

**5th Annual American Sign Language Teachers Association (ASLTA) Conference
General Business Meeting
October 30, 2009 at 11:30 to 2 p.m.
Phoenix, Arizona**

- I. Call to order:** 12:03 p.m.
- II. Mission Statement:** Signed by Dorothy M. Wilkins, ASLTA Secretary.
- III. President's Report (Glenna Ashton, 2006-2009)**
See Appendix A
- IV. Vice President's Report (Larry Forestal, 2007-2011)**
See Appendix B, C, D, & E
- V: Financial Report (Betti Bonni, Treasurer, 2007-2013)**
See Appendix F
- VI: Standing Committees**
 - 1. ASLTA Evaluation System Report (Keith Cagle, 2000-2009)**
See Appendix G
 - 2. Chapter Affiliated Report (Patricia Beech, 2006-2009)**
See Appendix H
 - 3. Professional Development Report (Trix Bruce, 2006-2009)**
See Appendix I
 - 4. Website Project Report (Leslie Riggs, 2008-present)**
See Appendix J
 - 5. ASL Honor Society & National ASL Standards Committee Reports (Jason Zinza, 2007-present)**
See Appendix K
 - 6. Media (Publications/Media) Committee Report (Alyssa Ramussen, Editor of Newsletter, 2006 to present)**
See Appendix L
 - 7. ASLTA Conference Report (Gerry Francini, Chair, 2007-2009)**
See Appendix M
- VII. Old/Past Business:** None
- VIII. New Business:**
 - A. Conference 2013-Eastern**
 - a. The next ASLTA Conference will be hosted in Charlotte, North Carolina in 2013 as hosted by North Carolina ASLTA.
 - B. Motions**
 - a. **Motion 1:** I, Jason Zinza, moved that ASLTA establishes a new award for a general member to recognize his/her outstanding service to the organization. The ASLTA membership, ASLTA committees, or ASLTA board members can make nominations. Current ASLTA board members are prohibited from receiving this award. The ASLTA board shall decide on the name of winner for the award. Referred to the Bylaws Committee.
 - b. **Motion 2:** I, Jason Zinza, moved that ASLTA places a vote before members on the question of whether to change the membership cycle from its current January-December format to one that

follows the academic year, namely September –August instead.
Referred to the Bylaws Committee.

- c. **Motion #3:** I, Jason Zinza, moved that ASLTA creates a list of current members for the ASLTA web page as a way to check one's ASLTA membership status. Referred to the Bylaws Committee.
 - d. **Motion #4:** I, Darlene Swarovski (NJASLTA), moved that each state chapter be allowed to use the parent organization's domain. Referred to the Website Project Committee
 - e. **Motion #5:** I, James Wilson, moved that the ASLTA and its state chapter host splits the net profits of every conference, 75% to ASLTA & 25% to the state chapter, effective on the next conference in Washington State. Seconded. Carried.
 - f. **Motion #6:** I, Cynthia L. Dufont, moved that Nationally RID NIC Master Certified interpreters have the ASLPI and SLPI: ASL waived for their ASLTA Provisional evaluations. Referred to ASLTA Evaluation System Committee
 - g. **Motion #7:** I, Lynn Jacobowitz, moved that an Ad-Hoc Committee be established to revise the ASLTA Evaluation system. Referred to the ASLTA Evaluation System Committee (the plan is working in progress)
 - h. **Motion #8:** I, Leslie Greer, moved that we delete ASL Honor Society in ASLTA Bylaws: Article II #10. Referred to the Bylaws Committee.
- C. Nomination Committee: Barbara Ray Holcomb, Chair**
- a. **President:** Larry Forestal (25 votes) and Glenna Ashton (24 votes)
 - b. **Secretary:** Dorothy M. Wilkins (ACL)

X: Announcements:

- a. Leslie Greer wished to congratulate all of the past board members who served and worked hard for 5 years.
- b. There will be a Conference on Interpreter Trainers (CIT) from Oct. 28th to 30th, 2010 in San Antonio, Texas. The keynote presenter-is Ganiel Gile from England (UK). The plenary speakers are from Australia and Japan. For more information, log on www.cit-aslta.org.

Adjourned by: 2:04

Submitted by:
Dorothy M. Wilkins
ASLTA Secretary
2006-2009

Appendix A
President's Report (Glenna Ashton, 2006-2009):

1. Organizations:

- a. **NAD** – July 2008, New Orleans - Larry Forestal and I attended at the NAD Conference July 2008 in New Orleans as delegates – motions relating to ASL were among the top priorities. Larry is the ASLTA representative on the NAD CEO Search Committee.
- b. **CIT** – October 2008, Puerto Rico – the entire board attended the CIT Conference October 2008 in Puerto Rico – there was a forum for the ASLTA members, several workshops related to ASL teachers, and a luncheon discussion between the ASLTA and CIT Boards
- c. **ACTFL** – October 2008, Orlando - the ASL Standards is moving toward completion especially with the Standards workshop and forum at this conference. ACTFL will be publishing a new edition around March 2010 with the general standards in hard copy and the specific languages on a CD and the goal is to have ASL included by then. Several ASLTA members presented workshops and Betti Bonni manned the exhibit table at the October 2008 conference in Orlando.
- d. **JNCL – NCLIS** May 2008, May 2009 - David Martin and I attended the May 2008 session, and I attended the May 2009 session – the climate for the support of foreign languages and study abroad improved greatly with several bills and appropriations, however it is focused on the languages critical for global economic and military purposes

5. Companies:

- a. **CSDVRS (ZVRS) – ASLTAVRS.TV** – the Board entered into a 2 year agreement (ending June 2010) with CSDVRS (now ZVRS) under the Clear Blue Affiliate Program. ASLTAVRS.TV was promoted through public relations materials and our media, however we are watching the changes occurring within the company.
- b. **Sign Media Inc (SMI)** - is offering scholarships again for ASLTA members to take the certification evaluation at all three levels.
- c. **Sorenson** - offered scholarships for the ASLTA members as new attendees to this conference.
- d. **PayPal** - has been set up for use with the conference, it will be expanded to be used for other things such as membership dues and sales. **Acteva** was used only for online conference registrations.
- e. **Vertical Response** - is a new mass e-mail program we are trying out to reach more members, however we must have current and valid e-mail addresses. Please be sure to print that clearly on your 2010 membership form.

3. Committees:

- a. We have a total of fifteen committees, however only half of them have been active.
- b. There have been difficulties in recruiting chairpersons and/or the required three members. Some people have offered to help but did not sign up or follow through for a specific committee.

