



CONSTITUTION

Revised August 3, 2013

ARTICLE 1: NAME

- 1.1 The name of the Association shall be the Missouri Association of the Deaf, Incorporated (MoAD).

ARTICLE 2: INCORPORATION

- 2.1 The Association shall be incorporated under and in compliance with the laws of the State of Missouri, and is organized as the NON-PROFIT organization and shall carry the objects and purposes as specified in the Constitution and the Bylaws.
- 2.2 The Association shall be organized exclusively for charitable, educational, advocacy, and social purposes within the means of Section 501(c)(3) of the United States Internal Revenue Code.
- 2.3 No part of the net income of the Association shall inure to the benefit of, or be distributed to, its members, directors, officers, or other private persons except that the Association shall be authorized and empowered to pay reasonable compensation for the services rendered.
- 2.4 No substantial part of the activities of the Association shall be carrying on any kind of propaganda or otherwise attempting to influence legislation, and the Association shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.
- 2.5 Notwithstanding any other provisions of these Articles, the Association shall not carry on any other activities not permitted to be carried on:
 - a. by a corporation exempt from Federal Income Tax under Section 501(c)(3) of the United States Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or
 - b. by a corporation, contributions to which are deductible under Section 170(c)(2) of the United States Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE 3: OBJECTIVES

- 3.1 The purpose of the Association shall be to promote the advancement of the general welfare of the Deaf in the State of Missouri.
- 3.2 The objective of the Association shall be to promote the education of the Deaf to the public.
- 3.3 The objective of the Association shall be to promote and uphold the legal enforcement of the existing regulations of the State of Missouri and the National Association of the Deaf, Inc.

ARTICLE 4: NATIONAL AFFILIATION

- 4.1 The Association shall meet its obligations as an affiliate member of the National Association of the Deaf, Inc. (NAD), and shall abide by and honor the regulations of NAD that may govern the Association.
- 4.2 The Association shall cooperate with and support the matters pertaining to the welfare of the Deaf on the national level, and it may enlist the assistance of the federation on a state level as per the Association's Constitution (Article 3: Objectives) and Bylaws (Article 2: Objectives).



BYLAWS

Revised August 12, 2023

ARTICLE 1: NAME

- 1.1 The name of the Association shall not be used for any other purpose or reason without the authority of the Board of Directors.

ARTICLE 2: OBJECTIVES

- 2.1 The Association shall be controlled essentially by the voting members and shall not have control over the internal affairs nor the finance of the National Association of the Deaf, Inc.
- 2.2 The purpose of this organization shall be to promote the interests of the Deaf, Hard of Hearing, DeafBlind, and aged Deaf to advance, the social, educational, economic, and cultural well-being of the Deaf.

ARTICLE 3: AFFILIATION

- 3.1 The organization of the Deaf in the State of Missouri could be organized and be a Region II of the Association and the national association by writing to the Association President, and shall abide by and honor the regulations of these respective associations that may govern the regions as the affiliate members.
- 3.2 All officers and representatives shall be the members of the Association.
- 3.3 The regional representative members who are the Association members shall have the right or opportunity to state or exercise influence on the affairs of the Association.
- 3.4 Membership Recruitment Committee members from each region shall be appointed by the Association Vice-President and the duties of the appointees shall be provided for by the policies.
- 3.5 The region's assessment dues to be paid to the Association shall be governed by the policies.
- 3.6 The regions shall elect the representative to the Board of Directors at its next election date following the adjournment of the Association conference, and shall submit to the Association Secretary the names and addresses of the representatives within ten (10) days.
- 3.7 Any Deaf organization or organization serving the Deaf, other than the regions, in the State of Missouri may affiliate with the Association and shall be known as an Affiliate upon payment of the prescribed membership due.
- 3.8 An Affiliate may send a representative to the Board of Directors meeting at its own expense and shall have all privileges except voting.

ARTICLE 4: MEMBERSHIP DUES AND ASSESSMENTS

- 4.1 Any Deaf resident in the State of Missouri may become an active member upon a payment of the prescribed membership due and shall have all rights and privileges.
- 4.2 An associate membership may be conferred on a Deaf non-resident of Missouri and shall have all rights and privileges except holding an office upon a payment of the prescribed membership due.
- 4.3 An associate membership may be conferred on a hearing resident of Missouri engaging in work with the Deaf or actively interested in their welfare and shall have all rights and privileges except holding an office upon a payment of the prescribed membership due.

- 4.4 An honorary membership may be conferred by a majority vote of the voting members present at the Association's conference and such membership be permanent in nature, and shall have all privileges and rights except voting and holding an office.
- 4.5 The Association shall award free membership to the Deaf graduates from any residential/public/private secondary school program in the State of Missouri, and such free membership shall be in effect until the next following conference of the Association.
- 4.6 The Board of Directors shall have the authority to, for criminal action(s) against the Association, revoke a membership to the Association. Charges and/or complaints must be in writing, dated and signed before the Association Secretary can accept it. A Trial and Hearing Policy, detailing type of criminal actions, procedures of hearing and final rulings, shall be kept in the Association Secretary's file.
- 4.7 The Association shall pay the prescribed affiliation membership fee annually to the NAD with the date as prescribed in the policies.
- 4.8 The individual membership dues as prescribed in the policy shall be payable annually by the first of January for a period from January 1st to December 31st, and shall be paid directly to the Association Treasurer.
- 4.9 The Affiliates shall be assessed as in the policy, and it shall be payable annually by the first day of January 1st to December 31st.
- 4.10 An active member, who had attained the age of sixty (60) years old and above, shall be classified as a senior citizen and shall pay a membership due as prescribed in the policies.
- 4.11 Any new member paid at and after the conference or after September 1st during non-conference year, shall extend the membership to December 31st, the next calendar year. The annual renewal membership shall expire on December 31st in the same year.
- 4.12 A sixty (60)-day grace shall be allowed before the membership is being terminated.
- 4.13 Any Deaf Missouri resident who is over 75 years old shall be granted free life membership.

