

# **Bylaws**

These are the bylaws that govern the operations of FASLTA. They are arranged in the following

## **Articles:**

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## **Article I Name**

The organization shall be known as Florida American Sign Language Teachers Association (FASLTA).

## **Article II Objectives**

(See Video)

- 2.1. Promote the use of American Sign Language as a second/foreign language
- 2.2. Encourage respect for Deaf people, their community, and their unique culture.
- 2.3. Encourage teachers of American Sign Language/Deaf Studies to pursue ASLTA certification
- 2.4. Provide input on standards and procedures in the field of ASL/Deaf Studies instruction.
- 2.5. Provide an effective avenue for the exchange of information regarding theories, methods, and materials in the instruction of ASL.
- 2.6. Encourage educational institutions and community-based programs to include ASL/Deaf Studies in their curricula and hire ASLTA-certified teachers.
- 2.7. Encourage local / state / regional associations of the Deaf and language teaching organizations to promote ASLTA certification for ASL/Deaf Studies teachers.
- 2.8. Develop and maintain a statewide directory of certified and non-certified FASLTA members.
- 2.9. Encourage the development of local support groups.

## **Article III Affiliation**

The organization shall be a cooperating member of the national ASLTA and shall pay annual dues.

FASLTA is exclusively for charitable, educational, and scientific purposes, including, for such purposes, the makings of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the organization shall be inured to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purposes clause hereof.

No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise to attempting to influence legislation and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by any organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

#### **Article IV Membership**

##### 4.1. Membership:

Membership in FASLTA shall be open to teachers of ASL/Deaf Studies and any individuals supporting the objectives of FASLTA. There shall be two categories of membership:

##### 4.1.1 Voting members:

Voting Members are members in good standing who are also teachers of ASL/Deaf Studies in either L1 (first language) or L2 (second language) settings.

Voting members have full privileges, including the right to vote, serve as officers, and chair committees.

ASL/Deaf Studies teachers who have retired and are no longer actively teaching ASL/Deaf Studies may choose to maintain their Voting membership by joining as Voting Members.

#### 4.1.2. Supporting members:

Supporting Member are members in good standing, who are not ASL/Deaf Studies teachers.

Supporting members have limited privileges. They may speak on any issue and may serve on any committee and vote on issues at the committee level. They may not vote on issues reserved for Voting Members (i.e. elections, bylaws, etc.), serve as officers, or chair committees.

#### 4.2. Membership Dues:

4.2.1. Recommendations for individual membership dues in FASLTA shall be determined by the Executive Board. Recommendations are subject to approval of the majority of the membership at the annual business meeting.

4.2.2. Annual dues shall be paid each school year. The exact date will be established by the Executive Board. Dues for supporting members shall be three-fourths of the amount determined for voting members.

#### 4.3. Liability of Members:

No member of FASLTA shall be personally liable for any of FASLTA's debts, liabilities, or obligations.

#### 4.4. Voting Procedures for the General Membership:

In order to ensure maximum input from our voting members, votes may be cast using the following measures unless otherwise specifically prohibited by these bylaws:

- a. Traditional (pencil & paper, show of hands, etc.),
- b. Non-traditional (electronic, i.e. SurveyMonkey), or by a
- c. Combination of traditional and non-traditional means.
- d. By Proxy

## **Article V Meetings**

### 5.1. General Meetings:

The general membership business meeting shall be held annually at the site and dates of the annual conference.

### 5.2. Executive Board meetings:

5.2.1. The Executive Board shall meet face-to-face at least annually.

5.2.2. In order to conduct the business of the organization, the Executive Board shall communicate, as needed, via an agreed upon format (i.e. conference calls, emails, listservs, etc.).

5.2.3. The Executive board will check the agreed upon format (i.e. email) at least once a week and respond, as needed.

### 5.3. Reference for parliamentary authority:

Robert's Rules of Order shall be the parliamentary authority for all meetings.

### 5.4. Parliamentarian:

The President, at her/his discretion, may appoint a Parliamentarian to advise the organization on parliamentary procedures.

#### 5.5. Special meetings:

Special meetings may be called at any time by the President or the Executive Board, and/or 10% of the Voting Membership.

#### 5.6. Notice of meetings:

Notice of meetings shall be given in writing by traditional written communication (mail) and / or non-traditional written communication (i.e. email, listservs, vlogs, etc.), and shall state the location, date, and hour of the meeting at least fourteen (14) days in advance.

#### 5.7. Quorum:

At any meeting, a quorum shall consist of a majority of all voting members present.

