

CONNECTICUT ASSOCIATION OF THE DEAF, INC.

Constitution & By-Laws

Revised as of 11/02/2019

ARTICLE I - NAME

This Association shall be called "The Connecticut Association of the Deaf, Inc." (CAD).

ARTICLE II - PURPOSES AND POWERS

Section 1 – The mission of the CAD as a state association is to promote, protect, and preserve the rights and quality of life of Deaf, DeafBlind and Hard of Hearing citizens of Connecticut. The CAD is a civic, non-profit organization serving the Deaf, DeafBlind and Hard of Hearing community needs in the areas of:

| | |
|---------------|--------------|
| Advocacy | Access |
| Education | Technology |
| Employment | Civil Rights |
| Communication | Empowerment |

The CAD promotes awareness, equality, and interaction through its various activities.

Section 2 - Said corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the International Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law). This Association is to provide for greater effectiveness in securing and promoting the best interests of the deaf, deafblind and hard-of-hearing individuals in the state of Connecticut; for mutual assistance, and encouragement in bettering their intellectual, industrial and social condition and for the enjoyment of social pleasure attendant upon periodic conventions. No substantial part of the activities of the cooperation shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation 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.

Section 3 - Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Small Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future of United States Internal Revenue Law) or (b) a corporation, contributions to which are deductible under Section 170(C)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE III - MEMBERSHIP

Section 1 - Classes of membership: This Association shall have five (5) classes of membership: Active, Associate, Senior/Student, Honorary, and Organizational.

- a) Active membership: Any deaf, deafblind or hard-of-hearing person of good moral character living in the state of Connecticut shall become an Active member of the Association upon payment of the appropriate membership dues.
- b) Associate membership: Any person of good moral character who is not a resident of Connecticut or who is non-deaf and who is actively interested in the objectives of the Association may become an Associate member upon payment of the appropriate membership dues. Such member shall not have any voting privileges and shall not hold office in the Association.
- c) Senior/Student membership: The eligibility of senior membership is 60 years or older and such a member may become a senior member of the Association upon the payment of the appropriate membership dues. Student membership is available to any individual enrolled in a secondary or post-secondary education program.
- d) Honorary membership: This lifetime membership shall be based on recognition of an individual's outstanding service to the deaf, deafblind and hard-of-hearing people. Such membership be conferred by two-thirds (2/3) vote of the members present at a general meeting. Honorary members shall not have any voting privileges and shall not hold any elective office in the Association.

- e) Organizational membership: Any organization may become an affiliate member of the CAD with no voting privileges. Appropriate membership dues shall be paid.

Section 2 - Dues.

- a) Annual dues for any kind of membership shall be fixed in such amounts as the Association shall determine from time to time.
- b) A two-thirds (2/3) vote at a general meeting of the Association shall be required in order for the Association to change the amount of dues for any class of members.
- c) Only those active members whose dues are paid in full shall have voting privileges.
- d) The annual dues to maintain active membership in CAD are payable each year on the anniversary date any member joined CAD. Should an active member be in arrears for at least six (6) months, that member shall cease being an active member, thus not continuing as an officer, board member, committee chair, and committee member.

Section 3 - Reinstatement.

- a) A former member can be reinstated as a new member upon payment of the appropriate membership dues.

Section 4 - Affiliations.

a) **National Association of the Deaf**

This Association shall be a state association member of the National Association of the Deaf (NAD). Appropriate number of delegate(s) and alternate delegate(s) shall be appointed by the Executive Board.

- (1) If the Delegate(s) is not one of the elected or appointed members of the Executive Board, then he/she shall be a non-voting member of the Executive Board.
- (2) The appointed Delegate(s) must maintain state residence up to and through the Conference, he/she shall forfeit the position and be replaced by the appointed Alternative Delegate(s).

b) **Connecticut Council of Organizations Serving the Deaf**

This Association shall be a member of the Connecticut Council of Organizations Serving the Deaf (CCOSD). Two (2) member representatives shall be appointed by the Executive Board.

c) **Connecticut Retirement Community**

This Association shall be a member of the Connecticut Retirement Colony, Inc. (CRC). Three (3) board member representatives shall be appointed by the Executive Board.

d) **Connecticut Registry of Interpreters of the Deaf**

This Association and the Connecticut Registry of Interpreters of the Deaf (CRID), upon the majority vote of approval of both Boards of CAD and CRID, shall appoint a board member representative to attend each organization board meetings to develop, maintain, and foster good working relationships between both organizations.

e) **DeafBlind Association of Connecticut**

This Association and the DeafBlind Association of Connecticut (DBAC), upon the majority vote of approval of both Boards of CAD and DBAC, shall appoint a board member representative to attend each organization board meetings to develop, maintain, and foster good working relationships between both organizations.