ARTICLE 5: THE EXECUTIVE BOARD

- 5.1 The Executive Board shall consist of President, Vice President, Secretary, and Treasurer, and shall have the duties and powers provided by the Bylaws and Policies.
- 5.2 The candidates for the offices shall be chosen among the members present at the meeting of the Association conference at which the election is held, and shall be the legal residents of Missouri and have the paid-up membership dues of the Association for at least one (1) year prior to the conference.
- 5.3 The officers shall be elected by secret ballot with a majority vote of the voting members present during the conference for a two (2)-year term.
- 5.4 Before beginning their duties, the officers-elect shall take the following oath to be administered by a former President or a member appointed by members present at the conference.
"I do hereby pledge to faithfully perform the duties of office to which I have been elected to the best of my ability and for the benefit and honor of the Missouri Association of the Deaf, Inc. So help me God."
- 5.5 The officers thus elected shall assume their respective office the next day after the adjournment of the conference at which they were elected. The transition of present officers and newly elected officers shall take place prior to newly elected officers assuming their respective office. The outgoing officers shall be part of any meeting or business transactions conducted by the newly elected Board during the thirty (30) days period of transition.
- 5.6 Any resignation from office shall be made in a written notice with statement of reasons to the Association President or the Secretary not less than thirty (30) days prior to a date of an official resignation. If failed to do so, any compensation due to said person shall not be reimbursed. Vacancies in office caused by resignation or otherwise by filled by the Board of Directors.

- 5.7 The elected officers shall have the approval by the Board of Directors via email and/or at the Board of Directors meeting for any intended activities while performing their duties and be compensated with a receipt for the expense incurred.
- 5.8 No elected officers shall be ousted from designated office for any reason without a dialogue by the Board of Directors. In the event that it is found necessary to remove such officer from the office, a majority vote of the Board of Directors shall constitute the removal action. Such ousted officer shall have the right to appeal to the Board of Directors at the next meeting or special meeting.
- 5.9 The duties of the officers shall be as follows:
- 5.9.1 **The President**
- a. Shall perform all duties that are associated with the office of the President.
 - b. Shall preside all meetings of the Association, the Board of Directors and the Executive Board, shall serve as an ex-officio of all standing and other committees and the conference committee, and shall rule on matters in dispute.
 - c. An appeal from a ruling by the President may be sustained by a two-thirds (2/3) majority vote of the Board of Directors.
 - d. Shall be the Association liaison officer in matters which the state and national associations are concerned.
 - e. Shall have the power to appoint all standing and other committee chairpersons.
 - f. Shall submit a report to the members present at the conference and by an authority of the Executive Board, such report may be printed in the Association's newsletter.
 - g. Shall see that all orders, policies, resolutions, and motions of the Association are implemented.
 - h. Shall, in all circumstances, see that any of the orders, policies, resolutions, and motions of the Association is not nullified or amended.
- 5.9.2 **The Vice-President**
- a. Shall perform any legitimate function as determined by the President or by the Board of Directors.
 - b. Shall assume the duties of the President in his/her absence.
 - c. Shall be the chair of the Law Committee.
 - d. Shall be the chair of the Legislative Committee.
 - e. Shall be the chair of the Workshop Committee.
 - f. Shall be the chair of the Membership Recruitment Committee.
- 5.9.3 **The Secretary**
- a. Shall record all the minutes of the meetings of the Executive Board, the Board of Directors, and the Association Conference.
 - b. Shall have the conference proceedings ready for printing and distribution to the members within three (3) months after the close of the conference.
 - c. Shall keep the updated list of the members, their addresses, and their membership status.
 - d. Shall be in charge of all documents, inventories, and other properties belonging to the Association.
 - e. Shall be in charge of all papers, records, and correspondences of the Association except which property belongs to the officers.
- 5.9.4 **The Treasurer**
- a. Shall receive all monies, belonging to the Association, from all sources and keep a minute account of monies received and give the receipts for same.
 - b. Shall make deposits within ten (10) days after receiving the receipts into the proper classified accounts under the Association's name.
 - c. Shall make a report to state the finances of the Association at the conference and to the Executive Board and the Board of Directors whenever a meeting is being held or when called upon to do so.
 - d. Shall make any business transaction no more than two hundred fifty dollars (\$250.00) within the authorization of the Association President.

