



# Policy and Procedures Guidelines

Organized in 1887

Incorporated in 1911 under the laws of State of Michigan

A non-profit organization under Section 501(c)(3) of the Internal Revenue Code of 1954.

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# Policy and Procedures Guidelines

## ARTICLE 1 – Requirement of Membership

**Section A:** The active members of this Association are the dues – paying individuals. Life members are the individuals who purchased life membership prior to 1966.

**Section B:** All members in good standing shall have voice and full voting privileges at all general and emergency general meetings of this Association.

**Section C:** Any member may be suspended or expelled from the rights and privileges of his/her membership if such action(s) are proven to be a detriment to this Association and its members.

1. A two-thirds (2/3) vote of the Board of Directors is sufficient cause for suspension or expulsion.
2. Such members shall have the right to appeal such decision before the membership during an assembled conference.

## ARTICLE 2 – Dues and Assessments

**Section A:** The Association membership dues shall be payable annually beginning January 1<sup>st</sup> in a calendar year.

1. The rate of dues shall be determined by conference assembly for as listed:
  - a. Individual membership
  - b. Senior citizen individual membership shall begin at the individual's age of 60.
  - c. Affiliated organization membership – special dues.

**Section B:** If dues are not paid within three (3) months after they become due, the member shall no longer be a member in good standing and shall not be allowed to participate in the proceedings of any meeting of this Association or his/her chapter. Upon receipt of dues to make membership current, the member will regain his/her full privileges.

**Section C:** The payment of dues shall be made either to the Membership Coordinator or chapter treasurer.

**Section D:** Assessments may be levied on all members by resolution of the Board of Directors. Such assessments shall be made only once in any twelve (12) months period of time.

## ARTICLE 3 – Executive Board

**Section A:** The Executive Board shall be empowered to act in emergencies, subject to approval of the Board of Directors.

**Section B:** They shall prepare an agenda for the Board of Directors' Meetings and Conferences.

**Section C:** They shall vote on all minor transactions and authorize payments on bills or reasonable amounts.

**Section D:** In the event of state of national emergency or disaster, when a regular conference cannot be held, the Executive Board elected at the most recent conference shall continue and oversee the affairs of this Association.

**Section E:** All legal documents given and accepted by this Association shall be executed by the President and Secretary as such officers.

**Section F:** Interested citizens, Michigan School for the Deaf Alumni Association (MSDAA) Representative and a Michigan Registry of Interpreters of the Deaf (MIRID) Representative shall be appointed as members-at-large by the Executive Board. The number of members-at-large shall not exceed one-third (1/3) of the number of officers, chapter representatives on the board.

## **ARTICLE 4 - Duties of Officers**

### **Section A:** President shall:

1. Preside all meetings of this Association and enforce order.
2. Enforce due observance of the constitution and by-laws.
3. Appoint standing and special committees.
4. Appoint the nominating committee at least six (6) months before the biennial conference.
5. Maintain liaison with the National Association of the Deaf at all times.
6. Call special meetings as necessary.
7. Be able to serve on other organization's board or appoint one from the Board of Directors or from the membership.

### **Section B:** 1<sup>st</sup> Vice President shall:

1. Perform all duties of the President in his/her absence.
2. Perform other assignments that the President may delegate.
3. Advise and assist the chairperson of the local planning committee with the biennial conference program.
4. Serve as the chairperson of the Association law committee.

### **Section C:** 2<sup>nd</sup> Vice President shall:

1. Serve as the Editor of the Association's newsletter.
2. Maintain and distribute Association publications including brochures, flyers and announcements.
3. Maintain and update Association's website.
4. Perform the duties of the President in the absence of the President and 1<sup>st</sup> Vice President.
5. Perform other assignments that the President may delegate in his/her absence.

### **Section D:** Secretary shall:

1. Record minutes of all official Association's and Board of Directors' meetings.
2. Conference minutes shall be submitted to MDA Webmaster within 30 days of the last days of the Biennial Conference to be posted on the MDA website.
3. Board of Directors' minutes shall be sent to all the members of the Board of Directors by email within 14 days after the meeting.
4. Be responsible for all official correspondence conducted on behalf of this Association and its Board of Directors as delegated to him/her by the President and/or the Board of Directors.
5. Receive and certify all credentials of the delegates or representatives of recognized chapters and organizations.
6. If this Association does not have an Executive Director for the Home Office then the secretary shall:
  - a. Be responsible to preserve the history files.
  - b. Be responsible for the organization of files in this Association's Home Office.