- c. There will be reports from the active committees.
4. Website:
 - a. The web site continues to be built up slowly – much of the attention was on the wealth of conference information.
 - b. Feedback shows members are checking the web site for conference information, employment postings, and certification information and packets, etc.
 - c. Inquiries from the public averaged ten every week.
 - d. There will be a web master report.
 5. Issues:
 - a. Due to the emphasis on teacher testing, we are looking at the ASLTA certification's role in this in relation to state entry exams and national master exams. Keith will address this in his report.
 - b. The board has been discussing how to improve the membership records and payments processes. We are looking at an online membership program. Membership have held steady at around 500 since separating from NAD in 2003.
 - c. Looking ahead, we will continue to work on improving communications with the members via multiple media, trying to involve more members on the committees, and advocating for teaching ASL to both first and second language learners.
 6. 2007 Motions:
 - a. **Motion #1:** Bylaws Suspension
 - b. **Motion #2:** Bylaws were revised several times and finally mailed out to members in September 2009, however due to low response, they will continue to be revised and mailed out again. Request that electronic mail and/or survey be allowed to ensure a better response rate.
 - c. **Motion #3:** Bylaws Reinstated
 - d. **Motion #4:** Membership reminders were sent in every newsletter and posted on the web site, plus a letter in the month December 2007 & 2008. There is an opportunity to pay for 2010 dues here at this conference. Both regular mail and mass e-mails will be sent out for 2010 membership reminders.
 - e. **Motion #5:** Provisional and Qualified members can continue their level with increasing dues each year. (paste policy from certification packet here)
 - f. **Motion #6:** Certification database - We did not have permission from all the certified members for publication – a line is now included on the 2010 membership form. Web site master has this on her list of projects. However Keith has answered all inquiries about levels.
 - g. **Motion #7:** ASL in IHE is still in the survey stage so has not created a national letter template yet.
 - H. **Motion #8:** The Web site member login is on the webmaster's list of projects
 - i. **Motion #9:** Web site links for chapters is still on the webmaster's list of projects

j. **Motion #10:** L1 curriculum and training – difficulty in establishing an active committee

k. **Motion #11:** refer remaining motions to the Board

Appendix B
Vice President's Report
ASLTA Bylaws Committee Report
National Recognition of ASL Report
Preserving Deaf History and ASL Report
Legislative Recognition of ASL as a Language in States Report
Larry Forestal
2007-2013

1. ASLTA Bylaws Committee Chair's Report

a. This is my current report on the Bylaws of the ASLTA and the inclusion of 501 c (3) as Bylaws Chair. I believe that the newly updated Bylaws revision proposal will strengthen the ASLTA. There is no doubt that we share a great deal of similarities and common grounds.

b. Please see APPENDICE C – ASLTA Bylaws (2003); APPENDICE D – Newsletter version of Bylaws Change Proposal; and APPENDICE E – Newly Updated Bylaws Revision Proposal (2009).

1. I recommended that next time a mail ballot be sent or emailed to the membership separately from the newsletter. Undoubtedly, we will need to review #3) the newly updated Bylaws revision proposal

2. Please consider the following specifications:

a) 501 c (3) is our main objective. We need to accomplish this goal as soon as we can.

b) ASL Honor Society has been moved to a new article called Article IV – ASL Honor Society. ASLHS should not be under Article II – Objectives. Note: it may be controversial during the ASLTA Conference, and it may need parliamentary advice.

c) Instead of using the term “special committees”, I recommended that we use “ad hoc committees” (see Article V – Board of Directors).

d) Article X – Bylaws Amendments and Article XII – Dissolution need to be written carefully so the membership can read and understand it with clarity. We will certainly need parliamentary advice in these areas.

2. National Recognition of ASL Report:

a. In July 2008, President Ashton and I represented the ASLTA at the biennial NAD conference at New Orleans. In the Council of Representatives we made a motion known as “Motion #2008-LA-PUB-002” that the NAD pursue Federal legislation of ASL as a legitimate and natural language of deaf and hard of hearing citizens of the United States on the basis of the following rationale:

1. The NAD strongly believes in ASL as a legitimate and natural language, a cause that could be dated back to 1880. Historically, the NAD was founded to protect and preserve the sign language rights of deaf people. This cause came up again during the times of NAD President George W. Veditz in the middle 1900-early 1910s.

2. Based on Dr. William C. Stokoe's initial linguistic research and contemporary research, ASL has become a very popular course in the American educational institutions.
 3. ASL is one of the top five enrolled language courses in the nation.
 4. Upon the passage of this motion with the 4th highest ranking of total votes, the Council of Representatives has instructed the NAD to investigate all legal precedents on the Federal level and record historical reviews of other nations which have succeeded in the similar and nationwide process of recognizing their sign languages.
- b. This resolution has enhanced the NAD to foster nationwide acceptance of ASL in all public and private sectors in the United States. ASL is one of the NAD's top priorities. The NAD continues to work toward successful legislation of ASL on the Federal level
 - c. I believe that the ASLTA, the NAD, and the Deaf Bilingual Coalition (DBC) share common grounds and should continue to work diligently to fully support national legislation of ASL.

3. Preserving Deaf History and ASL Report:

- a. Another related motion introduced by the NAD Library Friends Section has asked the NAD to conduct a feasibility study as to how we could preserve Deaf History and ASL. NAD President Bobbie Beth Scoggins established a task force and asked the Library Friends Section to recommend a person to head the task force.
- b. The Library Friends Section has asked ASLTA Vice-President Larry Forestal to chair the NAD Task Force for a feasibility study on Deaf History and ASL. The purposes of this project are to expose Deaf History to the general public and to help public libraries and museums with comprehensive collections of Deaf History and ASL resources.

4. Legislative Recognition of ASL as a Language in States Report:

- a. Nearly all states have recognized the status of American Sign Language as a foreign language or a legitimate language, mainly in the areas of ASL coursework and language credit ranging from secondary schools to colleges to universities.
- b. Approximately 35 state legislatures have endorsed the language status of ASL as a foreign or a language other than English (see asterisks*). Some state/county boards of education, boards of regents, and school districts approve credit for ASL classes (see Appendix D).
- c. ASL has become widely recognized and approved as a legitimate and natural language in K-12, secondary education, community colleges, four-year colleges, and universities.

Appendix C:
ASLTA Bylaws 2003

American Sign Language Teachers Association (ASLTA) Bylaws

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ARTICLE I – NAME and LOCATION of ORGANIZATION

Section 1 Name of the Association. The name of this non-profit organization shall be known as the national American Sign Language Teachers Association (ASLTA).

Section 2 Location of the Association. The Home Office of ASLTA shall be maintained at a location determined by the ASLTA Board of Directors. The President of ASLTA, with approval of the ASLTA Board of Directors, shall designate an individual to function as an office administrator to carry out the functions and responsibilities for the successful operation of ASLTA. The office shall be the repository of all records, files, papers, and documents pertaining to the business of the Association.

ARTICLE II – OBJECTIVES

1. To provide a closer relationship between teachers of American Sign Language (ASL) and Deaf Studies and other organizations with interests consistent with the mission of the Association.
2. To provide development opportunities for ASL and Deaf Studies teachers.
3. To develop and maintain certification standards for ASL teachers and programs offering ASL and Deaf Studies courses.
4. To certify ASL teachers and programs offering ASL and Deaf Studies courses.
5. To develop standards and procedures for the accreditation of training programs, facilities and personnel involved in the education of teachers of ASL and/or Deaf Studies.
6. To develop and maintain a national directory of members, certified teachers, and certified ASL and/or Deaf Studies programs.

7. To provide an effective avenue for the exchange of information regarding methods and materials in the instruction of ASL and Deaf Studies.
8. To encourage the development and maintenance of affiliated chapters.

ARTICLE III – MEMBERSHIP

Section 1 Membership Categories. Membership in ASLTA shall be open to teachers of ASL, Deaf Studies and other interested persons. There shall be five categories of membership. Members in good standing have paid the appropriate dues according to their membership category on an annual basis.