- e. Shall oversee notices of the membership dues when being due, keep records of the membership status and give a copy of same to the Association Secretary, and may, with the approval of the Board of Directors, appoint an assistant to assist with these.
 - f. Shall be bonded annually.
 - g. Shall have the treasurer's books and financial reports be audited by a Certified Public Accountant or the audit committee with the duties and responsibilities as provided for by the Audit Policy.
 - h. Shall make a financial report to the United States Internal Revenue Service within thirty (30) days after August 31st of each year. The fiscal year is from May 1st to April 30th.
 - i. Shall fill in the Incorporation fee report submitted by the State of Missouri with the officers' names and addresses and pay annual prescribed fee.
 - j. Shall send a membership roster listing all regional members and their addresses to the regional representative on January 1st of each year.
 - k. Shall be empowered to appoint two treasury staff assistants to assist in tending the Association's accounts with approval from the Board of Directors.
 - l. Shall be the chair of the Ways and Means Committee.
- 5.10 The Executive Board may conduct the business by either email, postal mail, videophone (VP) or web meeting as needed; when called to do so by the President. The members of the Executive Board shall be compensated for their transportation and meal expenses while attending duly authorized meetings as prescribed in the policies.
- 5.11 The purpose of the Executive Board meeting shall be keeping abreast with the various communication, informational materials, any problem that might arise between the meetings, and any other important issue to be discussed and to be conducted, and shall submit to the Board of Directors at the following meeting.
- 5.12 The President shall have authority to summon a special meeting of the Executive Board other than scheduled meeting whenever deems necessary or when requested to do so by majority of the board members.

ARTICLE 6: THE BOARD OF DIRECTORS

- 6.1 The Board of Directors shall be consisted of the Officers as prescribed in the Bylaws (Article 5) with the President as the Chair of the Board, and one representative from each Region and affiliation member, and shall have the duties and powers as provided by the Bylaws and Policies.
- 6.2 All members of the Board of Directors must be registered voters within thirty (30) days after the election or appointment.
- 6.3 The Board of Directors shall manage the affairs of the Association and the Regions of the Association. It shall have the power to develop, revise, and delete any policies of the Association. It shall at all times carry out the wishes of the Association, as far as practicable, expressed at recent conference, and by the petition(s) as may be submitted by 50.1 percent (%) between the conferences.
- 6.4 It shall have the power to use any available funds of the Association for purpose intended to promote the Association's interests. It shall have board liability insurance coverage.
- 6.5 The business of the Board of Directors may ordinarily be carried on by fax, email, or postal mail with each board member being afforded full opportunity to participate. It shall meet at least two (2) times a year when called to do so by the President. In the event of not being able to have a physical location for a board meeting, the Board of Directors shall use any form of Virtual Meeting platform to continue having the meetings of the Board of Directors and the biennial conference due to a national epidemic or other unforeseen situation.
- 6.6 The members of the Board of Directors, except the representative of the Affiliates, shall be compensated for their transportation, lodging, and meal expenses as prescribed in the Policies.
- 6.7 The President shall have authority to summon a special meeting of the Board of Directors other than scheduled meeting whenever deems necessary or when requested to do so by majority of the board members.

- 6.8 The Board of Directors shall formulate and maintain appropriate regulations for handling of the funds of the Association and of the General Fund, and for the duties and responsibilities of the Auditors.
- 6.9 The Board shall have authority, with respect to the General Fund, to under write the purchase, acquire, subscribe for, hold, pledge, hypothecate, exchange, sell, and deal in any interest in or relating to stocks, bonds (excluding marginal trading, short selling and commodities), and any other evidences of indebtedness and obligation of any corporation, association, partnership syndicate, entity, person or governmental, municipals or public authority, and evidences of any interest in respect of such stocks, bonds, and other evidences of indebtedness and obligations, to pay therefore in cash or other property and while the owner or holder of any such, to exercise all rights, powers, and privileges the right to vote thereon: and to delegate all such rights to any certain offices or officers of the Association who shall act as the agent or agents of the Board of Directors in such transactions.
- 6.10 Any Committee Chair or alternate, Coordinator of the Association Youth Leadership Programs, Association Webmaster, and the Association Newsletter Editor, who duly attended the meeting of the Board of Directors upon request by the President, shall be accorded all privileges.
- 6.11 Upon request of the Missouri Commission for the Deaf and Hard of Hearing (MCDHH), the Board of Directors shall collaborate with MCDHH.
- 6.12 The President shall extend a courtesy invitation to any past president of the Association to attend the meetings of the Board of Directors and shall be accorded all privileges except that of voting, providing that he/she is the resident of Missouri.
- 6.13 The Board of Directors meetings, except for the Board's internal affairs, shall be open to the public. The Board meeting notices shall be announced through the Association's social media.
- 6.14 If a duly elected member of the Board of Directors is absent from two (2) consecutive meetings of the Board without sufficient reasons, he/she shall be removed from the Board. If the member is a Region or Affiliate representative, his/her Region or Affiliate shall be asked for a replacement.
- 6.15 The Board of Directors shall submit their typed reports to the Secretary within 72 hours (3 days) prior to the Board meetings.

ARTICLE 7: MEMBERSHIP MEETINGS

- 7.1 MoAD shall hold an annual membership meeting, in person or virtual. The Board of Directors shall decide on the location of the next meeting and rotate around the state.
- 7.2 During odd-numbered years, the annual membership meeting shall be for the purpose of the newly elected officers, receiving reports from outgoing officers, representatives, and committees, and for any other business that may arise.
- 7.3 During even-numbered years, the annual membership meeting shall be for the purpose of receiving reports from current officers and committees, and for any other business that may arise.