### **Section E:** Treasurer shall:

1. Be responsible for all money collected and disbursed by this Association and record all accounts of receipts and expenditures.
2. Prepare quarterly up-to-date financial reports prior to each meeting of this Association and Board of Directors.
3. Sign as the principal co-signer of checks of this Association.
4. Post a bond every two (2) years, amount to be determined by the Board of Directors, including the theft indemnity clause, bond premium to be paid by this Association.
5. Maintain various funds as set up, with advice of the Board of Directors.
6. Have his/her signature on all standing committee's and any special committee's bank account, if any.
7. Serve as the chairperson of the Association Ways and Means committee.

### **Section F:** Membership Coordinator shall:

1. Keep records of all membership dues, and issue receipts and membership cards upon receipt of dues collected and sent in by chapter treasurers.
2. Keep an up-to-date membership and address list.
3. Conduct drive to recruit new members.
4. Notify the local chapter of new member(s) from their area.
5. Notify 2<sup>nd</sup> Vice-President of any new and renewal members and their addresses.

**Section G:** Public Relations Coordinator shall:

1. Plan activities or events with assistance of any MDA members or non-members.
2. Submit plan and itemized budget to the Board of Directors for approval.
3. Be responsible for the receipts and expenditures of the activities or events.
4. Shall make a financial report to the Board of Directors during the next board meeting after the completion of an activity or an event.
5. Provide the public relations service on behalf of the Association.
6. With the 2nd Vice President, help oversee the Blog, Vlog, & social network of MDA.

**Section H:** Regional Representatives shall:

1. Represent Deaf and Hard of Hearing residents of the region.
2. Represent the Association at any function in the region.
3. Responsible for securing place for Association activities and meetings.
4. Provide information about the Association.
5. Each RR will host a fundraising event.
6. *Region 1 - Southeastern MDA region counties:* Huron, Tuscola, Sanilac, Lapeer, Genesee, Shiawassee, St. Clair, Livingston, Oakland, Macomb, Washtenaw, Wayne, Lenawee, Monroe.  
*Region 2 - Southwestern MDA region counties:* Muskegon, Ottawa, Kent, Ionia, Clinton, Allegan, Barry, Eaton, Ingham, Van Buren, Kalamazoo, Calhoun, Jackson, Hillsdale, Branch, St. Joseph, Cass, Berrien.  
*Region 3 - Central MDA region counties:* Manistee, Wexford, Missaukee, Roscommon, Ogemaw, Iosco, Arenac, Gladwin, Clare, Osceola, Lake, Mason, Oceana, Newaygo, Mecosta, Isabella, Midland, Bay, Montcalm, Gratiot, Saginaw.  
*Region 4 - Northern MDA region counties:* Benzie, Grand Traverse, Leelanau, Kalkaska, Crawford, Oscoda, Alcona, Alpena, Montmorency, Otsego, Antrim, Charlevoix, Cheboygan, Presque Isle, Emmet, Mackinac, Chippewa, Luce, Schoolcraft, Delta, Menominee, Dickinson, Marquette, Iron, Baraga, Houghton, Ontonagon, Gogebic, Keweenaw, Alger.

## **ARTICLE 5 – Chapters**

### **Section A: Establishment**

1. The Board of Directors shall promote the establishment of Association chapters covering such areas in the state of Michigan as it may deem advisable.
2. The Executive Board shall provide duly-executed chapters bearing the Association seal to the chapters.
3. The number of members needed to form a chapter shall be more than 10.

### **Section B: Purpose**

1. The purpose of chapters is to recruit more members in their respective areas for this Association.
2. The aim is to maintain interest and assist in carrying out the general objectives of this Association.

### **Section C: Objectives.**

Objectives of chapters are to be conducted in harmony with those of this Association. Each chapter may conduct its own affairs as it deems best. Chapters are encouraged, if circumstances permit, to donate moneys to the general fund of this Association.

### **Section D: Indebtedness.**

Under no circumstances shall chapters incur indebtedness in the name of this Association.

### **Section E: Election of Chapter Officers**

1. Chapters shall hold their elections at the earliest possible time after the Association conference.
2. The names and addresses of all chapter officers shall be forwarded to the Association secretary immediately after each election.
3. If a chapter officer is elected to an office of this Association, he/she will automatically be required to give up his/her office in his/her chapter.

### **Section F: Duties of Chapter Treasurer**

The Chapter Treasurer shall assume full responsibility to collect dues and forward same with names and addresses to the Association Membership Coordinator within thirty (30) days of their receipts. The membership cards will be issued by the Association Membership Coordinator only.