ARTICLE IV - THE EXECUTIVE BOARD

Section 1 – Composition.

- a) The Executive Board shall consist of the elected officers of this Association: a President, a Vice-President, a Secretary, a Treasurer, a Law Chair, and five (5) Board Members at Large. The elected officers, as members of the Executive Board, shall appoint the following appointed officers: a Conference Chair, a Deaf CT Ambassador State Director, a Youth Program Coordinator, ~~and~~ an Editor of the CAD Newsletter, a Legislative Committee Chair and a Website/Media Manager upon the recommendation(s) of the President.

If Conference Co-Chairpersons are appointed, they shall have one vote.

- b) The immediate Past President shall be a voting member of the Executive Board. If the President is re-elected, the position shall be left vacant.

Section 2 - Quorum of the Executive Board.

- a) A majority (51%) of the elected officers and appointed voting officers shall constitute a quorum of the Executive Board meetings.
- b) Executive Board members may participate in the meeting with the use of video conferencing technology for a valid reason at the discretion of the President.

Section 3 – Duties.

- a) Between the Biennial Conferences of this Association, the Executive Board shall be the governing authority for the business/operation of this Association.

Section 4 - Elections

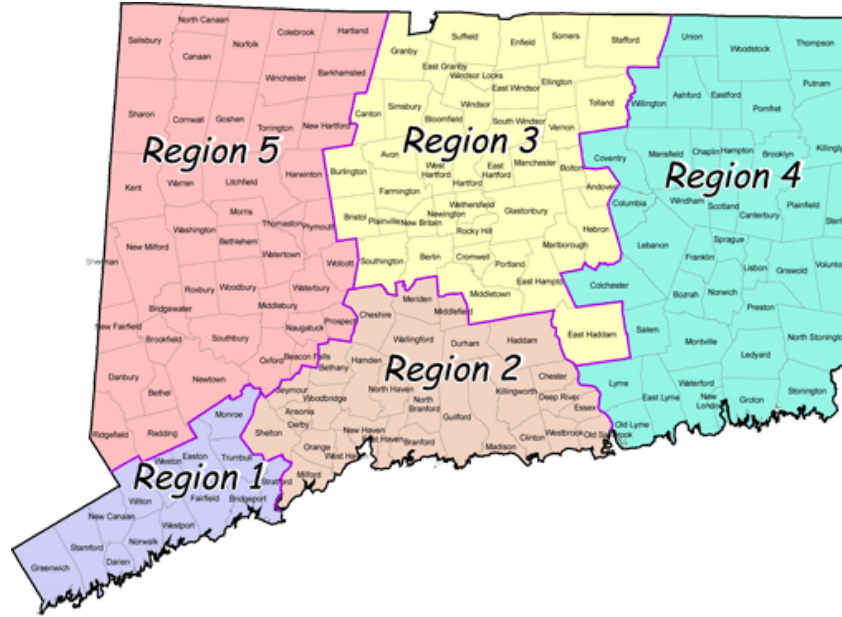
- a) The officers of this Association shall be elected by a majority vote by the members of this Association at the Biennial Conference.
- b) Candidates for the elective offices must be a member in good standing of this Association at least one year immediately prior to nomination for and election to office.

Section 5 - Term of Office.

- a) The officers shall serve for a term of two (2) years. Official materials and reports relating to any office shall be turned over to the newly elected officers within thirty (30) days, or by the first day of the new term, whichever comes first.
- b) The newly elected officers shall assume the responsibilities of their offices immediately after taking the oath of office.
- c) The members of the newly elected Executive Board and members of the outgoing Executive Board shall meet the next day after the Conference to work out a smooth transfer of responsibilities. The new and immediate past Presidents shall determine the date and time of the meeting. The newly elected CAD Executive Board shall meet during January of the New Year and the meeting agenda shall include consideration and approval of appointments of chairpersons of various committees.
- d) Any elected officer shall not hold the same office for more than three (3) consecutive terms.