1. *Certified Member:* A certified member is a member in good standing who has received certification in ASL and/or Deaf Studies instruction from ASLTA. A certified member shall have full voting privileges.
2. *Associate Member:* An associate member is a member in good standing who is not certified as a teacher of ASL and/or Deaf Studies. Associate members shall have voting privileges in all matters of the organization except evaluation and certification.
3. *Supporting Member:* Supporting members, in good standing, are students or any non-certified individual with an interest in supporting the purposes and activities of the Association who does not meet eligibility requirements in Sections 1.1 and 1.2 of this Article.
4. *Institutional Member:* Institutions, agencies, corporations, and other associations which support the mission of the ASLTA may join as an institutional member. Institutional members do not have voting privileges. One designated person will receive the Association's newsletter and other pertinent mailings and the institutional member will be so noted in membership directories or other listings of the membership of the Association.
5. *Honorary Member:* Honorary members are individuals or organizations that have been recognized by the Association for their contributions to the mission of the Association. Honorary members do not have voting privileges. Honorary members receive the Association's newsletter and pertinent mailings and an embossed certificate recognizing them as an Honorary member of the Association. No annual dues are assessed to Honorary members. Honorary membership is a lifetime designation.

Section 2 Dues. Dues for all membership categories shall be determined by majority vote of the Board of Directors. Dues are payable yearly. Members in arrears more than three months after payment is due shall be dropped from membership.

ARTICLE IV – MEETINGS

Section 1 General Meetings. General meetings of the membership shall be held

biennially during even numbered years at a location and date to be determined by the Board of Directors.

Section 2 Quorum. For the purpose of conducting meetings, at least twenty-five (25) voting members in good standing shall constitute a quorum. For issues involving the ASLTA Evaluation & Certification System, only members holding ASLTA certification may vote and at least twenty-five (25) voting members in good standing holding certification shall constitute a quorum (See Article III, Section 1.2).

Section 3 Special Meetings of the Membership. In absence of a quorum, the President or at least four (4) Board members may call a special meeting of the membership. Motions made at a special meeting are non-binding and are referred to the Board of Directors for further action. The Board of Directors, at its discretion, may defer action on motions until the next General Meeting with quorum, refer motions to an appropriate committee for disposition or conduct a mail referendum vote to determine consensus of the membership for selected motions made while in a Special Meeting.

Section 4 Board of Directors Meetings. The Board of Directors shall meet at least once annually. Special meetings of the Board may be called by the President.

Section 5 Parliamentarian. The President, at his/her discretion, may appoint a Parliamentarian to advise the organization on parliamentary procedures.

ARTICLE V – BOARD of DIRECTORS

Section 1 Composition of Board of Directors. The President, Vice President, Secretary, Treasurer, Evaluation Committee Chair and Chapter Affiliation/Bylaws Chair and Professional Development Chair shall constitute the Board of Directors, and shall be responsible for business matters of the organization between regular meetings. The Immediate Past President shall serve as a consultant to the Board of Directors for up to two years. All officers, except the Immediate Past President, shall be voting members of the Board.

The President shall appoint, subject to confirmation by the Board of Directors, the committees of ASLTA. By unanimous consent, the Board of Directors may waive confirmation procedures.

Section 2 Budget. The Board of Directors, with the cooperation of the Treasurer and Office Administrator shall prepare a budget on an annual basis by May 15th, based on the five-year strategic plan. The budget will clearly indicate projected revenue and sources (e.g., membership, grants, financial support) as well as projected expenditures including specific charges to ASLTA for services. No other charges, direct or indirect, may be made against the ASLTA budget without consent of the Board of Directors of ASLTA.

Section 3 Removal of Officers or Committee Chairs. Any officer or committee chair

may be removed from office with a majority vote of the Board of Directors.

ARTICLE VI – DUTIES of OFFICERS

Section 1 Duties of President. The President shall be the primary elected officer. S/he shall preside at all Board meetings and be responsible for the oversight of all Board duties. S/he shall also be responsible for coordination of all Board activities, including but not limited to preparation of the Board meeting agendas, appointing committee chairs and overseeing the implementation of committee work.

Section 2 Duties of Vice President. The Vice-President shall serve in the absence of the President. S/he shall succeed to the office of President should that office become vacant prior to the expiration of the term of office of the President. In addition, the Vice President shall perform all duties as assigned by the President and approved by the Board of Directors.

Section 3 Duties of the Secretary. The Secretary shall keep accurate and complete minutes of all meetings of the organization and the Board of Directors. The Secretary shall maintain a roster of all members of the Association, and shall keep on file all documents, disks, communications and other papers related to the business of ASLTA.

Section 4 Duties of the Treasurer. The Treasurer shall ensure that accurate financial records are kept and maintained, and reports are made at each Board meeting, and an audit is performed annually.

Section 5 Duties of Evaluation Committee Chair. The Evaluation Committee Chair will manage the Evaluation, Revision and Appeals Committee and serve as liaison between the Evaluation Committee and Board of Directors.

Section 6 Chapter Affiliation/Bylaws Chair. The Chapter Affiliation/bylaws Chair shall have charge of all affiliated ASLTA chapters in the USA. S/he shall oversee the affiliation process and maintenance process of chapters, including submission of chapter bylaws, fulfillment of required procedures for affiliation and annual maintenance of chapters in good standing.

Section 7 Professional Development Chair. The Professional Development Chair shall be responsible for coordinating all aspects of professional development activities, including but not limited to (1) conference planning in cooperation with the Office Administrator, (2) maintaining a resource listing of presenters, (3) assistance with professional development opportunities for ASLTA members and (4) working with the Office Administrator to implement and provide Continuing Education Units (CEUs) for members.

Section 8 Compensation. Members of the Board of Directors shall serve without compensation except for standard expenses as approved by the Board of Directors.

ARTICLE VII – ELECTION and APPOINTMENT of OFFICERS

Section 1 Officers to be Elected and/or Appointed. The officers to be elected, and who shall serve until their successors are duly elected, shall be President, Vice President, Secretary and Treasurer. The additional three Board of Directors positions: Evaluation Committee Chair, Chapter Affiliation/Bylaws Chair and Professional Development Chair, are appointed by the President, with the approval of the Board of Directors. All seven (7) positions shall be members of the Board of Directors. All Board of Directors members must hold ASLTA permanent professional certification and be members in good standing for at least two years prior to election or appointment to the Board of Directors.

Section 2 Election Procedures. There shall be alternating elections every two (2) years. Groups of officers to be elected in alternate elections are as follows:

1. The President and Secretary *and*
2. The Vice President and Treasurer.

Elections will take place by mail ballot to be sent out at least sixty (60) days prior to the start of the biennial meeting. All voting members in good standing shall be provided with one (1) ballot. Return of ballots will be accepted up to thirty (30) days prior to the start of the regular biennial meeting. Election results will be announced at the regular biennial meeting, in the ASLTA newsletter and on the ASLTA website.

Section 3 Nomination Process. Nominations for elected members of the Board of Directors shall be made by a Nomination Committee composed of three (3) ASLTA permanent professional certified members in good standing selected by the Chapter Affiliation/Bylaws Chair with approval of the Board of Directors. Recommendations for nomination of officers may be submitted to the Nomination Committee by any voting member of the organization, provided the nomination is accompanied by 1) biographical data detailing the nominee's qualifications for the office and 2) signature of the nominee. A call for nominations from the membership, stating and describing the offices open for election, shall be printed in the October issue of the official newsletter. Nominations from the membership must be postmarked to the Nomination Committee by December 15 of the year previous to the election year.

Section 4 Expiration of Terms of Office. Officers of this organization shall continue in office until the conclusion of the business meeting held during the biennial meeting of the membership.

Section 5 Limit on Consecutive Terms in Office. An officer may serve no more than two (2) consecutive 4-year terms in the same office.

Section 6 Resignations, Vacancies and Removal from Office.