### **Section G: Representatives to the Board of Directors Meetings**

1. Each chapter and affiliated organization president shall automatically become a member of the Board of Directors.
2. Each chapter and affiliation organization president shall attend all Board of Directors meetings. In case of absence, he/she shall appoint an alternate who is a member in good standing. A written or verbal authorization for the alternate must be forwarded to the Association secretary.

### **Section H: Expenses for Board of Directors Meetings**

Each chapter shall assume the responsibility of reimbursing expenses for transportation and meals incurred by their representatives.

### **Section I: Dissolution of Chapter**

In the event that the Chapter decide to dissolve or been inactive for at least two (2) years.

Description of being inactive shall be:

- a. No report from the Chapter to the Board of Directors.
- b. No attendance from the Chapter to the Board of Directors.
- c. No local Chapter meeting held in the 2 years span of time.
- d. OR a Chapter representative notifies MDA of its dissolution along with any monies they may have left.

### **Section J: Dissolution of Chapter monies.**

Any monies the Chapter may have at the time of dissolution shall go into the Reserve Chapter Dissolution Fund of the MDA. It shall be held there for two years. After two years, if the Chapter is still in dissolution, MDA shall use the monies in any way the Board of Directors decided upon.

## **ARTICLE 6 – Functions of Board of Directors**

**Section A:** The Board of Directors shall:

1. Be empowered to transact all business affairs of this Association between conferences.
2. Determine per diem expenses to the executive board, law committee chair and the editor during conference from time to time.
3. Assume the responsibility of reviewing any proposals, motions, or amendments prior to conference.
  
4. Have the power to suspend any officer(s) for good and sufficient reason by a two-thirds (2/3) vote.
5. Have the authority to administer all funds donated to this Association.
6. Submit their report to the Secretary prior to and/or on the day of the Board of Directors' meetings.

**Section B:** Reimbursements

1. Reasonable expenses incurred by the duly-elected officers, the immediate past president and the members-at-large attending board meetings shall be reimbursed by this Association.
2. The MDA Recording Editor and President's committee chair(s) attending on the President's request shall also be reimbursed by the Association.
3. The Association shall reimburse the travel expenses for the auditors to check Treasurer's reports.
4. The Board of Directors shall decide the amount or rate of reimbursement effective for two years after the conference.
5. The member has a choice to request or decline reimbursement.

## **ARTICLE 7 – Quorum**

**Section A:** The number of members of the Board of Directors present shall be 30% of the total number including three (3) from Executive Board shall constitute a quorum.

1. A majority vote shall decide all transactions.

**Section B:** Members of this Association present at all conferences and officially announced general meetings shall constitute a quorum.

1. A majority vote shall decide all transactions except amendments. (See **By-Laws**, Article X)

## **ARTICLE 8 – Conference**

**Section A:** The Association shall hold a conference every odd numbered year.

### **Section B: Conference Bids**

1. This Association shall accept bids from host chapters for future conferences. It shall schedule at least four (4) years in advance.
2. Host conference bids must have approval in writing from the officers of the chapter making the bid.
3. Chapters shall submit host conference bids to the Board of Directors at any time up until the general opening of the conference. The bid must be accompanied with letters of confirmation from a site.
4. The next conference site shall be determined by the Association members in assembly at conference.
5. If no one submits a bid, the Board of Directors shall have the discretion to choose a site and the host committee for the conference.

### **Section C: Host Committee**

1. The bidding chapter receiving the majority vote shall be host committee for the next conference.
2. Host committee shall select its own chair and notify the Association President.
3. Chair shall appoint sub-committees to handle registration, program and banquet.
4. The host committee shall mail conference information along with hotel/motel reservation card, at least six (6) months before any conference.
5. The host committee shall work closely with the Board of Directors in the planning for conference.
6. The host committee shall submit all reports of conference and finances to the Association President within ninety (90) days after the conference, and shall become final upon the Board of Directors' approval.
7. Chair shall sign a memorandum of understanding as drafted by the President with approval of the Executive Board.

### **Section D: Financial Report**

1. The financial report shall include an itemized record of all receipts and expenditures as recorded on the last day of the conference.
2. After all expenditures are paid; conference monies on hand shall be divided sixty (60) percent to be given to the host chapter and forty (40) percent to be given to the Association.
3. In the event of a deficit, this Association shall withdraw money from MDA conference fund to help defray debts incurred as result of the conference. (PPG Article 9, Section C1)

### **Section E: Conference Agenda**

Conference agenda shall be determined by the Board of Directors.

