

BY-LAWS
THE ASSOCIATION OF COLLEGE EDUCATORS - DEAF AND HARD
OF HEARING (ACE-DHH)

Article I Membership

There shall be two categories of membership in the Association of College Educators - Deaf and Hard of Hearing: Regular and Student.

Section 1.0 Regular Membership

1.1.0 Eligibility for Regular Membership requires that an individual:

1.1.1 Be a faculty member in a college or be involved in the education of professional personnel in the field of education of deaf or hard of hearing. Included are those serving as cooperating teachers, supervisors of internship, coordinators of practicum, course instructors, school district representatives, and/or department of education representatives.

1.1.2 Has paid the conference registration (which includes membership dues) or membership dues for the current year.

1.2.0 The rights and privileges of Regular membership include the following:

1.2.1 Vote on the business of the Association and in elections.

1.2.2 Hold office and serve on committees of the Association.

1.2.3 Attend and participate in meetings of the Association.

1.2.4 Receive the publications of the Association.

Section 2.0 Student Membership

3.1 Eligibility for Student membership requires that an individual:

3.1.1 Be graduate students preparing for involvement in the education of professional personnel who will serve individuals who are deaf or hard of hearing.

3.2 The rights and privileges of Student membership include the following:

3.2.1 Attend and participate in meetings of the Association without voting privilege.

3.2.2 Receive the publications of the Association.

Section 4.0 Application and Renewal

4.1 The membership year shall coincide with the annual conference, to be from the first day of the annual conference until the beginning of the conference of the following year.

4.2 Renewal: An individual shall complete a standard formal renewal application for

Membership during the conference registration period, indicating whether they are paying conference registration (which includes membership dues) or membership dues for the current year.

Article II Dues

Section 1.0 Establishment of Dues

The annual dues for Regular, ~~Emeritus, and Associate~~ membership shall be included within the conference registration, which is established through recommendation of the Local Arrangements Committee and the Executive Committee ~~and a majority vote of the membership at an annual meeting.~~

Section 2.0 Amount of Dues

The dues for Student membership shall be lower than the dues for Regular membership. Conference registration will vary each year depending on the venue and include membership dues or membership dues for the current year can be paid if an individual will not attend the conference. The amount of membership dues will be \$50.00.

Article III Officers

Section 1.0 President

1.1 The President is the chief executive officer of the Association. The President shall serve on the Executive Committee for one year as President of the Association.

1.2 The duties of the President shall include the following:

1.2.1 Preside over regular and special meetings of the Association.

1.2.2 Serve as Chair of the Executive Committee.

1.2.3 Assume responsibility for the implementation of decisions of the Executive committee and the membership.

1.2.4 Call special meetings of the Executive Committee or other committees as needed.

1.2.5 Establish ad-hoc committees as necessary.

1.2.6 Authorize expenditures of the Association.

1.2.7 Act as the official spokesperson for the Association.

1.2.8 Serve as official liaison to other organizations and agencies.

1.2.9 Serve as an optional and unpaid observer of the Association on the Council on Education of

the Deaf (CED) Board which meets twice each year.

Section 2.0 President-Elect

2.1 The President-elect is the official representative for the President and the successor to the office of President of the Association. The President-Elect shall serve on the Executive Committee for one year immediately prior his/her term of office as President of the Association.

2.2 The duties of the President-Elect include the following:

2.2.1 Assume the responsibilities of the President in his/her absence.

2.2.2 Carry out duties and responsibilities as delegated by the President.

2.2.3 Serve as Chair of the Program Committee and plan the theme and the content of the program for the meeting.

Section 3.0 Past-President

3.1 The Past-President shall serve on the Executive Committee for one year immediately following his/her term of office as President of the Association.

3.2 The duties of the Past-President shall include the following:

3.2.1 Provide oversight in updating and maintaining the Associate website with assistance from the Publications Committee Chair.

3.2.2 Carry out duties and responsibilities as delegated by the President.

3.2.3 Assist the President and Executive Committee in the conduct of business from the previous year.

3.2.4 Assume the duties of the President in the absence of the President and President-Elect.

Section 4.0 Secretary

4.1 The Secretary shall serve as the official keeper of the records of the Association.

4.2 The duties of the Secretary shall include the following:

4.2.1 Record, file, and submit the minutes of all business meetings, including the board meetings of the Executive Committee to the President and the Executive Committee, within two weeks of the annual conference.

4.2.2 Submit the minutes of the business and board meetings to the Publications Committee Chair to publish the minutes in the annual newsletter, distributed via the listserv and on the Association's website.

4.2.3 Handle official correspondence necessary to the business of the Association as instructed by the President and the Executive Committee.

4.2.4 Receive and file the minutes of the committees of the Association, including the Standing Committees, the Program Committee, and ad-hoc committees.