Section 6 – Board Members At Large.

- a) There shall be five (5) elected Board Members At Large of this Association with terms of two (2) years each. There shall be one (1) Member At Large from each of the five (5) demographic regions: North Central, South Central, East, Northwest, and Southwest.
- b) The attached Connecticut Map showing five (5) distinct demographic regions forms the basis for electing five (5) Board Members - At - Large - - one (1) Member At Large from each of the five (5) demographic regions.



Section 7 – Vacancy.

- a) All vacancies in office shall be filled by action of the Executive Board. A two-thirds (2/3) vote of the full Executive Board shall be required to fill such a vacancy.

Section 8 - Removal of Officers or Board Members At Large.

- a) An Officer or Board Member At Large may be removed from office by the action of the members of this Association, by a petition of no less than ten (10) signatures of members, whenever in their judgment, the best interests of this Association shall be served thereby, but such removals shall be without prejudice to the contract rights, if any, of the officers so removed. A two-thirds (2/3) vote of the members present shall be required to remove an Officer or Board Member At Large from such office.

ARTICLE V - DUTIES OF OFFICERS AND BOARD MEMBERS

Section 1 – President:

- a) Shall preside at all meetings of this Association and the Executive Board.
- b) Shall appoint chairpersons of the Standing Committees, Awards Committee, and all other committees not otherwise provided for by this Association with the approval of the Executive Board.
- c) Shall be an ex-officio member of all committees.
- d) Shall call for special meetings whenever such meetings become necessary.
- e) Shall assign specific duties to each member of the Executive Board.
- f) In case of a tie vote of the Executive Board members, the President may use his/her vote to break the tie.
- g) Shall appoint two (2) auditors with the approval of the Executive Board, who live near the treasurer's home. The auditors shall not be members of the Executive Board.

Section 2 - Vice President:

- a) Shall serve as President during the absence of the President.
- b) Shall fill the office of the president when the President is, for any reason, unable to perform his/her duties.
- c) Shall perform such duties as assigned to him/her by the President or the Executive Board.
- d) Shall oversee the Conference Chair.
- e) Shall assist the treasurer with collection of membership dues during membership drives.
- f) Shall be responsible for managing "Deaf Awareness Week" (DAW).
- g) Shall assist with this Association's public relations.

Section 3 – Secretary:

- a) Shall keep accurate records of any meetings of this Association and the Executive Board.
- b) Shall become the custodian of the Association's historical records and the minutes of all meetings.
- c) Shall perform other duties as directed by the Executive Board.
- d) Shall conduct the general correspondence of this Association.
- e) Shall send notice of meetings to members of this Association or the Executive board, whichever is appropriate.
- f) Shall perform other duties as directed by the Executive Board.

Section 4 – Treasurer:

- a) Shall be bonded if required by the Executive Board at the expense of this Association.
- b) Shall receive all monies belonging to this Association.
- c) Shall deposit all monies belonging to this Association in a bank.
- d) Shall keep an account of all properties, investments, and funds of this Association, which shall at all times be open for inspection.
- e) Shall present reports on all funds of this Association at each regular Executive Board meeting and at the Biennial and General meetings. At the time new Officers begin their terms, if not re-elected, the retiring Treasurer shall turn over all funds, records, and a full report audited by the Auditors.
- f) Shall keep a file showing the names of members, their addresses and dates of membership.
- g) Shall provide the Secretary and Vice President with an up-to-date list of all members in good standing at the time of each Association meeting. Complete with any changes of addresses.
- h) Shall be present at the Auditors' meetings.

Section 5 - Law Chair:

- a) Shall act as Parliamentarian.
- b) Shall oversee changes in the By-Laws.

Section 6 – Board Members At Large:

- a) The Board Members At Large shall carry out whatever responsibilities are assigned by the President or the

Executive Board.

Section 7 - Immediate Past President:

- a) The Immediate Past President shall provide ongoing guidance and counsel to the officers and members of this Association. The Executive Board may assign special responsibilities to him/her.