ARTICLE 8: PROPERTIES OF ASSOCIATION

- 8.1 The Board of Directors shall have sole responsibility for all properties of the Association, and the inventory of each property shall be recorded and filed by the Secretary with a copy of such to the President.
- 8.2 Inventory of Properties:
- a. An inventory sheet shall list all assets owned by the Association such as: real estate property, desks, typewriters, chairs, telecommunication devices, desk cabinets, baskets, computer equipment, attaches, and all other items of value belonging to the Association.
 - b. If the office of the Secretary changes hands, the outgoing Secretary and the incoming Secretary shall sign the inventory sheet indicating that all assets listed on such sheet are being accounted for, and it shall also be signed by the President.

c. The Secretary and the Treasurer shall file all Association papers for the reports at the conference.
d. All items that are being sold or traded shall be listed on the inventory sheet, and the updated list shall be submitted to the Board of Directors by the Secretary.

8.3 During periods between the conferences, when it deems to dispose of any property of the Association, such disposition on sale action shall be decided by a majority vote of the Board of Directors, and such action shall be open to the highest bidder and be advertised in the Association's newsletter.

ARTICLE 9: RULES OF ORDER

9.1 The proceedings of any Association Conference, the Executive Board and the Board of Directors' business meetings shall be governed by ordinary parliamentary rules. In case of dispute, Robert's Rule of Order, Newly Revised shall be the authority.

ARTICLE 10: AMENDMENTS

10.1 An amendment to the Constitution or the Bylaws of the Association shall be made in writing and be seconded by the voting member of the Association, and such amendment shall be submitted to the Law Committee Chair not less than thirty (30) days prior to the conference.

ARTICLE 11: DISSOLUTION

11.1 In the event of dissolution of the Association, the action shall not be executed if there are twenty-five (25) dissenting voting members.

11.2 In the event of dissolution, the assets, after clearing the outstanding debts shall not be distributed among the members, officers, or any private persons, except that the Association shall be authorized and empowered to pay reasonable compensation that is being owed.

11.3 After all tangible assets are being disposed of; all assets shall be turned over to the National Association of the Deaf, Inc. (NAD) to be held in a trust for a period of five (5) years.

11.4 After the five (5)-year period, the trust shall be transferred to the NAD, providing that it is eligible as the tax-exempt organization as described in Section 501(c)(3) of the United States Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

11.5 In the event of a revival of the Association, after being in existence of two (2) years, it shall be eligible to retrieve the trust fund from the NAD. Any income accrued from said trust shall be retained by the NAD.



POLICIES

Revised August 28, 2021

POLICY 1: ASSOCIATION POLICIES

1.1 POLICIES

- a. There shall be policies in writing to administer the activities within Missouri Association of the Deaf, Inc., thereafter known as the Association.
- b. The Board of Directors shall have sole authority to set up and record a policy with assistance from the Law Committee.
- c. When deemed necessary, the Board of Directors has authority to revise and/or update any one of the current policies in file.
- d. Any new policy or amendment to any one of the policies in writing may be submitted at any time to the Law Committee for proper transcribing before a final acceptance by the Board of Directors.
- e. Any Association member may write to Secretary and ask for a copy of one or more policies.
- f. The Association's current policies in file are:
 - 1 Association Policies
 - 1.1 Policies
 - 1.2 Official Logo
 - 1.3 Activity
 - a. General
 - b. Financial
 - 2 Association Funds
 - 2.1 General Fund
 - 2.2 Dues and Assessments
 - 2.3 Association's Expenses Defined and Listed
 - 3 Public Funding
 - 3.1 Financial Assistance
 - 3.2 Legal Fund
 - 3.3 Missouri Statewide Services Funding
 - 3.4 Missouri Statewide Workshop Fund
 - 3.5 Youth Programs Fund
 - 4 Association Business
 - 4.1 Committees
 - a. The Audit Committee
 - b. The Law Committee
 - c. The Legislative Committee
 - d. The Ways and Means Committee
 - e. The Media Committee
 - f. Nomination Committee
 - g. The Resolutions Committee and the Necrology Committee
 - h. The Membership Recruitment Committee
 - i. The General Fund Committee
 - 4.2 Association Newsletter

- 4.3 Association Youth Programs
- 5 Association Biennial Conference
 - 5.1 Conference Procedure
 - 5.2 Conference Finance
 - 5.3 Conference Business Sessions
 - 5.4 Votes
 - 5.5 Awards
 - a. President Appreciation Award
 - b. Recognition of Appreciation Award
 - c. Distinguished Service Award
- 6 Delegates to NAD Conference

1.2 OFFICIAL LOGO

- a. The Association's official logo with the Association's name shall be printed on the Association's newsletter, letterheads, envelopes, and business cards.
- b. Unauthorized use of the Association's official logo shall be strictly forbidden.