1. A Board member may resign by notifying the President of the Board in writing 30

- days prior to the effective date.
2. The Board of Directors shall have the authority to fill any vacancy on the Board that may occur between regular meetings of the organization with the exception of the office of President that shall be filled by the Vice President.
 3. Board members who miss two consecutive meetings or fail to fulfill duties may be asked to resign and are subject to removal with a majority vote of the Board of Directors.

ARTICLE VIII – CHAPTER AFFILIATION

Section 1 Recognition of Local Chapters. The President, with the approval of the Board of Directors, shall have the authority to officially recognize local organizations of ASL/Deaf Studies teachers as local chapters of ASLTA.

Section 2 Compliance with Guidelines for Local Chapters. Affiliated ASLTA chapters must comply with requirements as stipulated in the Guidelines for Local Chapter Affiliation and Maintenance.

Section 3 Termination of Official Recognition of Local Chapters. The President, with approval of the Board of Directors, shall have the authority to terminate the recognition of any local ASLTA chapter that fails to abide by the philosophy, bylaws and policies of ASLTA, and/or to maintain itself as an active organization.

ARTICLE IX – AMENDMENTS to BYLAWS

These bylaws may be amended only by mail ballot to all voting members in good standing with a 2/3 affirmative vote and a majority of eligible votes cast.

ARTICLE X – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and consistent with these Bylaws, and any special rules of order the Association may adopt.

ARTICLE XI – DISSOLUTION

In case of dissolution, all monies and records shall be given to a non-profit organization chosen by the ASLTA membership.

First Revision 10/31/01

Second Revision 2/25/02

Approved at NAD/ASLTA Conference July 2003

Appendix D
BYLAWS OF THE AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION (ASLTA)
(Proposed Bylaws Revision - October 29, 2009)

Notes: (1) Underlined words or sentences stand for proposed additions to the 2003 Bylaws of the ASLTA, and (2) Strikethrough words or sentences mean proposed removal from the 2003 Bylaws of the ASLTA).

MISSION OF THE ASLTA

The mission of the ASLTA is to perpetuate, preserve and promote American Sign Language (ASL) and Deaf Culture through excellence in teaching. This includes teaching ASL as a heritage or first language as a second language and part of Deaf Studies.

ARTICLE I – NAME and LOCATION of the ASSOCIATION

Section 1 - Name of the Association

The name of this non-profit national organization shall be known as the American Sign Language Teachers Association (ASLTA). For the remainder of the Bylaws, the ASLTA shall be called “the Association.”

Section 2 - Location of the Association

The home office of the Association shall be maintained at a location determined by the Board of Directors of the Association. ~~The President, with approval of the Board of Directors, shall designate an individual to function as an office administrator to carry out functions and responsibilities for the Association.~~ The office shall be the repository of all records, files, papers, and documents pertaining to the business of the Association.

ARTICLE II – OBJECTIVES

1. To perpetuate, preserve and promote American Sign Language as a heritage language.
2. To provide a closer relationship between teachers of ASL and Deaf Studies and other organizations with similar interests consistent with the mission of the Association.
3. To provide an effective avenue for the exchange of information regarding methods of teaching and materials related to the instruction of ASL and Deaf Studies.
4. To provide professional development opportunities for ASL and Deaf Studies teachers.
5. To develop and maintain certification standards for ASL teachers and academic programs offering ASL and Deaf Studies courses.
6. To provide a certification system to ensure highly qualified ~~certify~~ ASL teachers of ~~and programs offering ASL and Deaf Studies. courses~~
7. To develop standards and procedures for the accreditation of training programs, facilities and personnel involved in the education of teachers of ASL and/or Deaf Studies.
8. To develop and maintain a national directory of fellow members including certified teachers and certified ASL and/or Deaf Studies programs.
9. To encourage the development and maintenance of affiliated chapters.

ARTICLE III -- MEMBERSHIP

Section 1 - Categories of Membership

Membership in the Association shall be open to teachers of ASL and/or Deaf Studies and other interested individuals. There shall be five categories of membership. Members in good standing shall pay dues according to appropriate categories of membership on an annual basis.

1. Certified Member. A certified member who is a member in good standing and has received ASLTA teacher certification from the Association shall have full voting privileges in all matters of the Association.
2. Associate Member. An associate member who is a member in good standing and is not certified as a teacher of ASL and/or Deaf Studies shall have voting privileges in all matters of the Association except evaluation and certification.
3. Supporting Member. A supporting member in good standing who is a non-certified individual or student interested in supporting the objectives and activities of the Association shall not have voting privileges.
4. Institutional Member. Educational institutions, agencies, corporations, and other associations which support the mission of the Association may choose to join as an institutional member. Institutional members shall not have voting privileges. One designated person shall receive the Association's newsletter and other pertinent mailings. In addition, the institutional member will be so noted in membership directories or other listings of the membership of the Association.
5. Honorary Member. Those individuals or organizations who are honorary members recognized by the Association for their contributions to the mission of the Association shall not have voting privileges. Honorary members shall receive the Association's newsletter and pertinent mailings. Furthermore, honorary members shall receive an embossed certificate in recognition of their contributions to the Association. Since honorary membership is a lifetime designation, honorary members shall pay no annual dues.

Section 2 - Membership Dues

Dues for the categories of membership of the Association shall be determined by a majority vote of the Board of Directors. Annual dues shall be payable in January. Members in arrears more than four (4) months after payment is due shall be dropped from membership. Those members who are certified members must pay dues annually to maintain their teacher certification.

ARTICLE IV – MEETINGS

Section 1 - General Business Meetings

General business meetings of the membership shall be held biennially during odd numbered years at a location and date to be determined by the Board of Directors of the Association.

Section 2 - Quorum

For the purpose of conducting meetings, at least twenty-five (25) voting members in good standing shall constitute a quorum. For those issues involving the ASLTA Certification System, only members (at least 25 members holding ASLTA teacher certification in good standing) shall vote (please refer to Article III, Section 1 and 2).

Section 3 - Special Meetings of the Membership

In absence of a quorum, the President or at least four (4) Board members may call a special meeting of the membership. Motions made at a special meeting shall be non-binding and referred to the Board of Directors for further action. The Board of Directors, at its discretion, may defer action on motions until the next General Meeting with a quorum, refer motions to an appropriate committee for disposition or conduct a mail referendum vote to determine consensus of the membership for selected motions made while in a Special Meeting.

Section 4 - Board of Directors Meetings

The Board of Directors shall meet at least once annually. Special meetings of the Board may be called by the President if necessary.

Section 5 - Parliamentarian

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

ARTICLE V – BOARD of DIRECTORS

Section 1 - Composition of Board of Directors of the Association

The Board of Directors of the Association shall be composed of the President, Vice President, Secretary, Treasurer, Certification Committee Chair, Chapter Affiliation Chair, and Professional Development Chair who shall be responsible for business matters of the Association between biennial general business meetings. All Board members, except the immediate Past President, shall have voting privileges. The President shall appoint, subject to confirmation by the Board of Directors, standing and ad hoc committees of the Association. By unanimous consent, the Board of Directors may waive confirmation procedures. The immediate Past President shall serve as a consultant to the Board for up to two years.

Section 3 - Budget

The Board of Directors, with the cooperation of the Treasurer, shall prepare a budget on an annual basis by April 15, based on the five-year strategic plan. The budget will clearly indicate projected revenue and sources (e.g., membership, grants, financial support) as well as projected expenditures including specific charges to the Association for services. No other charges, direct or indirect, may be made against the Association budget without consent of the Board of Directors.

SECTION 4 - Removal of Board Members or Committee Chairs

Any Board member or committee chair may be removed from office **for cause** with a majority vote of the Board of Directors based on a vote of no confidence or at the Board of Directors' discretion.