4.2.5 Assume the duties of the President in the absence of the President, President-Elect, and Past-President.

4.2.6 Create and disseminate the post-conference evaluations to the Executive Committee.

Section 5.0 Treasurer

5.1 The Treasurer is the chief financial officer of the Association.

5.2 The duties of the Treasurer shall include the following:

5.2.1 Collect the dues of the Association.

5.2.2 Manage and safe-keep the funds of the Association.

5.2.3 Expend and receive funds authorized by the President and the Executive Committee.

5.2.4 Submit an annual financial report to the Executive Committee and present the report to the membership at the annual business meeting.

5.2.5 Prior to the annual meeting, submit to the Executive Committee a proposed budget for the following year.

5.2.6 Assist the Local Arrangements Committee at the conference registration table during the day prior to the annual and the first day of the annual meeting.

5.2.7 Assume the duties of the President in the absence of the President, President-elect, Past-president, and Secretary.

Article IV Elections and Terms of Office

Section 1.0 Terms of Office

1.1 The terms of office of the President-elect, President, Past-president, and Local Arrangements Chair shall be one year.

1.2 The terms of office of the Secretary and Treasurer shall be two years. The Secretary shall be elected in odd-numbered years and the Treasurer in even-numbered years to assist in maintaining consistency on the Executive Committee.

1.3 The membership committee members shall be elected in odd-numbered years for a two-year term of office; the awards committee members shall be elected in odd-numbered years for a two-year term of office; and the publications committee shall be elected in even-numbered years for a two-year term of office.

1.4 All terms of office shall begin at the close of the election process and will attend the second Executive Committee meeting following the business meeting.

Section 2.0 Vacancies

In the event of a vacancy in an office or on a committee of the Association, the Executive Committee shall appoint a member to serve until the term of office is over.

Section 3.0 Election Process

3.1 Election shall be by ballot of the regular membership, except for the Local Arrangements Chair who shall be appointed at a business meeting by the Executive Committee.

3.2 The Membership and Elections Committee shall prepare a ballot of persons willing to serve as officers, chairs of committees, or as committee members.

3.3 The election ballot shall be distributed to Regular members at least six weeks prior to the annual meeting, and contain information about each candidate.

3.4 Elections to an office or standing committee shall be determined by a majority vote.

3.5 At the annual meeting, the chair of the Membership and Elections Committee shall conduct the elections and announce the names of individuals elected for the coming year.

3.6 No absentee ballots will be allowed in the voting process and members must be present at the at the business meeting during the conference to have their vote counted.

3.7 The Chair of the Membership, Awards, and Publications Committees shall be the member who received the most votes during the election, and the two Committee members will be those who receive the second and third most votes during the election.

Article V Committees

Section 1.0 Executive Committee

1.1 The Executive Committee shall consist of the Association officers and chairpersons of Association standing committees. The Association President shall serve as the Executive Committee Chair.

1.2 Executive Committee responsibilities may be carried out as a whole or by subcommittees designated by the Chair Responsibilities shall include the following:

1.2.1 Carry out business related to the goals and activities of the Association.

1.2.2 Oversee and monitor the activities of other committees.

1.2.3 In the event of vacancies in offices of the Association or membership of committees,

appoint members to serve until the next annual meeting.

1.2.4 Initiate, make recommendations, and receive recommendations from the membership for statements, policies, and actions (a) related to the goals, business, and activities of the Association, and (b) related to legislation, regulations, policies, and actions of other organizations and agencies.

Section 2.0 Membership and Elections Committee

2.1 The Membership and Elections Committee is a standing committee of the Association.

2.2 The Membership and Elections Committee shall consist of a Chair and two other Association members, all elected by the membership of the Association.

2.3 The Committee shall be responsible for overall administration and management of matters pertaining to membership. Specific responsibilities shall include the following:

2.3.1 Recruit members for the Association.

2.3.2 Maintain and disseminate lists of current membership.

2.3.3 Prepare the registration form for distribution on the Association's website and disseminate information regarding registration to the Executive Committee as necessary.

2.3.4 Assist the Local Arrangements Committee at the conference registration table during the day prior to the annual and the first day of the annual meeting.

2.4 The Committee shall be responsible for overall administration and management of Elections as specified in Article IV of the By-Laws. Specific responsibilities shall include the following:

2.4.1 Solicit nominations from Association members for each office scheduled for elections.

2.4.2 Prepare a ballot and disseminate to members with information about each candidate at least six weeks prior to the annual meeting.

2.4.3 Conduct elections at the annual meeting according to Article IV, Section 3.0.

2.5 The committee members shall be elected in odd-numbered years for a two-year term of office.

Section 3.0 Publications Committee

3.1 The Publications Committee is a standing committee of the Association.

3.2 The Publications Committee shall consist of an Committee Chair and two other Association members, all elected by the membership of the Association.