1.3 ACTIVITY

a. General

- 1. Newly elected Association Officers may not host conference committee.
- 2. All approved motions made at the Association Biennial Conference must be executed and carried out not less than ninety (90) days prior to next Association Biennial Conference. Failure to do so, an inactivated motion may be resubmitted as a new motion any time at the Association Biennial Conference or otherwise be declared dead.
- 3. Within sixty (60) days after the adjournment of the Association Biennial Conference, there shall be a transition of the outgoing and newly elected Board of Directors to turn over its materials with explanation of the expected duties.
- 4. All approved motions made at any one of the Board of Directors meeting must be executed and carried out not later than thirty (30) days hence.
- 5. If any Board of Directors does not send its report to Secretary three (3) days (72 hours) prior to the Board of Directors meeting, the Secretary shall record in the minutes as "No Report."
- 6. The Association Secretary shall submit the attached meeting minutes to the Association President within two (2) weeks after every Board of Directors meeting.

b. Financial

- 1. All approved motions relating to the financial matters not normally carried out by regular means must clear through the Ways and Means Committee for available fund to activate it.
- 2. Should current budget not have available fund for any approved motion relating to the financial matters, the Ways and Means Committee is authorized to propose a fundraising drive program to sponsor said approved motion.
- 3. If any bank account check sent to the Treasurer with any transaction for financial purpose is bounced, there shall be a charge of twenty-five dollars (\$25.00) for insufficient bank account fund which must be paid to the Treasurer plus the amount of the transaction to be paid prior to providing the goods and services.

POLICY 2: ASSOCIATION FUNDS

2.1 GENERAL FUND

- a.** Purpose of this Fund is to defray the expenses only for advocating the Association, outlined in the Constitution (Article 3: Objectives) and the Bylaws (Article 2: Objectives).
- b.** The Constitution (Article 3: Objectives) shall be strictly enforced.
- c.** The Treasurer shall pay the cost of plaque(s) or cost of framed certificate(s) out of the Association's General Fund.
- d.** The Board of Directors shall fix the authorized expenses to carry out purposes of this Fund.
- e.** Any approved expenses remaining unpaid can be canceled on order from the Board of Directors for reason of insufficient fund designed for this item; however, activity outlined in next paragraph below may be initiated to cover these expenses.
- f.** Should the Fund fall below projected budget, approved by the Board of Directors, encounter unexpected expenses not showing in approved budget.
- g.** All expenses, paid out from this Fund, shall be paid by checks signed by the Treasurer.
- h.** This said Fund shall be audited annually by authorized Certified Public Accountant or Audit Committee, and the expenses for this purpose shall be paid out from this Fund.
- i.** The Treasurer shall combine all the Association's financial reports starting with new audited records to a latest audited records and make a full report of same at the next Association Biennial Conference. The combined financial reports shall be printed in the Association Biennial Conference Official Proceedings books.
- j.** The Board of Directors shall at all times be bonded for surety and liability coverage, and the expenses for this coverage shall be paid out from this Fund.

2.2 DUES AND ASSESSMENTS

- a.** Assessment dues of one hundred dollars (\$100.00) for each non-profitable cooperating member shall be levied annually, payable to the Treasurer no later than December 31.
- b.** Assessment dues of two hundred dollars (\$200.00) for each profitable cooperating member shall be levied annually, payable to the Treasurer no later than December.
- c.** Deaf graduates of the residential/public/private secondary schools having a free membership card shall be admitted free of charges, except for registration fees, to the Association Biennial Conference only for once.
- d.** Any Deaf Missouri resident who is over 75 years old shall be granted free life membership.

2.3 ASSOCIATION'S EXPENSES DEFINED AND LISTED

- a.** Annual prescribed affiliation membership dues to the National Association of the Deaf, Inc. shall be a sum of two hundred dollars (\$200.00), payable on or before April 1.
- b.** The Board of Directors shall be reimbursed for necessary and approved expenses incurred in the performance of their duties and shall submit a voucher with the receipts as a requisite for the payment from the Treasurer. The payment of the expenses shall also apply to the members, with the exception of the Host Conference Committee members and the Affiliate Member representatives, attending the meeting upon the request by the President.
- c.** The approved expenses shall also include the automobile round-trip transportation mileage or rental vehicle whichever is less, five (5) cents less than the IRS regulation, from and to the destination.

- d. The Association shall be responsible for the lodging expenses at each Association Biennial Conference in full, and Board of Directors meetings for the elected officers, up to \$80.00 per night, with receipt, subject to approval of the Board of Directors.
- e. The Association shall be responsible for meal expenses, with more than two (2) hours driving, officers shall be reimbursed for breakfast, lunch, and dinner up to the designated amount as per State of Missouri's Office of Administration's Meal Per Diem chart, with receipt.

POLICY 3: PUBLIC FUNDING

3.1 FINANCIAL ASSISTANCE

- a. The Association is not to make any kind of loan more than \$1,000.00 except for the needs of the Association without an approval of the members.

3.2 LEGAL FUND

- a. The \$5,000 is to be withdrawn from Money Market Savings account to open a legal fund account, and the balance should be left at \$5,000.00 every two (2) years by transferring the difference from same source.
- b. Purpose of this fund is to provide assistance in legal fees for the Deaf Missourians whose civil rights have been violated in the State of Missouri, providing that all means to acquire legal fees by any means for legal counsel services were either exhausted or no longer obtainable.
- c. The Treasurer shall receive all monies, belonging to this fund, from all sources and keep a separate minute account of monies received and give the receipts for same.
- d. A petition for compensation, to be paid out from this fund, shall be accompanied with written evidences of total failed attempts to raise such fund for the legal fees, letters from legal counselors if any, and documented evidences of civil rights and/or human rights violations.
- e. A limit set amount of compensation for legal fees shall be determined by the Board of Directors.
- f. The Board of Directors reserves the rights either to grant or not to grant such petition without a display of personal favor and a display of malice and/or personal disfavor.
- g. No part of this Legal Fund shall be used for lawsuit and/or legal action filed by an Association member against any other Association members or the Association.
- h. This said fund shall be audited annually, and the expenses for such shall be paid out from this fund.
- i. All the expenses, paid out from this fund, shall be paid by checks signed by the Treasurer.
- j. This fund shall be in a freeze once the fund goes below \$5,000.00.