ARTICLE VI - DUTIES of OFFICERS

Section 1 - Duties of the President

The President shall be the primary elected officer of the Association. S/he shall preside at all meetings of the Association and Board meetings. S/he shall be responsible for the oversight of all Board duties and for coordination of all Board activities but not limited to preparation of the Board meeting agendas and appointing committee chairs. S/he shall serve as the primary liaison with external organizations.

Section 2 - Duties of the Vice-President

The Vice-President shall serve in the absence of the President. S/he shall succeed to the office of President should that office become vacant prior to the expiration of the term of office of the President. The Vice-President shall serve as Bylaws Chair. In addition, s/he shall perform all duties as assigned by the President and approved by the Board of Directors. S/he shall oversee the implementation and activities of committees assigned by the President.

Section 3 - Duties of the Secretary

The Secretary shall keep accurate and complete minutes of all meetings of the Association and the Board of Directors. The Secretary shall maintain a roster of all members of the Association, and shall keep on file all documents, electronic data storage, communications and other papers related to the business of the Association.

Section 4 - Duties of the Treasurer

The Treasurer shall ensure that accurate financial records are kept and maintained, and reports are made at each Board of Directors meeting, and an audit is performed annually.

Section 5 - Duties of the Certification Committee Chair

The Certification Committee Chair (CCC) shall manage the Evaluation and Certification System including revisions and appeals, and shall serve as liaison between the Certification Committee and the Board of Directors.

Section 6 – Duties of the Chapter Affiliation Chair

The Chapter Affiliation Chair (CAC) shall have charge of all affiliated chapters of the Association in the United States of America. S/he shall oversee the affiliation process and maintenance process of chapters, including submission of chapter Bylaws, fulfillment of required procedures for affiliation and annual maintenance of chapters in good standing.

Section 7 – Duties of the Professional Development Chair

The Professional Development Chair (PDC) shall be responsible for coordinating all aspects of professional development activities but not limited to (1) conference planning, (2) maintaining a resource listing of presenters, (3) assistance with professional development opportunities for members and (4) assistance with professional development workshop hours and Continuing Education Units (CEUs) for members of the Association.

Section 8 - Compensation

Board Members shall serve without compensation except for standard expenses as approved by the Board of Directors.

ARTICLE VII - ELECTION and APPOINTMENT of BOARD MEMBERS

Section 1 – Board Members to be Elected and/or Appointed

Those Board members of the Association to be elected, and who shall serve until their successors are duly elected, shall be President, Vice President, Secretary and Treasurer. Three other Board members of the Association: Certification Committee Chair, Chapter Affiliation Chair and Professional Development Chair shall be appointed by the President, subject to approval of the Board of Directors. All of them shall be members of the Board of Directors. President, Vice-President, Secretary, Certification Committee Chair, Chapter Affiliation Chair, and Professional Development Chair shall have Professional-level certification and be members in good standing for at least two years prior to election or appointment to the Board of Directors. The Treasurer shall hold Professional-level certification and/or Certified Public Accountant or equivalent license and be a member in good standing for at least two years prior to election or appointment to the Board of Directors.

Section 2 - Nomination Process

Nominations for elected members of the Board of Directors shall be made by a Nomination Committee composed of three (3) Professional-level members in good standing selected by the Board of Directors. Recommendations for nomination of officers may be submitted to the Nomination Committee by any voting member of the organization, provided the nomination is accompanied by 1) biographical data detailing the nominee's qualifications for the office and 2) signature of the nominee. A call for nominations from the membership, stating and describing the offices open for election, shall be printed in the Association newsletter, the website and/or email at least six (6) months prior to the biennial general business meeting. Nominations from the membership must be submitted to the Nomination Committee at least three (3) months prior to the biennial general business meeting.

Section 3 - Election Procedures

There shall be alternating elections every two (2) years. Groups of officers to be elected in alternate elections are as follows:

1. The President and the Secretary (2009, 2013 and so forth)
2. The Vice President and the Treasurer (2011, 2015 and so forth)

Elections will take place by email or online ballot at least sixty (60) days prior to the start of the biennial general business meeting. All voting members in good standing shall be provided with one (1) ballot. Return of ballots shall be accepted at least thirty (30) days prior to the biennial general business meeting. Election results shall be announced at the biennial business meeting of the Association, in the Association newsletter, and/or on the Association website.

Section 4 - Expiration of Terms of Office

Board Members of the Association shall continue in office until the conclusion of the biennial general business meeting of the membership.

Section 5 - Limit on Consecutive Terms in Office

A Board member shall serve no more than two (2) consecutive 4-year terms in the same position under the Board of Directors.

Section 6 - Resignations, Vacancies and Removal from Office

1. A Board member may resign by notifying the President of the Association in writing 30 days prior to the effective date.
2. The President, with the approval of the Board of Directors, shall have the authority to fill any vacancy on the Board that may occur between biennial general business meetings of the Association with the exception of the President that shall be filled by the Vice President.
3. Board members who miss two consecutive meetings or fail to fulfill duties may be asked to resign and subject to removal with a majority vote of the Board of Directors.

ARTICLE VIII – CHAPTER AFFILIATION

Section 1 - Recognition of Affiliated Chapters

The President, with the approval of the Board of Directors, shall have the authority to officially recognize groups or organizations of ASL-Deaf Studies teachers as affiliated chapters of the Association.

Section 2 - Compliance with Guidelines for Affiliated Chapters

Affiliated chapters of the Association shall comply with the requirements as stipulated in the Guidelines for Chapter Affiliation and Maintenance. Chapters shall pay affiliation fees by January annually.

Section 3 - Termination of Official Recognition of Affiliated Chapters

The President, with approval of the Board of Directors, shall have the authority to terminate the recognition of any affiliated chapter of the Association in the event that an affiliated chapter fails to abide by the philosophy, Bylaws and policies of the Association, and/or to maintain itself as an active affiliated Chapter of the Association.

ARTICLE IX - ASL Honor Society

The Association shall support and encourage the ASL Honor Society (ASLHS) and its programs for the benefit of secondary and postsecondary ASL students. The ASL Honor Society may choose to organize local or regional chapters which shall be known as ASLHS chapters. For those teachers who are not yet ASLTA certified may serve as sponsors of ASLHS chapters in their schools, colleges, or universities. ASLHS chapter sponsors shall have no voting privileges.

ARTICLE X – BYLAWS AMENDMENTS

The Bylaws of the Association shall be amended only by mail or email ballot to all voting members in good standing with a 2/3 affirmative vote, provided that a majority of eligible votes is cast.

ARTICLE XI – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and consistent with the Bylaws, and any special rules of order the Association may adopt.

ARTICLE XII -- DISSOLUTION

~~In case of dissolution, all monies and records shall be given to a non-profit organization chosen by the membership of the Association.~~ In the event of dissolution, all of the remaining assets and property of the Association shall after payment of necessary expenses, be distributed to such organizations serving those people who use ASL as a heritage language or first language as shall qualify under Section 501 c(3) of the Internal Revenue Code of 1986, as amended or successor provisions as the Board of Directors shall determine.

