

# Howard County Association of the Deaf Bylaws

## Article I - **Name**

The name of this association shall be the Howard County Association of the Deaf, hereinafter referred to as "HCAD".

## Article II - **Purposes**

Section 1 - HCAD seeks to be an exemplary organization-providing advocacy and services to the deaf citizens in Howard County, Maryland.

Section 2 - The objectives of HCAD are:

- (a) to enhance the quality of Deaf people's lives;
- (b) to represent Deaf community in Howard County, Maryland;
- (c) to establish a solid and healthy partnership with the Howard County government;
- (d) to develop a beneficial relationship between the Deaf and Hearing constituents in Howard County by developing better communication and understanding amongst the Deaf and hearing communities
- (e) To promote and advocate awareness of Deaf people's rights, issues, culture, and communication needs, including American Sign Language and education. This includes making sure necessary accommodations are available;
- (f) To provide educational and social events to the Deaf and hearing communities. These events may be educational workshops and social gatherings for exchanging ideas and to elevate better understanding.

## Article III - **Membership**

### Section 1 - Eligibility

Membership shall be open to individuals and organizations supporting the mission of HCAD as an organization.

### Section 2 - Voting

Every member in good standing shall be entitled to one vote.

### Section 3 - **Suspension**

The Board shall consider any affiliated organization or individual that violates any of the bylaws, rules or ethics of HCAD for suspension, as according to Robert's Rules of Order.

### Article IV - **Dues**

#### Section 1 - Cost of annual dues

The annual dues for membership for both individuals and household families in HCAD will be determined by the Board and be final upon approval of two-thirds (2/3) of the members.

#### Section 2 - Period of membership

Memberships are valid for one year based on the fiscal year beginning June 30.

#### Section 3 - Increase of dues

The officers shall determine future dues with a two-thirds (2/3) vote of members present.

### Article V - **Officers**

#### Section 1 - The Board

The officers of the Board shall be the President, the Vice President, the Secretary, the Treasurer, the Members-at-Large, and the Director of Social Affairs.

#### Section 2 - The duties of the following elected officers are:

(a) President:

Shall preside at all general and executive meetings,

Shall authenticate all documents prior to the meetings,

Shall develop and present an agenda for each general and executive meeting, and

Shall approve all final copies of any social or advocacy promotion in name of HCAD;

- (b) Vice-President:  
Shall assume the responsibilities of the President in his or her absence;
- (c) Secretary:  
Shall keep correct minutes of all general and board meetings,  
Shall have the custody of the seal and authenticate all documents when so ordered by the Board, and  
Shall send out to the membership a notice of general meeting, and  
Shall conduct general correspondence on behalf of HCAD.
- (d) Treasurer:  
Shall supervise the collection of all monies due to HCAD, which shall be deposited in the name of HCAD at banks or investment firms designated by the Board,  
Shall maintain all records of the membership dues paid, and  
shall be responsible to appoint an Auditor annually with the approval of the entire Board.
- (e) Members-at-Large:  
There shall be at least two Members-at-Large, appointed by Board.
- (f) Director of Social Affairs:  
Shall facilitate and be in charge of all social events sponsored by the HCAD, and  
Shall oversee chairpersons of social events and pre-approve all HCAD sponsored events.

### Section 3 - General Duties of Board Officers

- (a) To solicit the views and opinions of the members;
- (b) to communicate such views to the appropriate sources;

- (c) to manage the affairs of HCAD between meetings;
- (d) to appoint such committees as may be deemed for carrying out the purposes of HCAD;
- (e) to give full and complete reports of its activities to the members of HCAD;
- (f) To consult with any individuals or groups whose positions or knowledge can further the purposes of HCAD.

#### Section 4 - Elections

- (a) Officers, except for Members-at-Large, of HCAD shall be elected at a meeting in the last quarter of the calendar year;
- (b) Each qualified candidate for President and Vice President shall be:
  - (1) a Deaf resident in Howard County,
  - (2) at least eighteen years of age upon assuming office, and
  - (3) a member of HCAD in good standing;
- (c) Each qualified candidate for the remaining officer positions shall be:
  - (1) a resident in Howard County
  - (2) at least eighteen years of age upon assuming office, and
  - (3) a member of HCAD in good standing;
- (d) The election committee shall consist of at least (2) members of HCAD in good standing who are not planning to be candidates.

#### Section 5 - Term of Office

- (a) All terms of offices shall commence immediately upon the adjournment of the meeting at which the election was held;
- (b) In order to have continuity, all officers shall be elected for a two-years term;
- (c) Officers may serve in any office for three terms, but if there is no contest, may run for additional terms.

#### Section 6 - Removal, Severance, and Vacancies

- (a) Any officer may be removed from office by a two-thirds (2/3) vote of the entire Board;
- (b) The officer in question shall be given fourteen (14) days of notice to appeal in writing prior to such pending action and further, the affected individual has the right to defend his/ her actions before the Board at an appropriate private meeting;
- (c) In the event of a vacancy in the office of the President either by death, resignation, or removal, or for any other cause, the Vice-President shall assume the position of the President until the next Board meeting;
- (d) Thus, the successor, appointed by a two thirds (2/3) vote of the entire board, shall serve the remainder of the term;
- (e) In the event of a vacancy in the office of any Officer other than the President, the President shall convene the Board who shall, by two-thirds (2/3) vote; elect a successor to carry out the remainder of the term.

#### Article VI - **Committees**

##### Section 1 -

Committees may be established or abolished at the discretion of the Board. .

##### Section 2 -

Committee members shall be members in good standing.

##### Section 3 -

Committee chairs may serve in any office for three terms of two years each, but if there is no contest, may run for additional terms.

#### Article VII - **Meetings**

##### Section 1 - Board meetings

There shall be at least three (3) Board meetings annually.

##### Section 2 - General Meetings

- (a) Every general meeting shall be supervised by at least one officer;  
and

- (b) All members shall be notified of regular meetings in at least two weeks in advance.

### Section 3 – Voting on a motion

All voting shall take place by a show of hands unless a closed ballot is warranted. Approval by a majority of the votes cast is required to pass a motion.

### Article VIII - **Order of Business**

The order of business at the general meetings shall be as follows:

- (1) Call to order;
- (2) Reading of the minutes
- (3) Treasurer's report;
- (4) Officers' reports;
- (5) Committee reports;
- (6) Old business;
- (7) New business;
- (8) Announcements and;
- (9) Adjournment.

### Article IX - **Parliamentary Authority**

Unless is inconsistent with these bylaws, Robert's Rules of Order shall prevail at all meetings of HCAD and its committees.

### Article X - **Amendments**

Any article or section of these bylaws may be amended at a scheduled general meeting with a two-thirds (2/3) approval of the members. The approved amendment shall be ratified by the Board.