3.3 MISSOURI STATEWIDE SERVICES FUNDING

- a. The Association may donate funds to an organization in the State of Missouri that is not an Association Region, upon their request in letter and approval of the Board of Directors.

3.4 MISSOURI STATEWIDE WORKSHOP FUNDING

- a. Purpose of this Fund is to financially advocate Missouri Statewide Workshop projects promoted by the Association.
- b. Missouri Statewide Workshop projects shall advocate the Constitution (Article 3: Objectives) and the Bylaws (Article 2: Objectives)
- c. Rules and regulations for conducting the Workshop projects shall be drafted and updated by the Board of Directors and be kept in the Secretary's file. A copy of such can be obtained any time by contracting the Secretary.

- d. Management of the Workshop projects shall be conducted by a committee known as the Workshop Committee, consisted of not less than three (3) Association members, which will be the Vice-President, serving as a chair and two (2) or more Association members to be appointed by the chair of this committee. The appointed committee members need not to permanently remain on the committee for each project.
- e. The Treasurer shall receive all monies, belonging to this Fund, from all sources and keep a minute account of monies received and give the receipts for same.
- f. All expenses, paid out from this Fund, shall be paid by checks signed by the Treasurer with official authority obtained from the chair of the Workshop Committee.
- g. This said Fund shall be audited annually by authorized Certified Public Accountant or the Audit Committee, and the expenses for this purpose shall be paid out from this Fund.

3.5 ASSOCIATION YOUTH LEADERSHIP PROGRAMS FUND SCHOLARSHIP

- a. The purpose is to encourage any Deaf students to apply for a small scholarship for college or university.
- b. At the beginning of his or her term, the President with the Board of Directors' approval appoints a chair of the Scholarship Fund Committee.
- c. The committee shall consist of five (5) members from various locations in Missouri.
- d. The committee will decide a title for essay contest and draft a letter to be sent to all principals of high schools in the State of Missouri where they have Deaf students.
- e. In the fall the committee will have the letter ready to be sent to the principals. In their letter, the committee will explain the purpose of essay contest as a way of promoting the scholarship for college or university. The letter will include an application form for teachers to fill out with Deaf students interested in taking part in the essay contest.
- f. In March of the next year, the committee will gather all the applicants' essays and look them over before picking a winner for the best essay. The winner will then be notified.
- g. An article about the winner will be printed in the Association *Show-Me Newsletter*."
- h. The Association awards an annual scholarship of five hundred dollars (\$500.00) to a winner of the best essay on Deafness as a goodwill gesture.

Junior NAD (Jr NAD)

- a. The purpose of JrNAD is to offer Deaf and hard of hearing students in 7th through 12th grade opportunities to develop leadership skills, learn and demonstrate citizenship, and meet and interact with students from other schools and states. Students can participate in the Junior NAD by joining regions established by their schools.

Youth Leadership Camp (YLC)

- a. The YLC is a four-week summer camp for Deaf and hard of hearing high school students where the campers have the ability to develop their scholarship, leadership, and citizenship qualities in nature environment.

POLICY 4: ASSOCIATION BUSINESS

4.1 COMMITTEES

a. The Audit Committee

1. The Audit Committee consisted of three (3) voting members residing in the same area of the Treasurer shall be appointed by the President.
2. The Audit Committee shall examine the Treasurer's financial books and records at end of the months of August and February; and if any discrepancy is shown evident, it shall immediately report to the President.
3. The Audit Committee shall be compensated for the meal and round-trip transportation expenses from his/her residence to the Treasurer's residence and vice versa as prescribed in the Policy 2.3 Association's Expenses Defined and Listed.

b. The Law Committee

1. The Law Committee chair may appoint up to five (5) voting members of the Association to serve on the Law Committee until the following Association Biennial Conference.
2. The Law Committee shall consider all proposed amendments to the Constitution, Bylaws and the Policies, and when such amendments are properly submitted to the chair and after such had been examined, he/she shall recommend its proper disposition.
3. The Law Committee member is authorized to visit the affiliate members at the Association's expenses in order to assist in explanations of the Bylaws whenever he/she is being asked to.
4. Prior to the Association Biennial Conference, the Law Committee shall prepare copies of the proposed revisions of the Constitution and Bylaws for all voting members of the Association to be distributed at the Association Biennial Conference.
5. Prior to the Board of Directors meeting, the Law Committee shall prepare copies of the proposed revisions of the Policies for the Board of Directors to be distributed at the meeting.

c. The Legislative Committee

1. The Legislative Committee consisted of three (3) voting members of the Association with the Vice-President as the chair shall read and examine the context of bills introduced in the State Assembly. It shall subscribe such bulletin to be paid by the Association. If, after a close examination, such bill is found to be unfavorable that may or will affect the Deaf community, the Board of Directors shall be notified immediately so the proper action may be taken in an effort to suppress such bill.

d. The Ways and Means Committee

1. The Ways and Means Committee, consisted of three (3) President's appointees, shall explore and bring about ways and means to attain the stated objectives of the Association, assist other existing committees in whatever manner may be deemed necessary to accomplish their stated objectives and act in on advisory capacity to the Board of Directors on matter relating to what may be brought before the Association at the meeting of either the Board of Directors or the Association Biennial Conference.
2. The Ways and Means Committee shall make and propose a budget based on the input of the Treasurer and the Board of Directors and submit such to the voting members at the Association Biennial Conference for approval. This said committee shall monitor the financial affairs of the Association with authority to control the cash outflow.