Approved of 2003 ASLTA Bylaws at the NAD/ASLTA Conference in July 2004
Unofficial First Revision 4/12/05
Unofficial Second Revision 12/31/07

APPENDICE E
Legislative Recognition of ASL as a Language in States

Nearly all states have recognized the status of American Sign Language as a foreign language or a legitimate language, mainly in the areas of ASL coursework and language credit ranging from secondary schools to colleges to universities. Approximately 35 state legislatures have endorsed the language status of ASL as a foreign or a language other than English (see asterisks*). Some state/county boards of education, boards of regents, and school districts approve credit for ASL classes. Source: National Information Center on Deafness

State	Recogni- tion	Legislation	Process	Present Status
Alabama	Yes	No	Credit granted in college and high schools	Bill drafted for introduction
Alaska*	Yes	Yes	If offered, credit is given as a FL	
Arkansas	Yes	No	College credit courses limited	Bill drafted
Arizona*	Yes	Yes; authorized ACDHH to determine certification process	College credits across AZ; popular course	ACDHH has endorsed ASLTA certification
California*	Yes	Yes in 1988; HS credit; deemed as a FL	CSU and UC approve ASL as one of language requirements	High demand
Colorado*	Yes	Yes in 2004; deemed as a FL		Academic credit; support for proficiency
Connecticut*	Yes	Yes	Qualified instructors under those holding teaching certificates in ASL issued by the State Board of Education	
Delaware	Yes	No	FL and credit at U of Delaware	DTCC offers certificate/diplomas in ASL
Florida*	Yes	Yes; 1991	Secondary credit required for sequential FL or equivalent postsecondary credit	ASL with FL status
Georgia*	Yes	Resolution in 1993; Yes in 2007 ASL recognized as a FL (NICD)	IEPs substitute ASL for 2 FL units for college	Board of Regents grants FL credit to those with ASL proficiency
Hawaii	Yes	No	Kapiolani College offers credit courses as a language	
Idaho	Yes	No	Secondary schools offer FL credit in ASL	
Illinois*	Yes	Yes	HS credit up to 4 years or 1 year for demonstrated proficiency	Credit offered in college or university
Indiana*	Yes	Yes, as a standard & independent language	FL credit awarded	
Iowa*	Yes	Yes, in lieu of FLs based on the language equivalent status	ASL taught in accredited schools & colleges	
Kansas*	Yes	Yes	State Board of Education supports provision of credits toward satisfaction of FL requirement	ASL taught in accredited schools & colleges
Kentucky*	Yes	Yes	Accepted for FL credit; successful completion satisfies FL entrance requirements	
Louisiana*	Yes	Yes	State Board sets rule criteria & prescribes appropriate teaching materials	ASL as a Visual Language
Maine*	Yes	Yes; official state	Accepted for FL credit;	

		language of the deaf community	successful completion satisfies FL entrance requirements	
Maryland	Yes	No	County Boards of Education give academic credit	
Massachusetts*	Yes	Yes; as a standard & independent language	School committees may credit for successful completion satisfying FL entrance requirements	
Michigan*	Yes	Yes	School district boards grant HS credit in ASL and toward language proficiency	Mich DHH leads with the wide acceptance of ASL
Minnesota	Yes	No	Secondary and postsecondary recognition for FL credit	
Mississippi	Yes	No	Secondary and postsecondary recognition for FL credit	High schools offer ASL as a credit course – 1 Carnegie unit
Missouri	No	No	A committee has begun discussion about recognition & FL requirements	
Montana*	Yes	Yes in 1995; resolution to authorize ASL as a separate & complete language	Boards of Education & Public Education are responsible for recognizing ASL as part of the PS & university curriculum	
Nebraska	Yes	No	Secondary and postsecondary recognition for ASL credit	
Nevada	Yes	No	Feasibility study for establishing ASL course work for FL credit	
New Hampshire	Yes	No	Secondary and postsecondary recognition for ASL credit	
New Jersey*	Yes	Yes in 1995; recognition of ASL and Deaf Culture	State institutions of higher education and schools award FL credit	
New Mexico	Yes	No	Secondary and postsecondary recognition for ASL credit	
New York*	Yes	Board of Regents approved ASL as a language	Elementary & secondary schools offer credit to meet second language requirements	Higher education has established ASL teacher training, i.e., Columbia U.
North Carolina*	Yes	Yes	Secondary and postsecondary recognition for ASL credit	
North Dakota	Yes	No	Secondary and postsecondary recognition for ASL credit	
Ohio*	Yes	Yes	Secondary and postsecondary recognition for ASL credit	
Oklahoma*	Yes	Yes	Secondary and postsecondary recognition for ASL credit	
Oregon	Yes	No	Secondary and postsecondary recognition for ASL credit	Certificate of Mastery for the second language requirement
Pennsylvania*	Yes	Yes	Both public and private secondary schools offer ASL as an elective course for credit	
Rhode Island*	Yes	Yes in 1996 as a language with grammar and cultural heritage	Elementary, secondary and postsecondary recognition for ASL credit to satisfy FL requirements	ASL as a fully developed, autonomous, natural language
South Carolina*	Yes	Yes in 2008	Offering ASL as a world language credit to satisfy FL requirements	Teacher qualifications & academic standards

South Dakota*	Yes	Yes	Elementary, secondary and postsecondary recognition for ASL credit to satisfy FL requirements	Rules set by state boards of education & regents
Tennessee*	Yes	Yes	Elementary, secondary and postsecondary recognition for ASL credit	
Texas*	Yes	Yes	Elementary, secondary and postsecondary recognition for ASL credit to satisfy FL requirements	
Utah*	Yes	Yes in 1994; ASL with equal status with other linguistic systems	Boards of Education & Regents implement policies & procedures for teaching of ASL	Teaching ASL Emphasis at University of Utah
Vermont	Yes	No	Secondary and postsecondary recognition for ASL credit to satisfy FL requirements	Plan to introduce a bill
Virginia*	Yes	Yes in 1996	Secondary and postsecondary recognition for ASL credit in public & private higher education to satisfy FL requirements	
Washington*	Yes	Yes; state board of education or a school district	Secondary and postsecondary recognition for ASL credit to satisfy FL requirements	Minimum admission standards for four-year college education
West Virginia*	Yes	Yes in 1994	Secondary and postsecondary recognition for ASL credit to satisfy FL requirements	
Wisconsin	Yes	School boards in school districts grant FL credit	Secondary and postsecondary recognition for ASL credit to satisfy FL requirements	
Wyoming	Yes	No	Secondary and postsecondary recognition for ASL credit to satisfy FL requirements	

**Appendix F:
Financial & 501 c 3 Reports
Betti Bonni, Treasurer
2007-2013**

1. Financial Report

General Accounts		
Account	What for?	Balance on 9/30/09
Business Economy Chk	NPDC09 Account —for all dealings related to the Phoenix Conference	\$105,049.13
Business Economy Chk	Master ASLTA account -- for all general business (newsletter, membership, etc.)	\$43,887.71
Business Savings -	General Savings Account – balance stays around 10K (anything over gets transferred to Schwabb Account)	\$10,091.16
Business Savings -	ASL Honor Society Account —for all activities (School chapters, awards, etc.)	\$15,196.72
Business Checking	Evaluation Account —for all activities related to Certification and Evaluation system	\$6,169.68
Schwabb	Investment Account , seeded by bequests and donations.	\$53,519.32
Total Assets		\$233,913.72

2. 501c3 Report:

a. Bylaws:

1. Must reflect ASLTA mission is for “Public Good”
2. Must include a dissolution statement

b. 1023 Form

1. Must show how ASLTA manages each program
2. Each program needs to be for “Public Good”
3. Must show specific content (no conflict of interest)

c. Accounting

1. Treasurer puts in 3 full years of financial data into QuickBooks (accounting software)
2. Chart of Accounts prepared by a CPA
3. Expenses must show for PROGRAM
4. Previous accounting showed most of expenses were “Administrative” - REJECTED by IRS

d. Current Status of 501 c 3

1. Bylaws were rewritten (draft proposal)
2. Awaiting approval from membership
3. 1023 Form (application to IRS)
 - a. Programs were identified
 - b. Expenses were reclassified

