

**NORTH CAROLINA ASSOCIATION OF THE DEAF, INC**  
**BYLAWS**  
**Revised June 2017**

**ARTICLE 1: GENERAL**

**SECTION 1.1 NAME**

This organization shall be known as the North Carolina Association of the Deaf, Inc. (hereafter known as the “NCAD”)

**SECTION 1.2 INCORPORATION**

The NCAD shall be incorporated into the laws of North Carolina as a non-profit organization. These complete papers of the NCAD shall be kept in a location to be designated by the Board.

**SECTION 1.3 NATIONAL AFFILIATION**

The NCAD shall be a cooperating member of the National Association of the Deaf (NAD), meeting of its obligations including payment of annual due as set by the NAD, and sending to the national conferences the maximum number of delegates to which it is entitled, providing the Board of Directors finds this financially feasible.

**ARTICLE II: MISSION STATEMENT**

The mission of the NCAD is to promote educational, socioeconomic, health, civil rights, and welfare of Deaf, Hard of Hearing, Deaf-Blind citizens of North Carolina.

**ARTICLE III: MEMBERSHIP**

Membership in NCAD shall be in two classifications: Individuals and Organization/Affiliate

**SECTION 3.1 INDIVIDUAL MEMBERSHIPS**

A. Active membership shall be granted to any North Carolina resident, deaf or hearing, upon payment of annual dues. Active members shall have the privileges of the floor at Conferences of the NCAD may serve in appointed offices and on committees, and may be nominated for and/or elected to office the NCAD.

B. Associated membership may be granted to non-residents of North Carolina upon payment of dues. They shall not be eligible to participate in the business of the NCAD nor be eligible to hold office.

### SECTION 3.2 ORGANIZATION/AFFILIATE MEMBERSHIPS

- A. Any non-profit recognizable organization of, by, or supportive of Deaf and Hard of Hearing people is welcome to join NCAD as affiliate, upon payment of annual dues, to be determined by the NCAD Board.
- B. Organizations, either local or state, desiring to become affiliates of NCAD can complete a written petition for such status, and submit it to the NCAD President for consideration by the Board.
- C. Upon NCAD Board approval and conferral of affiliate status, the organization can incorporate the phrase, “an Affiliate organization of the North Carolina Association of the Deaf (NCAD).
- D. The member organization/affiliate can appoint a delegate or representative to attend NCAD events and have the privileges of the floor and participate in committees and votes. (Presumably, NOT serve as officers, due to potential conflict of interests).

## **ARTICLE IV: BOARD OF DIRECTORS**

### SECTION 4.1 COMPOSITION

The voting members of the Board shall consist of the NCAD officers and four regional representatives. The Past President (ex-officio) is the only non-voting member.

### SECTION 4.2 RESPONSIBILITIES AND AUTHORITY

The Board of Directors shall:

- A. Be responsible for the general management of the affairs to be NCAD, as expressed by resolutions or otherwise, between regular Biennial Conferences.
- B. Have the power to manage available funds of the NCAD to promote the interests of the NCAD within the available Biennial budget.
- C. Have the power, by a two-thirds (2/3) vote, to suspend a member or officer from his/her office and from the discharge of his/her duties. Such suspended officer shall have the right to appeal the action to the NCAD at the next regular meeting following the suspension.
- D. Be bonded

#### SECTION 4.3 BOARD MEETING

- A. The Board of Directors shall meet quarterly.
  
- B. A special Board meeting shall be called at the President's discretion, or whenever six (6) or more Board members petition for one. A complete petition should be received by the President at least four (4) weeks ahead of the requested date.
  
- C. A quorum for conducting business at the Board meeting shall consist of a two-thirds (2/3) of the Board of Directors members.

### **ARTICLE V: OFFICERS**

#### SECTION 5.1 LISTS OF OFFICERS

The officers of NCAD shall be:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer
- e) Past-President (ex-officio)
- f) four (4) Regional Representatives (Western, Central, Northeastern, Southeastern)

#### SECTION 5.2 ELECTIONS OF OFFICERS

- 5.2.1 The officers of the NCAD shall be elected with written ballot by a majority vote of members assembled at the conference. The terms of each office shall be for two (2) years and no person shall serve more than two (2) consecutive terms in the same office. In the event no one runs for any of the nine (9) officers, the Board shall appoint a member to serve in such offices.
  
- 5.2.2 Board members shall be attending the Board and Conference meeting with travel expenses covered.