- e. **The Nomination Committee**
 1. The Nomination Committee is consisted of a chairperson, appointed by the President, and two (2) tellers, appointed by the Chairperson.
 2. The Chairperson follows the Nomination Procedure as provided by previous Nomination Committee Chairperson.
 3. The Tellers are to follow the Chairperson's instructions.

- f. **The Resolutions Committee and the Necrology Committee**
 1. The Resolutions Committee and the Necrology Committee shall be appointed by the President as soon as after the beginning of his/her current term. Each committee shall have no less than three (3) members, and the chair of each committee shall make his/her report at the Association Biennial Conference.

- g. **The Membership Recruitment Committee**
 1. The Membership Recruitment Committee is consisted of a member of each region, appointed and chaired by the Vice-President. It shall encourage the prospective candidates to join the membership of the Association.

- h. **The General Fund Committee**
 1. The General Fund Committee, consisted of the Treasurer and two (2) Board of Directors members appointed by the President with the approval of the Board of Directors, following the regulations set by the Board, shall have the delegated authority to make investments, for instance, buying and selling stocks, bonds, and other securities of the committee members shall cosign all General Fund checks.
 2. The General Fund, at the discretion of the Board of Directors, may be transferred to the care care of the Board of Directors with the Treasurer as the overseeing agent for such fund.

- i. **The Conference Committee**
 1. The Conference Committee shall begin work on the conference plans not less than two (2) years prior to the time of the Conference.
 2. Shall meet at the interval times for two (2) years prior to two (2) months before the conference begins.
 3. Be responsible for the guest speaker's expenses for transportation, hotel room and meals as well as hotel room expense for the General Chair if a complimentary room cannot be obtained.
 4. The Conference Committee have the right to vote two-thirds (2/3) majority vote of the Conference Committee for the removal of the Chairperson.

- j. **The Media Committee**
 1. The Media Committee, consisted of the President's appointees, serving as a public relations person, an editor of the Association's newsletter, and three (3) voting members of the Association, shall prepare, publish, and make available to the public and to the members of the Association the brochures, leaflets, and other literature containing information or public interest concerning the purposes, activities, and achievements of the Association and the Deaf in general through social media.
 2. The Media Committee also shall prepare any publication needed to assist the public to be aware of and/or understand better the implications of deafness and how to help resolve problems in Deaf's everyday lives.

3. For purposes of publicizing the Association's activities and achievements, a Media person shall have the authority, at the Association's expenses, to organize a new affiliate member, whenever possible; to attend public town meetings; to attend Deaf organization meetings; to meet with public officers.
4. The President, Vice-President, Treasurer and Secretary shall be responsible for proof-reading the Association Biennial Conference Official Proceedings book right after the conference and publish before the first of the year.

4.2 ASSOCIATION NEWSLETTER

- a. The name of the Association's newsletter shall be the *Show-Me Newsletter*.
- b. The editor of the Association's newsletter, appointed by the Media person, may accompany him/her to places in order to gather news, and other information; and, with assistance from the Media Committee, prepare, edit, and publish the official newsletter.

4.3 ASSOCIATION YOUTH LEADERSHIP PROGRAMS

- a. The regulations of Association Youth Leadership Programs shall be governed by the guidelines of the Association and the National Association of the Deaf.
- b. The immediate family of each competing candidate in the Association Youth Leadership Programs, if such activity is included in the Association Biennial Conference program, shall be exempted from paying the membership dues and the registration fees.

POLICY 5: ASSOCIATION BIENNIAL CONFERENCE

5.1 CONFERENCE PROCEDURE

- a. This Association shall meet in a conference once every odd-numbered year (every two (2) years), at such a time and in the state of Missouri as may be authorized by the Board of Directors, and it shall be limited to no less than two (2) days.
- b. Membership in good standing and a payment of the conference registration fee shall be required as prerequisite for participating in the conference. This also includes the elected officers of the Association.
- c. The Conference Host upon approval of the Board of Directors shall determine any other additional fees for the activities.
- d. All other persons are required to pay the conference registration fees. In order to participate in any activity, all persons must pay the fees as determined by the Conference Host.
- e. Non-members with paid conference registration are allowed to attend meetings. However, they are required to sit in the back with no voicing and voting rights.
- f. The Deaf non-resident of Missouri may opt to join the Association by paying the prescribed membership due and paying the conference registration fee to participate in the meeting of the conference and shall have the rights and privileges as provided for by the Bylaws (Article 4: Membership, 4.2).
- g. The Conference Committee have the right to vote two-thirds (2/3) majority vote of the Conference Committee for the removal of the Chairperson.
- h. At least seven (7) active members that are not on the board and at least four (4) board members must meet the conference quorum.