- c. Narrative statement rewritten to reflect ASLTA's mission
- 4. Full Accounting review by CPA will be done prior to submitting application
- e. CDSVRS Clear Blue
 - 1. ASLTA entered contract with CSDVRS March, 2008
 - 2. ASLTAVRS logo and service created
 - 3. Promotional materials ordered
 - 4. Monthly payments were received, based on number of members using the service (not based on number of calls)
 - 5. Total received as of 9/30/09: \$3,850.
- f. CDS-TV
 - 1. During 2007 Conference (Tampa), Board entered agreement with CSD-TV to film all proceedings and produce set of DVD's.
 - 2. Sold 99 DVDs (ASL Poetry/Storytelling, About Teaching ASL, A SLTA Conference Proceedings)
 - 3. ASLTA gets 35% royalties
 - a. Received \$5,003.35 so far
 - b. ASLTA invested \$10,000, CSD-TV contributed \$4,000.
 - c. ASLTA in red of \$4,997

Appendix G
ASLTA Evaluation System Report
Keith Cagle, Chair
2000-2009

1. Certifications as of Oct 25, 2009

a. Provisional	110 (219)	1
b. Qualified	71 (87)	3
c. Professional	85 (90)	6
Total:		10
		Honorary

2. Achievements:

- a. Standards for ASL skills for Provisional level
- b. Downloading of evaluation packets from ASLTA's website
- c. Honorary certification for the retired members
- d. Requirement of ASLPI and SLPI ASL for Provisional evaluation
- e. Put "L1 or L2" and "K-12 or College" to help us to send to appropriate evaluators
- f. New certificate with 2 valid stamp boxes sent to persons with an extension
- g. Updated listing of professional development topics and categories (Committee: Tom Wills, Barbara Holcomb, Dorothy Wilkins and Sharon Staehle)
 - i. Assessment and Evaluation
 - ii. Curriculum and Design
 - iii. Deaf Knowledge (e.g. Deaf Community / Culture / History)
 - iv. Language, Linguistics and Literature
 - v. Methodology (e.g. L1, L2)
 - vi. Technology and Media

3. Need for Evaluation System

- a. Central office
- b. Evaluation System Revision Committee
(e.g. survey with certified members & evaluators, more use of technology, updating test items, reviewing procedure & system)
- c. Professional Development categories for requirement
- d. L1 Evaluation System
- e. Meeting & refresher for all evaluators (last times in 1989 & 2000)

4. States Recognized Certification

"Working on it"

Florida	Kentucky
North Carolina	Maryland
Virginia	Pennsylvania

5. Thanks to:

- a. ASLTA Webmaster: Leslie Riggs
- b. Evaluation Assistant: LaVerne Cagle (formerly LaVerne Verwiebe)

c. Evaluators:

Pat Beech, Jan McCready, Betti Bonni, Ken Mikos, Judie Cronlund, Bill Newell, Sandra Fontana, Tom Riggs, Chuck Gramly, Barbara Stansbury, Leslie Greer, Rachel Stone, Barbara Ray-Holcomb, Laura Thomas, E. Lynn Jacobowitz, Dorothy Wilkins, Christine Wood

Appendix H
Chapter Affiliation Report
Patricia Beech, Chair
2006-2009

1.



Active	29
Inactive	8
Total	37

2. Active Chapters

- a. Los Angeles
- b. California Sacramento Valley
- c. California San Diego
- d. Colorado
- e. Florida
- f. Georgia
- g. Indiana Willard
- h. Kentucky Bluegrass
- i. Maryland (state-wide) – formerly Frederick
- j. Maryland Chesapeake Bay
- k. Michigan
- l. Minnesota Loon
- m. Missouri
- n. New Jersey
- o. NY Greater Rochester
- p. North Carolina
- q. Ohio
- r. Oregon Northwest
- s. Pennsylvania

- t. South Dakota
 - u. Texas Dallas-Fort Worth
 - v. Texas Houston
 - w. Utah (reactivated)
 - x. Virginia Veditz
 - y. Washington
 - z. Wisconsin
- 3. New Affiliated Chapters**
- a. South Carolina
 - b. West Virginia Mountaineers
- 4. Reasons for Inactive Status**
- a. No replies.
 - b. Informed us that chapter is inactive due to no interest, etc.
- 5. Inactive chapters:**
- a. Arizona
 - b. Arkansas
 - c. Illinois Chicagoland
 - d. Massachusetts
 - e. New York NYC Metro
 - f. Oklahoma
 - g. Virginia Dogwood
 - h. Virginia Shenandoah
- 6. Interested in being reactivated**
- a. Oklahoma
 - b. Virginia Dogwood
- Note: For reactivation the fee is \$100.
- 7. Annual Chapter Fees from 20 (Resumed in 2009 & paid \$35 yearly):**
- a. Alabama
 - b. California Los Angeles
 - c. California San Diego
 - d. Florida
 - e. Indiana Willard
 - f. Kentucky Bluegrass
 - g. Maryland
 - h. Michigan
 - i. Missouri
 - j. New Jersey
 - k. NY Greater Rochester
 - l. North Carolina
 - m. Ohio
 - n. Pennsylvania
 - o. South Dakota
 - p. Texas Houston
 - q. Utah
 - r. Virginia Veditz

- s. Washington
- t. Wisconsin

8. Biennial Reports from 16 Chapters

- a. Alabama
- b. California San Diego
- c. Florida
- d. Indiana Willard
- e. Kentucky Bluegrass
- f. Maryland
- g. Michigan
- h. New Jersey
- i. NY Greater Rochester
- j. North Carolina
- k. Ohio
- l. Pennsylvania
- m. South Dakota
- n. Utah
- o. Virginia Veditz
- p. Washington

9. 25 Representatives to ASLTA Conference Chapters Luncheon

- a. Alabama
- b. California Los Angeles
- c. Florida
- d. Kentucky Bluegrass
- e. Maryland
- f. Michigan
- g. Missouri
- h. New Jersey
- i. NY Greater Rochester
- j. North Carolina
- k. Ohio
- l. Pennsylvania
- m. South Carolina
- n. Texas Houston
- o. Utah
- p. Virginia Veditz
- q. Washington
- r. Wisconsin

10. Presenters at Chapters Luncheon

- a. "Organizational Leadership Vs. Professional Leadership" by Keith Cagle.
- b. Panel discussion on "How to Increase Membership" – Panelists: Lance Forshay, David Martin, Mary Jean Shahan, and James Wilson.

11. Chapter Bids for 2013

- a. Now accepting bid proposals from chapters on the East Coast to host the conference in 2013.
- b. First preference is during the summer but will consider spring or fall

depending on low seasonal rates, weather, etc.

- c. All chapters that wish to host the 2013 conference must show evidence of good standing.

12. Past and Future Conferences

- a. n1999 – Rochester, NY
- b. 2003 – Indianapolis, IN
- c. 2005 – Las Vegas, NV
- d. 2007 – Tampa, FL
- e. 2009 – Phoenix, AZ
- f. 2011 – Washington (state)
- g. 2013 – East

13. Important to send us updates on Chapter:

- a. Officers
- b. Contact information (i.e., e-mail addresses)
- c. Workshops
- d. Revisions to Bylaws

14. Thanks:

- a. Trix Bruce for help with chapters on PDC-related questions.
- b. Betti Bonni for help with chapters on advice re: 501(c)3, etc.

