Vice-President with Board approval.

Chairperson: Vice-President

8. Budget

Purpose: To assist the Treasurer in developing the budget and monitoring how well the Association follows the approved budget.

Number of Members: 4 active members, appointed by the Treasurer with Board approval.

Chairperson: Treasurer

9. 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 active members of the Association.

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.

10. Miss Deaf Iowa

Purpose: The Miss Deaf Iowa Pageant Committee was established to provide an opportunity for deaf women who meet eligibility requirements to compete for the title of Miss Deaf Iowa.

Number of Members: The Director shall recruit the number of committee members necessary to carry out the duties and function of the pageant. All persons serving on this committee shall be active members in good standing of the Association.

Chairperson: The Director of the Pageant shall be recommended by the committee members to the Board of Directors for approval.

The Director will appoint an Assistant Director/Chaperone and Treasurer.

11. 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 submit a name of the Chairperson of the Deaf Awareness Committee to the President for consideration.

Section 3. Term

If a committee needs to be reestablished, three members of each committee, except the Ways and Means Committee, shall be appointed for two, four, and six years respectively. Thereafter, the president with the approval of the Board of Directors shall appoint a member to serve six years.

These members shall serve in turn as chairperson for their committee unless otherwise provided for in these bylaws.

Section 4. 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.

Section 5. Duties

It shall be the duty of each committee to activate or implement the adopted policies of the Association in such specific manner as the Association may determine according to the Rules of Procedure.

Article 6. Finances and Fund

Section 1. Membership Dues

This Association shall have the power to fix membership dues and to levy such dues and assessments as may from time to time be deemed necessary.

Before each conference, the Board of Directors shall fix the amount of the membership dues covering the period until the next conference. The decision of the Board of Directors shall be subject to ratification by the conference body.

Such fees and dues as stated above shall be placed in the General Fund of the Association.

Membership dues shall be paid by each deaf or hard of hearing resident attending a conference or a special conference of the Association and/or by any members wishing to join the Association or serving on a committee of the Association. Payment of dues shall entitle the members to vote.

Section 2. 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.

One (1) State Association Affiliate per state shall be recognized. The District of Columbia and the American territorial entities shall be considered states under this category.

Required organizational membership fees for State Association Affiliates shall be determined by the Board of Directors of the National Association of the Deaf (NAD).

Section 3. 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 as stated above shall be placed in the General Fund of this Association.

Section 4. Exhibition Fees

Any exhibitors of the conference, who display their service or sales, shall pay exhibition fees and registration fees.

Such fees as stated above shall be placed in the General Fund of this Association.

Section 5. 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 shall be the registration and membership dues and 60% of the balance or the "surplus" stated in Section 8, and any other income incurred from other sources such as fundraising.

The approval of bills for payment shall be the responsibility of the Board of Directors. Disbursements shall be made within the allocations of the budget as approved by the Board of Directors. The Treasurer shall give bond for the faithful discharge of his/her duties in such sum as shall be required by the Board of Directors.

Section 6. 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 means 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.

After a period of two 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.)

The location of Foundation Fund shall be determined by each succeeding board as suggested by its treasurer. The Treasurer shall provide a list of financial houses and their addresses available to members upon request.

Section 7. 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 seeking financial assistance to complete their academic and vocational education, amounts and grants to be determined at the discretion of the Board of Directors. Those applying for the Scholarship shall meet the following criterion: they must be either a part-time student or a full-time student attending any post-secondary programs.

The amount of the Scholarship Fund award, as earned from the total amount of the annual interest, shall be determined at the discretion of the Board of Directors. This Scholarship Fund can be divided into several sums for several students or the total amount for one student or none at all, as the Board of Directors see fit.

Income for the Scholarship Fund award shall be earned from the interest of the Foundation Fund as otherwise directed by the Board of Directors.

Section 8. 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.

The Foundation Fund shall receive 30% of the balance of the "surplus" so stated above, the Home Office Fund shall receive 10% of the same "surplus," and the General Fund shall receive 60% of the balance.

The financial report of the Conference Committee shall be filed with the Board of Directors within 60 days after the adjournment of the conference. The report shall be published in *The Sign Language*.