5.2 CONFERENCE FINANCE

- a. The Association shall collect registration fees of ten dollars (\$10.00) from all persons attending any portion of the Association Biennial Conference.
- b. The Association shall not be held responsible for any debts incurred by the Host Conference, in connection with the Biennial Conference.

5.3 CONFERENCE BUSINESS SESSIONS

- a.** The order of business of the conference shall be as follows:
- Roll Call of the Officers
 - Necrology
 - Moment of Silence
 - Pledge to the U.S. Flag
 - Greetings/Introductions
 - Appointment of Parliamentarian
 - Financial Report
 - Reports of the Officers
 - Unfinished Business
 - New Business
 - Resolution
 - Nomination/Election of New Officers
 - Oath
 - Conference Bids
 - Minutes of Current Business Sessions
 - Announcements
 - Adjournment
- b.** Any amendment to the Constitution or Bylaws made from the floor during the business meeting shall be referred to the Law Committee, and it shall be acted on at the next Association Biennial Conference.
- c.** Any amendment to the Policies made from the floor during the business meeting shall be referred to the Law Committee, and it shall be acted on at the next Board of Directors meeting.

5.4 VOTES

- a.** No vote by mail or proxy in the election of officers or selecting a voting member who is absent from a business meeting at the Association Biennial Conference at time of election shall be allowed.
- b.** Throughout the business meeting of the Association Biennial Conference, the voting members of the Association, to determine the outcome of the votes, shall use an 8½”x3½” card in a bright color. Hence, when the presiding chair calls for a vote, a member lifts up a card above his/her head and holds it until being told to ease down after being counted.
- c.** A proposed revision to the Constitution or Bylaws may be made in writing, be seconded, and be submitted to the Law Committee chair not less than thirty (30) days before the Association Biennial Conference. Such proposed revision shall be adopted by at least four (4) board members must meet the conference quorum.

5.5 AWARDS

- a. President Appreciation Award**
1. This is the highest honor to be awarded to any Association member.
 2. The purpose of this Award is to recognize an individual, member of the Association, for outstanding and beyond call of duty services to the Association only.
 3. The President submits a name or names of Association members, qualifying for such honor, with details of reason for selection(s) to the Board of Directors for approval.

4. The Award is not required to be presented at each and every Association Biennial Conference.
5. The honoree shall not be presented with such award more than once.
6. Every member of the Board of Directors is bounded by an agreement of solid secrecy not to reveal name of the honoree before time of the presentation.
7. Expenses for cost of award shall be paid out from the Association's General Fund.

b. Recognition of Appreciation Award

1. This Recognition of Appreciation Award is presented to show appreciation for contribution of time in providing unselfish service to any field of Deaf service(s) anywhere in the State of Missouri, to the Association and impressive financial contribution to Association's cause.
2. This award can be presented to a firm, a group, a Deaf person, a hearing person, who qualify for such honor as described in Policy 5.5a.
3. Names of proposed honorees shall be submitted to the Secretary thirty (30) days prior to the Association Biennial Conference.
4. The Board of Directors shall determine qualification of the proposed honorees for this award.
5. Expenses for cost of awards shall be paid out from the Association's General Fund.

c. Distinguished Service Award

1. This Distinguished Service Award is presented to recognize any member of the Association for untiring and unselfish, past and/or present, services provided to the Association only and not any other organization of or for the Deaf.
2. The Association members' names, along with details of reason for selection must be submitted to the Secretary thirty (30) days prior to the Association Biennial Conference.
3. Within the next five (5) days after the deadline, the Secretary shall put all submissions together, researches them, prioritize each with higher qualification at top, and submit them to the Executive Board for final selections.
4. The Executive Board shall reserve the rights to design what categories in which other Association members participated to be qualified for such award.
5. No honoree shall be awarded again for providing services in same category.
6. The Distinguished Service Award shall be in a form of high quality wood award not less than 9"x7" with an attached brass plate engraved with a description of service, date of presentation, name of a honoree. Thickness of the award shall not be less than half of an inch.
7. Expenses for cost of awards shall be paid out from the Association's General Fund.

ARTICLE 6: DELEGATES TO NAD CONFERENCE

- 6.1 The Association President shall be a delegate to the NAD Conference and/or to the NAD Leadership Training Conference.
- 6.2 The alternate delegate(s), up to five (5) members, may be recommended from among the voting members present at the Association Conference and among them shall be immediately appointed by the Board of Directors at its next following meeting, providing that the appointee(s) has attended the recent held conference.

- 6.3** Up to six (6) delegates, including the Association President, based on NAD's quotas, who attend the NAD Conference and/or NAD Leadership Training Conference shall be compensated for the authorized expenses paid out of the Association's General Fund to be determined by the Association Executive Board as the fund permits.
- 6.4** For reason of negligence of the duties, designated delegate shall not be compensated for the expenses to be determined by the Board of Directors. If the compensation was made in advance, it shall be required to be refunded to the Association.

Converted from Standing Rules and Revised: August 3, 2003 and Revised: November 28, 2021

The Policies are subject to change by the Board of Directors at any meeting of the Board of Directors without any conflict with the current Constitution and Bylaws.