3.3 The committee shall be responsible for overall administration and management of matters pertaining to publications of the Association. Specific responsibilities include the following:

3.3.1 Publish and distribute the minutes of the annual meeting in the annual newsletter, including committee reports.

3.3.2 Publish and distribute at least one newsletter annually.

3.3.3 Provide, publish, and disseminate other materials as directed by the Executive Committee.

3.3.4 Provide assistance to the Past President in updating and maintaining the Association website and social media accounts.

3.4 The committee members shall be elected in even-numbered years for a two-year term of office.

Section 4.0 Awards Committee

4.1 The Awards Committee is a standing committee of the Association.

4.2 The Awards Committee shall consist of a Committee Chair and two other Association members, all elected by the membership of the Association.

4.3 The committee shall be responsible for overall administration and management of matters pertaining to awards given by the Association. Specific responsibilities include the following:

4.3.1 Solicit nominations from Association members for each award monthly beginning 4 months prior to the annual meeting. Nominations must include a narrative addressing the criteria of the award, as well as a list of 10 members who support the nomination. The nomination period will be closed 1 month prior to the annual meeting.

4.3.2 Determine award recipients. One month prior to annual meeting (after nomination period has closed) share nominations with committee members. Using the nomination narratives, vote for one awardee from each of the 3 awards. After awardees have been determined, approximately one month prior to the annual conference, the Committee Chair will order the awardee plaques. Share proofs of awards with the committee and vote for approval of plaques prior to printing.

4.3.3 Present awards at the annual meeting.

4.4 The committee members shall be elected in odd-numbered years for a two-year term of office.

Section 6.0 Program Committee

6.1 The Program Committee shall consist of the President-elect, who shall chair the Committee, the Local Arrangements Chair, and at least two members selected by the Chair, as needed.

6.2 The Local Arrangements Chair, in collaboration with the President-Elect, shall be in charge of local arrangements for the annual meeting of the Association.

6.3 The duties of the Local Arrangements Chair shall include the following:

6.3.1 Serve as a member of the Program Committee.

6.3.2 Submit for approval to the Executive Committee the dates, place, and budget for the annual meeting.

6.3.3 Make all local arrangements, including scheduling the events of the meeting, obtaining captioning and interpreting services, and providing information on the meeting site and conference budget to the Executive Committee.

6.4 The Committee shall be responsible for overall planning, management, and conduct of the annual meeting. Specific responsibilities shall include the following:

6.4.1 Determine the dates and select the location of the meeting for approval by the Executive Committee.

6.4.2 Make arrangements for accommodations and meeting activities.

6.4.3 Plan the schedule and program for the meeting.

6.4.4 Publish and distribute information about the meeting to all members in collaboration with the Publications Chair.

6.4.5 Propose the registration fee and other charges to the Executive Committee for approval.

Section 7.0 Special Committees

7.1 Special ad hoc committees may be established by the Executive Committee.

7.2 Specification for special committees (e.g. charges and responsibilities, committee membership, duration of the committee) shall be determined by the Executive Committee.

Section 8.0 General Responsibilities of Committees

8.1 Each committee shall establish internal policies and procedures regarding meetings and communications, rules of order, and committee member responsibilities. These policies and procedures shall be made available to the Executive Committee and to Association members upon request.

8.2 Each committee shall report its business and activities at the annual board meeting, to the Executive Committee, and if necessary a presentation to the membership. Additional reports shall also be submitted at the request of the President and the Chair of the Publications Committee.

Article VI The Annual Meeting

The Association shall hold an annual meeting at such time and place as determined at the business meeting and Executive Committee of a preceding year.

Article VII Amendments

Amendments to the Constitution may be initiated by the Executive Committee or by a Regular member of the Association via a written proposal submitted to the Executive Committee, at least sixty (60) days prior to the annual meeting. Proposed amendments shall be distributed to all Regular members at least thirty (30) days prior to the annual meeting and shall be presented for discussion and action at the meeting. A majority vote of Regular members present at the annual business meeting shall be required for adoption.

Article VIII Governance

Section 1.0 Voting

1.1 All Association election business shall be conducted and concluded during regular business meetings at the annual meeting.

1.2 Regular membership will be allowed to vote at the business meeting, but not Student membership.

1.3 No absentee ballots will be allowed in the voting process and members must be present at the at the business meeting during the conference to participate.

1.4 Ballots will be tallied during the business meeting and results announced at the end of the meeting.

1.5 The Chair of the Membership, Awards, and Publications Committees shall be the member who received the most votes during the election, and the two Committee members for each shall be those who receive the second and third most votes during the election.

Section 2.0 Parliamentary Procedures

The President may appoint a Parliamentarian prior to the Annual Meeting. The parliamentarian serves only to advise the Chair.

Section 3.0 Quorum

A quorum for any regular business meeting shall consist of the voting members present.

Section 4.0 Special Cases

The authority in matters not specifically attended to in the Association Constitution and By-Laws shall be the most recent revision of Robert's Rules of Order.

Article IX Dissolution

In the event of dissolution of the Association, the assets of the Association shall be contributed to the Council on Education of the Deaf (CED).

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