#### SECTION 5.3 ASSUMPTIONS OF OFFICE

Newly elected officers shall assume office upon the conclusion of the Biennial Conference.

#### SECTION 5.4 VACANIES

In the events of vacancy, the President shall be empowered to choose a qualified member of the NCAD to fill the vacancy, subject to the approval of the Board members. In the events of resignation, a formal notice shall be submitted to the President. In the event that the President resigns or vacates his/her office, the Vice-President shall serve as President for the remainder of the vacating president's term.

#### SECTION 5.5 QUALIFICATIONS

No member shall be elected to office unless he/she has been a resident of North Carolina for at least one year immediately prior to election, and is a current NCAD member in good standing.

Each candidate who is interested in running for any NCAD Board's position shall complete the application for a position three months prior to NCAD Conference elections, and/or be nominated from the floor during Conference elections.

#### SECTION 5.6 REIMBURSEMENTS

Officers shall serve without compensation except for standard expense reimbursements for costs incurred in discharge of duties.

#### SECTION 5.7 DUTIES OF OFFICERS

##### A. President

1. Shall preside at all meetings of the NCAD and of the Board, and shall rule on matters in disputes. An appeal against a ruling by the President may be sustained by a two-thirds (2/3) vote.
2. Shall head the list of NCAD delegates at a conference of the National Association of the Deaf (NAD).
3. Shall perform all duties ordinarily associated with the office of President.
4. Shall have the power to appoint liaison representatives and members of standing and other committees subject to approval by the Board.
5. Shall focus on Outreach and Public Relations for NCAD
6. Shall seek opportunities for publicity for NCAD (including publications, booths or exhibits at various events and functions, newsletters, website, and website links).

##### B. Vice President

1. Shall perform functions as determined by President or Board.
2. Shall assume duties of President during the President's absence.

3. Shall carry out duties with a focus on the internal administrative business of NCAD.
4. Shall encourage any organizations and agencies to become affiliates of NCAD.
5. Shall aid in the development a coalition of Deaf clubs/ organizations/ schools/ service agencies serving the Deaf, in order to create stronger support for issues affecting Deaf/ Hard of Hearing people.
6. Shall oversee NCAD Regional Representatives to promote NCAD activities and participation.

C. Secretary

1. Shall keep a correct record of proceedings of the various NCAD meetings and Executive Board meetings and shall prepare same for publications in the official organization of NCAD. Copies of the Board meeting minutes shall be distributed to Board members within thirty (30) days following the meeting.
2. Shall keep a complete list of the officers and members and their mailing addresses.
3. Shall make announcements and other pertinent information to NCAD members as requested by the President.

D. Treasurer

1. Shall receive all monies belonging to the NCAD.
2. Shall keep accurate accounts of receipts and expenditures and submit an audited report of same to the NCAD at its regular business meeting.
3. Shall maintain inventory records of the NCAD's physical assets.
4. Shall maintain the record of membership and dues collected, and send dues notice.

E. Regional Representatives

1. Shall regularly communicate with NCAD members and other individuals interested in Deaf Community issues in his/her region, before and after each Board meeting.
  - a. Collect issues/ concerns/ proposals/ motions for Board attention and action.
  - b. Share information about the Board meeting and related NCAD activities.
2. Shall be chair(s) of standing or ad hoc committees as assigned by President or Board.
3. Shall participate in membership drive and promote NCAD objectives.

4. Shall encourage and help the development of NCAD-related activities and events in his/her region.
5. Shall give a presentation in his/her region once a year.
6. Shall serve on Conference Planning committee.

F. Past President

1. Shall act as ex-officio.
2. Shall have no voting privileges.

## **ARTICLE VI: DELEGATES**

### SECTION 6.1 APPOINTMENT

There shall be at one (1) or two (2) delegates representing NCAD at the statewide or national conference. The two delegates shall include the President and/or Vice President.

### SECTION 6.2 DELEGATION

- A. If either President or Vice President is not able to attend the conference, another Board member will attend the conference upon approval from Board members.
- B. If none of Board member is able to attend, a NCAD member will be appointed by the Board.

### SECTION 6.3 EXPENSES

- A. Expenses (amount determined by the Board) for Delegates for travel, hotel, meals, and conference registration will be covered.
- B. Each Delegate is required to submit a written/ typed report before being reimbursed for expenses incurred.