### **Section F: Nominations for Officers**

Nominations for any office may be made in two (2) ways.

1. From floor
2. By the nominating committee

### **Section G: Voting Procedure**

1. During business sessions, the voting shall be by show of hand.
2. During elections, the election of candidates shall be by written ballot.
3. Balloting shall continue until the candidate has received a majority vote.
4. A majority vote of an assembly present may transact any and all business of this Association except amendments (See Article X)

### **Section H: Veto**

The assembly may veto any decision or action of the Board of Directors.

### **Section I: National Association of the Deaf (NAD) Conference Delegates**

The Association President and Vice-President are the delegates to the NAD biennial regional meeting and conference. Selection of additional Association delegate(s) to NAD conference shall be made by the assembly at the Association's biennial conference.

### **Section J: Solicitation**

No soliciting for any purpose shall be allowed at any conference without prior authorization by the Board of Directors.

## **ARTICLE 9 – Storage**

1. If MDA have a storage unit in a rental storage place, a member of the Executive Board who lives in the area shall have the key and the Treasurer shall have the spare key.
2. If no one on the Executive Board lives in the area, then a member of the Board of Directors shall be assigned by the President to be responsible for the storage unit.
3. Treasurer shall be responsible for paying the bill for the storage unit.

## **ARTICLE 10 – Funds**

This Association shall maintain a general fund and reserve funds, as specified:

**Section A:** General Fund shall be maintained to help defray its operation expenses.

1. All revenues from dues, affiliation fees, contributions, and transfer of funds from other sources shall be deposited into this Association's checking account. The checking account maximum balance shall be any excess funds as decided by the Executive Board shall be transferred to the savings account.
2. Any two (2) of seven (7) duly-elected officers are required to co-sign for disbursement of money from the general fund.
3. Treasurer is authorized to spend a total of no more than \$100.00 each month. Amounts above \$100.00 require approval of the Executive Board.
4. No money are withdrawn from the checking or savings account for making investments before the approval of the Board of Directors. The Board of Directors must receive complete information on any investment before making decision.

**Section B:** Reserve Delegate Fund

1. This fund shall be maintained to help with the expenses of sending delegate(s) to the NAD Conference.
2. Be used to pay the state association fee to National Association of the Deaf (NAD).

**Section C:** Reserve Conference Fund

This fund shall help to defray deficits incurred by the committee hosting the biennial conferences of this Association.

1. Only the Board of Directors shall be empowered to disburse monies from the conference fund. This shall be asked on proof of reasonable needs of the host committee.

**Section D:** Reserve Scholarship Fund

This fund is established to preserve the memories of Thomas Lewis Brown and Willie Hubbard, long time and beloved teachers of Michigan School for the Deaf, and Grace Lacey, beloved friend and interpreter for the deaf people, especially in the Detroit area.

1. The purpose of the fund is:
  - a. To disburse reasonable amount of scholarship fund, upon approval of the Board of Directors, annually to each legally deaf recipient, male and female, who graduate from secondary school programs, two from Michigan School for the Deaf and two from mainstreaming settings which practice the total communications philosophy, based on academic achievements and leadership.
  - b. Detailed procedures and eligibility will be set forth by the Board of Directors.

**Section E:** Reserve Ben Beaver Award Fund

This fund (combination of Michigan School for the Deaf, Don Brown, and Ben Beaver Funds) is maintained to be used for class action suits for the benefit of all deaf people's rights.

1. The minimum balance of this fund shall be kept at of three thousand (\$3,000) dollars. This fund shall earn interest. Any amount in excess of \$3,000 may be used for the purpose of this section.
2. The responsibility for collecting contributions and disbursing monies shall be assumed by the Board of Directors.

**Section F:** Home Fund

This fund shall be maintained for the expenses incurred by the running of the Home Office.



**Section G: Reserve Chapter Dissolution Fund**

This fund is maintained in the event the chapter is in dissolution.

1. To hold each individual chapter's monies if in dissolution.
2. Monies shall be held for two (2) years from the date of dissolution.
3. If the Chapter decides to revivify before the two (2) years is finalized, the monies shall be returned to the Chapter.
4. After two (2) years, the Board of Directors shall make the final decision on the use of the monies.

**Section H: Audit of Funds**

1. The President shall appoint three (3) auditors, who are of good standing members of this Association who live within 100 miles of the current Association Treasurer, with the approval of the Board of Directors. The Treasurer's report requires the signatures of at least two (2) out of three (3) auditors.
2. The financial status of this Association shall be audited by the two (2) auditors at least two (2) times a year.
3. The fiscal year of this Association is from January 1 to December 31.