ARTICLE VI - STANDING COMMITTEES

Section 1 - Chairpersons of Standing Committees. Not later than thirty (30) days after the beginning of his/her term, the president shall appoint some members to be Chairpersons of the Standing Committees: i.e. **Education** (CLERC standing for Children Learning Education Require Choices), **Legislation**, **Linda Baine Memorial Fund** (LBMF-profit from raffle selling to assist underprivileged deaf and hard of hearing persons), **Membership**, **Publicity**, **Auditors**, **Connecticut Retirement Colony for the Deaf** (CRC), and other committees.

- a) The chairpersons of the standing committees submit quarterly reports to the Executive Board.
- b) Submit the annual reports for the general meeting or the conference.
- c) Attend the meetings unless are excused by the CAD President.

Section 2 – Auditors:

- a) Shall consist of a body of at least two (2) members, including the appointed chairperson.
- b) Shall audit the Treasurer’s books at least two (2) times per year prior to the annual meeting.
- c) Shall carry out whatever responsibilities are assigned by the President or the Executive Board.
- d) Shall audit all Association funds.

ARTICLE VII - MEETINGS AND FORUMS/ WORKSHOPS

Section 1 - General Meetings.

- a) The Association shall have a General Meeting every Fall.
- b) This Association shall have an event and information sharing session every Spring.

Section 2 - Date of Biennial Conference.

- a) The Biennial Conference of this Association, at which the Executive Board shall be elected, may be held during the Fall season of odd numbered years at such location and time recommended by the members of the Association with the approval of the Executive Board.

Section 3 - Special Meeting.

- a) Special meetings shall be called at any time by the President or by a majority of the members of this Association.

Section 4 - Notification Date for General Meeting.

- a) Notification of General Meetings shall be done in writing or through email, the CAD Newsletter/Website, or other electronic means by the Secretary at least four weeks prior to the date of the meeting.

Section 5 - Number of Executive Board Meetings.

- a) The Executive Board shall meet at least three (3) times a year at a place to be determined by the members of the Executive Board.

Section 6 - Quorum of the Association.

- a) One-fifth (1/5) of the active members in good standing shall constitute a quorum.

Section 7 - Majority Vote.

- a) With a quorum, a majority vote of the members present and entitled to vote shall be required for any action by the Association.

Section 8 - Two-thirds (2/3) Vote.

- a) With a quorum, an affirmative vote of two-thirds (2/3) of the members present and entitled to vote shall be required for any business that requires a two-thirds (2/3) vote majority.

Section 9 - Workshops.

- a) Workshops are held during the Deaf Awareness Week and/or other weekend or special time.

ARTICLE VIII - FISCAL YEAR

Section 1 - Dates of the Fiscal Year.

- a) The Fiscal Year of this Association shall be from January 1 to December 31.

ARTICLE IX - ORDER OF BUSINESS

Section 1 - The business of this Association shall be taken in the following order:

- | | |
|------------------------------|--------------------------|
| a) Call the Meeting to Order | g) Reports of Committees |
| b) Roll Call | h) Special Orders |
| c) Reading of Minutes | i) Unfinished Business |
| d) Treasurer’s Report | j) Elections |
| e) Correspondence | k) New Business |
| f) Reports of Officers | l) Adjournment |

ARTICLE X - AMENDMENTS

Section 1 -These Bylaws may be amended at any general meeting of the Association by a two-thirds (2/3) vote of the members present and entitled to vote, provided that notice of such amendment (s) has been given in writing or through email, the CAD Newsletter/Website, or other electronic means to all Association members at least thirty (30) days prior to the meeting at which the proposed amendment is to be considered for adoption. All proposed amendments shall be given to a revision committee for proper wording and presentation.

ARTICLE XI - DISSOLUTION

Section 1- This Association may be dissolved by a two-thirds (2/3) vote of the members present at a general meeting and entitled to vote.

Section 2 - In the event of the dissolution of this Association, all remaining assets, real and personal property of whatever nature, shall be transferred to the headquarters of the National Association of the Deaf (NAD).

Previous Revisions Approved:

11/02/2013
10/15/2011

STANDING RULES

Standing rules should indicate those items which may be adopted and amended or suspended or repealed without previous notice. They remain in force from the time of adoption until they are changed or repealed. Standing rules are adopted or suspended by a two-thirds (2/3) vote without notice or by a majority vote if previous notice is given. Standing rules are usually printed following the By-Laws and a copy should be filed in the minutes book.

Section 1 - Amount of Dues.