## **ARTICLE VII: COMMITTEES**

### SECTION 7.1 STANDING COMMITTEES

Standing committees of the NCAD shall be:

- 1) ByLaws Committee
- 2) Finance Committee
- 3) Nominations and Elections Committee
- 4) Deaf North Carolina Ambassador Committee
- 5) Awards Committee

- 6) Conference Committee
- 7) Social Media Committee
- 8) Fundraising Committee

#### SECTION 7.2 APPOINTMENTS OF COMMITTEES

The President shall appoint the Chair of each committee, subject to the approval of the Board.

#### SECTION 7.3 REPRESENTATION

Members in good standing appointed by the President with approval from the Board shall participate with non-NCAD committees as NCAD representatives.

- 1) North Carolina Deaf Mental Health Advisory Committee
- 2) North Carolina Mental Health Coalition
- 3) North Carolina Interpreters and Transliterators Licensing Board (NCITLB)
- 4) North Carolina Council for the Deaf and the Hard of Hearing

#### SECTION 7.4 AD HOC AND SPECIAL COMMITTEES

The Board of Directors may also form ad hoc or special committees as needed, with chair of each to be appointed by the President.

#### SECTION 7.5 COMMITTEE AND REPRESENTATION RESPONSIBILITIES

All committee chairs and members must be listed and accessible. All committees shall be required to submit reports to Board within 30 days after each meeting.

### **ARTICLE VIII: CONFERENCES**

#### SECTION 8.1 SCHEDULES

Conferences of the NCAD shall be held every two (2) years, during odd-numbered years.

#### SECTION 8.2 CONFERENCE REGISTRATIONS FOR NCAD BOARD MEMBERS

NCAD shall cover combo costs except registration for the elected officers (President, Vice-President, Secretary, Treasurer, and Representatives)

## **ARTICLE IX: MEETINGS**

### **SECTION 9.1 PARLIAMENTARY AUTHORITY**

The proceedings of all meetings of the NCAD and the Board, unless otherwise specified in these Bylaws, shall be governed according to the most current revised edition of the Robert's Rules of Order.

### **SECTION 9.2 APPOINTMENT OF PARLIAMENTARIAN**

The President shall appoint a parliamentarian at all NCAD Board meetings.

### **SECTION 9.3 ORDER OF MEETING**

The President shall appoint a sergeant-at-arms to help preserve order during any regular meeting of the NCAD.

### **SECTION 9.4 QUORUMS**

A quorum for conducting business at the NCAD meetings shall consist of a majority of active members present at the meeting.

## **ARTICLE X: DUES**

### **SECTION 10.1 DETERMINATIONS OF MEMBERSHIP DUES**

Required membership dues shall be determined by conference resolution.

### **SECTION 10.2 PROCEDURES FOR PAYMENT OF DUES**

Annual membership dues may be paid (January 1 to December 31) to the NCAD Treasurer.

## **ARTICLE XI: AMENDMENTS**

### **SECTION 11.1 PROCEDURES**

- A. Proposed amendments to the Bylaws of the NCAD shall be submitted in writing or video sent via postage mail or email to the Bylaws Committee chairperson. The Bylaws Committee shall study the proposed changes and develop recommendations for accepting or rejecting the submitted proposals.
- B. A copy of Bylaws without proposed amendments shall be distributed to members requesting for their proposals ninety (90) days prior to the NCAD conference. Members are given sixty (60) days to submit their proposals for amendment.



- C. Proposals for amendments (together with Bylaws Committee recommendations) should be sent out to NCAD membership thirty (30) days prior to conference/ general assembly meeting.
- D. The recommendations from the Bylaws Committee shall constitute a motion with a second.

#### SECTION 11.2 VOTE REQUIREMENT FOR ADOPTION

Amendments to the Bylaws of the NCAD may be made at its regular meetings by a two-thirds (2/3) vote of the members in attendance and voting.

### **ARTICLE XII: DISSOLUTION**

#### SECTION 12.1 DISSOLUTION OF ASSETS

In the event that NCAD is dissolved, after payment of all debts and liabilities, remaining assets shall be distributed evenly to North Carolina 501(c)(3) of the Internal Revenue Code voluntary organizations dedicated to the well-being of Deaf, Deaf-Blind and Hard of Hearing people.

### **ARTICLE XIII: NON-DISCRIMINATION**

NCAD shall consider this article as a policy of non-discrimination on the basis of race, color, religion, sex, age, national origin, or physical or mental handicap for clients of the agency, employees of the agency, and members of the governing board.

Approved: June 24, 2017