## **ARTICLE 11 – Committees**

1. All committee chairs shall be appointed by the President with the approval of the Board of Directors.
2. The President shall be an ex-officio member of all committees, except of the nominating committee.
3. All committee chairs and his/her entire committee members are required to become members of this Association.

### **Section A: Law Committee**

Law committee shall review the constitution and bylaws of this Association and recommend proposal for changes to the Board of Directors and the conference.

1. Recommendations must be presented to the Board of Directors ninety (90) days and to members in good standing sixty (60) days prior to the conference.
2. Final decisions of revisions are made at the conference.
3. The 1<sup>st</sup> Vice-President shall be the chair of the constitution and bylaws committee.

### **Sections B: Ways & Means Committee**

Ways & Means committee shall provide overall financial statements and recommendations for improvement or growth, to the Board of Directors at the biennial conference.

1. This committee shall review the income, expenditures and programs financed by this Association, and submit a proposed two-year budget to be put into effect on January 1<sup>st</sup>. This proposed budget shall be subject to the approval of the Board of Directors.
2. The approved budget will be put into effect beginning January 1 after each biennial conference.

### **Section C: Resolution Committee**

Resolution committee shall prepare resolutions, policy statements or plans of action to be followed up by the Board of Directors.

### **Section D: Necrology Committee**

Necrology committee shall prepare a list of members who have passed away between conferences.

### **Section E: Nominating Committee**

Nominating committee shall ask for nominations for state officers, and prepare a slate for the election process (see Article 4, Section A4).

### **Section F: Award Committee**

Award committee shall determine individual awards for outstanding deeds or donations of time and money for the benefit of Deaf people of this Association.

1. Suggested awards listed:  
President's Award  
Volunteer of the Year  
Employer of the Year  
Interpreter of the Year  
Ben Beaver Leadership Award  
Special Awards

### **Section G: Deaf Youth Committee**

## **ARTICLE 12 – Affiliations**

**Section A:** Except for Deaf organizations in Article V of the constitution, any other agency or organization, incorporated or not, may affiliate with this Association by signing an article of affiliation, going on record as being wholehearted willing to cooperate in the work of this Association in advancing its purposes.

**Section B:** Each agency or organization shall pay an annual affiliation fee of fifty (\$50.00) dollars to this Association. The fee shall be deposited into the general fund.

**Section C:** Each agency or organization, upon annual payment of an affiliation fee, shall be entitled to any current information and newsletters.

**Section D:** Representatives of each affiliated agency or organization have voting and voice privilege at the Association's Board of Directors meeting and business meeting during the biennial conference.

## **ARTICLE 13– Official Publication**

**Section A:** This Association shall publish a newsletter, the MDA Record, at least four (4) times a year. It shall include minutes of the Board of Directors meetings. It will be published on the website of the MDA.

**Section B:** The purpose is to keep the members and affiliated organizations up to date by distributing information and news about the activities of this Association.

**Section C:** The Editor (2<sup>nd</sup> Vice-President) shall be reimbursed for expenses incurred in publishing of the MDA Record by this Association.

**Section D:** The members will be offered the choice to keep receiving the newsletter through mail. Other individuals or organizations may subscribe to the MDA Record, at a fee determined by the Board of Directors.

## **ARTICLE 14 – Association Colors**

**Section A:** The official colors of the Association are red, white and blue.

**Section B:** The Board of Directors shall approve all designs using the colors before the materials are printed or produced.

## **ARTICLE 15 – Parliamentary Authority**

Robert's Rules of Order, revised, shall be the parliamentary authority on all matters not covered by the by-laws and policy and procedures guidelines of this Association.

**Oath for Officers**

"I hereby promise to observe and uphold the By-laws and Policy and Procedures Guidelines of the Michigan Deaf Association, Inc. to protect the rights of Deaf Citizens. I will at all times discharge the duties of my office to the best of my ability. So help me God." \*

*\*This is not a part of the By-Laws and Policy and Procedures Guidelines. It was added as a guide for a person who leads the oath (9/29/1995).*

**Traditional Responsibilities for President**

At the beginning of a new term, the President fills the vacancies not elected at the conference, such as regional representative, youth director, conference chair, and MIRID representative.

In preparation for the conference, the President is to appoint a person to chair the following duties: nominating, necrology, awards, resolutions. Each chairperson selected may form a committee to assist him/her with his/her duties.

The President is to select a chairperson for the annual picnic committee.