- a) Active member dues shall be \$20.00 per individual or \$35.00 per couple per year.
- b) Associate member dues shall be \$20.00 per year.
- c) Student dues (High School and College) shall be \$15.00 per year.
- d) Senior Citizen dues shall be \$15.00 per year.
- e) Honorary members are exempt from paying dues unless they desire the privileges of Active or Associate membership.
- f) Organizational membership dues shall be \$100.00 per year.

Section 2 - Number of Authorized Check Signatures Required on Association Checks.

- a) Checks drawn on the account of this Association shall be signed by at least two (2) of the following officers: Treasurer and President or Vice-President.

Section 3 - Finance Report Signatures.

- a) Audited reports of this Association shall be signed by at least two (2) auditors.

Section 4 - Biennial Conference.

- a) The conference fund shall not exceed \$500.00. Any balance over that amount after the conference shall be transferred to the NAD Delegate Fund.

Section 5 - Deaf Connecticut Ambassador State Program

- a) The Deaf Connecticut Ambassador State Program, operated by the CAD according to the guidelines of the NAD, is under the direction of the Deaf Connecticut Ambassador State Director and the Program Committee. The Program may raise and receive funds and shall deposit all its funds in the CAD treasury under the supervision of the CAD Treasurer. The CAD Treasurer and the State Director may develop guidelines for the day-to-day operation of the Deaf Connecticut Ambassador State Program, including the use of CAD Bank/ATM card, subject to the approval of the Executive Board.

Section 6 - Guidelines for CAD Awards

- a) **GOLDEN HAND AWARD** - a statewide program of service recognition given jointly by the Connecticut Association of the Deaf (CAD) and the National Association of the Deaf (NAD). It is a CAD/NAD project to recognize outstanding individuals and/or organizations who have demonstrated exemplary efforts to better the lives of deaf and hard of hearing citizens in their communities in the State of Connecticut through volunteering and/or contribution of service to the community. This award is presented during the CAD Conference every two years.

1) Qualifications of Nominees:

- Individuals nominated must be volunteers.
- Program(s) within an organization with paid staff may be nominated, but the extent of salaried activities must be clearly indicated in the nomination statement.
- Volunteer activities must be performed within the state or local community.
- Selected by the CAD Executive Board.

2) Submitting Nominations:

- All nominations must be received by the CAD Awards Committee sixty (60) days before a specific deadline determined by the CAD.
- All nominations must be completed in one package, including the approved Nomination Form, when submitted to the CAD Awards Committee. Separate letters and other documents received later will not be processed.
- Supplementary material may be submitted, but not more than ten (10) pages. No large documents, clippings, etc.) larger than 8½" by 11" will be accepted. Material submitted may be used for publication by the CAD. Do not submit scrapbooks, film, tapes, or cassettes.

- The CAD Awards Committee may request additional information about the nominee(s) for the committee's consideration and recommendation to the CAD Executive Board.
- Decisions of the CAD Awards Committee and the CAD Executive Board are final.
- All entries and materials (nomination form and supplementary) become the property of the CAD and will not be returned.

b) **ANNA FRONCZEK AWARD** - this award was established in honor and memory of Anna Fronczek who was very active in the CAD until her death in 1990. This award, in the form of an engraved plaque approximately 8½" by 11" is presented during the CAD Conference every two years.

1) Qualifications of the Nominees:

- An active CAD member who participated in/assisted the CAD in any way during the two (2) years.
- He/She is not on the CAD Executive Board.
- Selected by the CAD Executive Board.

2) Submitting Nominations:

- All nominations must be received by the CAD Awards Committee sixty (60) days before a specific deadline determined by the CAD.
- All nominations must be submitted in one package, including the approved Nomination Form, when submitted to the CAD Awards Committee.
- The CAD Awards Committee may request additional information about the nominee(s) for the committee's consideration and recommendation to the CAD Executive Board.
- Material submitted may be used for publication by the CAD.
- Decisions of the CAD Awards Committee and the CAD Executive Board are final.
- All entries and materials (nomination form and supplementary) become the property of the CAD and will not be returned.

c) **PRESIDENT'S AWARD** - this award is presented to a CAD member who has worked beyond the expected duties and is chosen and recognized by the CAD President during his/her tenure. This award, in the form of an engraved plaque approximately 8½ " by 11", is presented during the CAD Conference every two years.

Previous Revisions Approved:

11/02/2013

10/15/2011