At least 1/2 (half) of current members must be present.

### **Article VI Executive Board**

#### 6.1. Members of the Executive Board:

The President, Vice-President, Secretary, Treasurer, Secretary, at least three (3) Regional Directors, Past President, and Editor / Webmaster shall constitute the Executive Board, and shall be responsible for business matters of the organization between annual business meetings.

#### 6.2. Quorum:

At each board meeting, a majority shall constitute a quorum and for votes. All Executive Board meetings are open to any voting or supporting member. Must have at least 4 (four) Officers present.

#### 6.3. Vacancies:

The Executive Board shall have the authority to fill any vacancy on the board which may occur between annual business meetings of FASLTA with the exception of the office of President, which shall be filled by the Vice-President according to Article VII, section 6, item b.

## **Article VII Officers**

### 7.1. Officers:

The Officers to be elected, and who shall serve until their successors are duly elected, shall be President, Vice-President, Secretary, Treasurer, and three (3) Regional Directors. All Officers shall be members of the national ASLTA in good standing.

### 7.2. Election:

The Officers of FASLTA shall be elected every two (2) years by secret ballot. The vote will open two (2) weeks prior to the annual business meeting, and the votes will be closed, tallied, and the winners will be announced at the start of the annual business meeting in even-numbered years.

To be nominated for Officer, one must be a member in good standing for 1 (one) year and attend at least one conference.

### 7.3. Term of Officers:

No Officer shall hold the same office for more than three (3) consecutive terms.

### 7.4. Nominations:

Recommendations for the Officers shall be made by a Nominations Committee.

Nominations may be accepted from voting members at least three (3) weeks prior to the annual business meeting. The nominee must agree to accept the position, by traditional (in person) or non-traditional measures (i.e. text message, video relay, etc.).

Nominations will close three (3) weeks prior to the annual business meeting.

Members can vote (2) weeks prior to the conference by Proxy.

Chair of the Nomination Committee shall collect the votes from the Proxy.

#### 7.5. Past President:

The immediate Past President shall serve in an ex officio capacity to the Executive Board, and maintains the same privileges and responsibilities as any other officers, but cannot vote.

#### 7.6. Social Media Coordinator:

The Social Media Coordinator is an appointed position. The Social Media Coordinator is appointed by the President and approved by a majority of the Executive Board. The Social Media Coordinator maintains the same privileges and responsibilities as any other officers.

#### 7.7. Vacancies of the Office

7.7.1 If there is a vacancy in any office before the next annual business meeting of FASLTA, the Executive Board shall have the authority to fill the vacancy until the next regular election of officers.

7.7.2. Should the President vacate the office for any reason, the Vice-President shall move up to fill the capacity, and then the Executive Board shall appoint someone to fill the vacancy of Vice-President.

### **Article VIII Duties of Officers**

#### 8.1. Duties of President:

The President shall preside at all meetings of the organization and/or the Executive Board. S/He shall have general overview of the affairs of the organization.

## 8.2. Duties of Vice-President:

The Vice-President shall serve in the absence of the President. S/He shall succeed to the office of President should that office become vacant prior to the expiration of the term of office of the President. The Vice-President shall be responsible for professional development workshops including the annual conference.

## 8.3. Duties of the Secretary:

The Secretary shall keep minutes of the organization and of the Executive Board meetings, maintain the membership list with the help of the Treasurer, and shall handle FASLTA correspondence and inquires as designated by the President. Send reminders to members regarding dues and conferences.

## 8.4. Duties of the Treasurer:

The Treasurer shall maintain records and shall monitor the financial affairs of the organization. S/He shall present a financial report in writing at the annual business meeting. The report shall be made available to the membership at the meeting and in the organization's newsletter.

## 8.5. Duties of the Regional Directors:

The Directors shall be responsible for various tasks assigned at the direction of the President including chairing committees.

### 8.6.1. Duties of the Immediate Past President:

The Immediate Past President is an ex officio position. Ex officio means by virtue of having held another office in the past. The Immediate Past President shall serve as an advisor to the current President, maintain the history of the organization, and be responsible for various tasks assigned at the direction of the President including chairing committees.

### 8.6.2. Duties of the Social/Media/Webmaster Coordinator.



The Media Coordinator will work closely with the President and Executive Board to create, disseminate, and maintain Vlog on Facebook of the organization. She/he shall prepare and send out the Official Publication at least two (2) times a year and update the Official Website at least six (6) times a year in a timely fashion.