Section 9. Funds

In the management and control of the business of this Association, and the investment and appropriation of its 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 funds so created is no longer apparent and the purposes for which said funds were established no longer exist, the Board of Directors may authorize the dissolution, thereof, provided however, that provision is made by the Board of the disposition of said funds so dissolved.

Section 10. Fiscal Year

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

Article 7. Publication

Section 1. Name

The Association shall issue an official publication, *The Sign Language*, 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* shall be appointed by the Board of Directors and shall serve at the pleasure of the Board. The Editor and the Business Manager shall receive a gratuity for their services.

Article 8. Conference

Section 1. Time, Place, and Purpose

This Association shall meeting during odd-numbered years, at such place as shall be determined by the current conference. The Board of Directors shall have the power to postpone the conference when a postponement is deemed necessary in the best interest of the Association.

This meeting shall be called to elect state officers and 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 site at any assembled conference.

The Board of Directors has authority to ask one of the clubs to host a conference.

The Board of Directors shall have the power to change the site of a conference when a change is deemed necessary in the best interests of the Association.

Section 3. Call to Conference

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

Section 4. Quorum

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

Section 5. Voting Body

The voting body of the Conference shall be the active members. No members shall be entitled to more than one vote.

Section 6. Procedure

The month and date of each conference shall be determined and announced by the Board of Directors six months in advance of said conference.

The official program of this Association's conference, as determined by the Board of Directors, shall be announced at least two months in advance of each conference.

The order of business for this Association in conference body shall be that of the official program prepared and approved by the board of Directors. The order of business shall be conducted under Robert's Rules of Order or other parliamentary procedures adopted by unanimous vote of the members in attendance at any one conference.

Any registered member may attend meetings and participate in the deliberations. Only active members may vote.

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 7. Special Conference

Special conference may be called by the President with majority approval 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 shall, by resolution duly adopted, request such special conference. The residence of petition signers must be reasonably distributed geographically, with no more than 25% residing in one county in Iowa.

The call for this special meeting shall be sent to each active member at least thirty (30) days prior to the meeting date therefore.

The quorum for a special meeting shall be one-third (1/3) of the total number of active members in the Association.

Only matters designated on the petition shall be on the conference agenda.

Should a special conference be held, the Board of Directors shall host that conference.

Article 9. Chapters and Affiliated Organizations

Section 1. Establishment

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

A Chapter shall take its name from the city or locality in which it is located. No city or locality shall have more than one chapter. Chapter members shall be current members of the Association.

Section 2. Fee

The 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 affiliated with the Iowa Association of the Deaf upon payment of annual dues as determined by the Board of Directors.

This is simply a gesture of support to the Association, and it 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 10. Affiliation

Section 1. Affiliation of the Association

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 day before adjournment, and voted upon by a two-thirds (2/3) majority of members present at the final business session of the conference.

Article 11. 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 vote 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 and 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 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, any material of 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 non-profit entity to provide IAD with the services and activities described in Sections 3 and 4. Any individual or non-profit 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 month after 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's discretion. Funds for this contract will come from the Home Office Fund.

Article 12. Amendments to Bylaws

Section 1. Amendment Authorized

These Bylaws may be amended at any regular conference of the Association by a two-thirds (2/3) vote of the conference body. Such proposed amendments shall be read and seconded at least one session before a vote is taken.

Any proposed amendments shall be sent in writing to the Law Committee Chairperson 90 days before the Conference convenes. The Chairperson shall, immediately upon receipt, submit all proposed amendments to the Law Committee. The proposed amendments and the recommendations by the Law Committee shall be mailed to the members 30 days before the Conference. Any provision in these Bylaws may, in unforeseen and urgent circumstances, be suspended for a specified purpose by a fourth-fifths (4/5) vote of the conference body.

Ratification of an amendment or amendments requires a three-fourths (3/4) vote of active members present at the conference. Amendments shall become effective upon adjournment of the Conference at which they are adopted, unless otherwise stated.

Article 13. Parliamentary Procedure

Section 1. Robert's Rules of Order

The standard procedure of Parliamentary Authority for this Association, in all matters not already provided for, shall be Robert's Rules of Order, current edition.