#### 8.7. Liability of Officers & Directors

No Officer or Director of FASLTA shall be personally liable for any of its debts, liabilities, or obligations

### **Article IX Committees**

#### 9.1. Types of Committees:

There shall be two (2) types of committees: Standing; and Ad Hoc.

The chairpersons and members of all committees shall be appointed by the President, with approval by a majority of the Executive Board, however, the President may authorize committee chairpersons to select the other members of their respective committees.

Committee chairpersons must be voting members in good standing.

Supporting members in good standing may serve as committee members.

A committee shall consist of a minimum of two (2) members in good standing.

#### 9.2. Permanent Standing Committees:

The standing committees shall include, but not be limited to, the following;

##### 9.2.1. Bylaws

9.2.2. Professional Development

9.2.3. Certification & Maintenance

9.3. Ad Hoc committees:

Ad Hoc committees may be appointed by the President in order to address a specific organizational need. Ad Hoc committees may include, but are not limited to:

9.3.1. Fundraising,

9.3.2. Nominations,

9.3.3. Legislative,

9.3.4. Conference,

9.3.5. Membership, or

9.3.6. Grievance.

9.3.7. Scholarship

9.3.8. Florida Association database

9.3.9. Historian Resources

## **Article X Duties of the Committees**

10.1. Bylaws:

The purpose of the Bylaws Committee shall be to receive and recommend amendments to the bylaws of the organization. Suggestions for amendments to the bylaws may come from within the Bylaws Committee, from the membership of FASLTA, or from the Executive Board. The Bylaws Committee will prepare amendments for vote by the FASLTA membership.

Amendments are voted on during the annual business meeting. At least a two-thirds affirmative vote of the voting members present is necessary to effect each recommended amendment. A series of changes may be grouped together for a single vote. Members not attending the annual business meeting may vote by absentee ballot. Proxy can submit ballot (2) two weeks prior to voting.

## 10.2. Professional Development:

The Vice-President shall be the chair of the Professional Development Committee (PDC). S/He shall be responsible for planning at least twelve (12) hours of professional development annually and shall work with the ad hoc Conference Committee.

The PDC shall work with the Certification & Maintenance Committee in order to create and maintain a permanent record of all professional development activities (conferences, workshops, attendance, etc.).

The PDC shall submit reports to the ASLTA Chapter Liaison in a timely manner.

## 10.3. Certification and Maintenance:

The Immediate Past President shall chair the Certification and Maintenance Committee. This committee shall keep records of all certified members, workshop attendees, and distribute certification of completion or documents of participation.

## **XI Official Publication**

The President, with the approval of a majority of the Executive Board, shall designate a publication / website as the Official Publication / Website of the organization. This publication / website will remain the Official Publication / Website until such time as another is designated by the same procedure.

Furthermore, the President, with the approval of a majority of the Executive Board, shall have the authority to appoint an Editor / Webmaster of the Official Publication / Website.

## **Article XII Financial Affairs**

12.1. No officer, agent, or employee shall have any power or authority to bind the FASLTA by any contract or engagement or to pledge its credit or to render it liable pecuniary (financially) in any amount for any purpose, unless expressly authorized by the Executive Board.

12.2. All checks, drafts, and other orders for the payment of money out of the funds of FASLTA, and all notes or other evidences of indebtedness of the FASLTA, shall be signed on behalf of the FASLTA by the Treasurer and/or President in consultation with the Treasurer.

The Secretary and Vice-President shall serve as signatories for the organization's checking account and may, from time to time be asked to sign checks in consultation with the Treasurer and President.

The expenditure of small sums of money in amounts up to \$500.00 shall be reported to the Treasurer and President.

The expenditure of larger sums of money (over \$500.00) shall be reported to and approved by the Executive Board.

#### **Article XIII Amendments**

The bylaws of FASLTA may be amended or repealed by an affirmative vote of two-thirds of the voting members present at the annual business meeting. Absentee ballots shall count towards the two-thirds requirement.

The Executive Board shall have the authority to make changes of no substance to the bylaws in order to correct minor typographical errors and to comply with the national ASLTA bylaws.

#### **Article XIV Dissolution of Organization**

Upon dissolution of this organization, its assets remaining after payment of, or provisions for payment of, all debts and liabilities of this organization shall be donated to the American Sign Language Teachers Association (ASLTA).

Revised and passed at the FASLTA annual business meeting October 23, 1999.

Amended 4/1/2002

Amended 1/19/2005, as required by the IRS

Amended 2/26/2011

Updated 8/23/14

Updated 9/17/2016

Updated 2/17/2018