Appendix I
Professional Development Report
Trix Bruce
2003-2009

1. Collecting Information

- a. Received about 3-4 emails per week.
- b. Received for our database notebooks through the mail and emails.
- c. Michigan ASLTA
- d. Ohio ASLTA
- e. Northwest ASLTA
- f. Fredrick ASLTA
- g. Missouri ASLTA
- h. PA ASLTA

2. Chapter Officers, PDC, and Members have asked questions related to:

- a. Workshop clock hours earned paperwork
- b. Posting ads and workshop flyers to our website
- c. Consult, review draft flyers, samples of flyers
- d. Job Announcements – Resume Advice? Interview?

3. ASLTA Conference:

- a. 6 screening committees
- b. 58 presenter proposals submitted
- c. Filled 45 workshops
- d. 4 presenters couldn't make it during the processing
- e. 4 replaced presenters

4. ASLTA Website:

- a. Total of Workshops
- b. Total of Job Announcements
- c. Total of Presenter's Directory
- d. Questions Asked:
 - i. What are the appropriate negotiations with a presenter for our chapter events?
 - ii. Is there any charge to post our AD in your website?
 - iii. Do you have a list of ASL teachers who seek jobs?
 - iv. Do you have a list of Members in a directory?

5. Goals:

- a. List of previous workshops
- b. Samples of ASL Teaching Resumes, Syllabus
- c. Mentorship Available
- d. List of Teaching ASL programs in website
- e. "In Memories" site in website

Appendix J
Website Project Report
Leslie Riggs, Webmaster
2008-present
The OnlineWorks, LLC

1. CURRENT SITE STRUCTURE

- a. The site structure is fully developed and capable of accommodating new additions as needs develop in the future, with top and left side navigation menus, with the exception of the members-only area with discussion forums and a future e-learning feature.

2. WEBSITE FEATURES

- a. Fill in blank areas of the site
 - i. History (Under ASL As a Language)
 - ii. Presenter Directory
 - iii. E-newsletter – Vertical Response e-newsletter setup is completed; president recently sent initial news posting. If comfortable, will set up access for newsletter editor to use this approach as well.
 - 1. Currently set up for members only – important that members have an email address to receive these.

b. Discussion forums for committees, special interests (**NOT COMPLETED YET**).

c. Vlogs in ASL (SOME VLOGS WERE PUT UP ON THE SITE, APPEARED TO WORK WELL)

d. Cross-link with www.aslhonorsociety.org (sister site to www.aslta.org).

e. Sections (mini-websites) for each ASLTA chapter not having their own websites.

- i. Include links to those ASLTA chapters that have websites.

f. Posting “board” for job listings, available ASL teacher training programs and ASL/Deaf Studies college programs (**COMPLETED, WILL CONTINUE TO ADD ENHANCEMENTS**)

g. FAQ sections for the general public – membership and certification information (**COMPLETED**)

h. **Forms:** membership applications and/or renewals, newsletter subscriptions, conference registrations, perhaps also for the annual demographic survey (which can be “turned on/turned off” as needed)* and maybe even certification applications as well.

- i. TO BOARD DECISION – ONLY CURRENT MEMBERS RECEIVE NEWSLETTER
- ii. DEMOGRAPHIC SURVEY FORM WILL BE ADDED WITH THE ONLINE MEMBERSHIP APPLICATION FORM WHEN THAT IS SET UP

3. Other Features:

- a. Members-only Area – ASLTA members by category (Certified, Associate, Supporting, Institutional) – if they are paid members they

are granted access to the members-only area of the site, which features members' discussion forums. Are there other members-only features you wish to include or add?

- b. 2009 CONFERENCE TO ENSURE ACCESS TO INFORMATION FOR THE CONFERENCE.
- c. AFTER THE 2009 CONFERENCE I WILL RE-FOCUS MY EFFORTS ON THIS AREA.
- d. **Discussion Forums** – this can be a members-only feature.
- e. **Online Payment Acceptance** – an account with PayPal is simple to set up, free, and it is secure; PayPal can accept credit cards as well (PayPal charges a fee of 2.9% + 30 cents per transaction). The funds are held in a PayPal account until a designated staff person at ASLTA transfers it into ASLTA's bank account.
- f. **Vlogs**
 - i. Vlogs can be added to the website by uploading.
 - ii. Embedded Vlogs; currently any embedded Vlogs are public viewing only.
 - iii. After the members-only area is developed, it will be possible to set Vlogs to be member viewable only.

4. **Conclusion:**

- a. There are primary areas of the project that remain to be worked on:
 - i. Members-Only area
 - ii. Discussion Forum for members (to be created after the members-only area is completed).
 - iii. E-Learning Feature
 - iv. Presenter Directory

Appendix K
ASL Honor Society & National ASL Standard Committee
Jason Zinza, Chair
2007 to present

- 1. ASL Honor Society: 2006-2008 Report**
 - a. Strong growth in membership from high schools, community colleges, and university programs
 - i. 2006 membership: **33** schools
 - ii. 2007 membership: **56** schools
 - iii. 2008 membership: **81** schools
 - 2. Honor Society Info**
 - a. Requires ASLTA membership
 - b. Approx. 60% of honor society sponsors join ASLTA for the first time
 - c. Schools for the Deaf are forming chapters for students
 - d. Strongest group: High school programs
 - e. Weakest group: Community college programs
 - f. Most growth: University programs
 - 3. Recognition:**
 - a. Students earn honor cords or gold/silver medals based on academic achievement in ASL studies
 - 4. ASLHS Programs:**
 - a. Annual ASL Literature competition
 - b. ASL Teacher Mini-Grants
 - c. **NEW 2009-2010: Scholarships for ASL students**
-
- 1. National ASL Standard Committee Report** (Submitted by Jason E. Zinza on behalf of Glenna Ashton, Keith Cagle, Kim Brown Kurz, Bill Newell, & Rico Peterson:
 - a. **Overview**
 - i. ASLTA committee formed in 2006 to develop national ASL standards for all levels of instruction
 - ii. Emphasis is on standards for L2 instruction
 - iii. National ASL standards to be included in the next edition of ACTFL's "Standards for Foreign Language Learning in the 21st Century"
 - b. **Committee members:**
 - i. Glenna Ashton, chair (GA)
 - ii. Keith Cagle (NC)
 - iii. Kim Brown Kurz (NY)
 - iv. Bill Newell (WA)
 - v. Rico Peterson (MA)
 - vi. Jason E. Zinza (MD)
 - c. **Major Accomplishments**
 - i. Initial draft of national ASL standards completed (May 2008)
 - ii. Focus groups: Boston (September '08), Tampa (February '09)
 - iii. Peer review: February - December '09

- iv. Peer input: ASLTA PDC, October '09
- v. Publication deadline: March 2010
- d. **About the Standards:**
 - i. The objective is to produce students who are fully proficient in ASL and Deaf culture
 - ii. Outlines goals for 5 domains:
 - 1. Communication
 - 2. Cultures
 - 3. Connections
 - 4. Comparisons
 - 5. Communities
 - iii. Goals indicate what students should do by the end of each level:
 - 1. Kindergarten, Grade 4, Grade 8, Grade 12, Grade 16
 - 2. Spiral approach to content
- e. **Urgent Needs:**
 - i. **need more Deaf reviewers of the draft document to provide feedback**
 - ii. If interested, please contact Glenna Ashton, Kim Brown Kurz, or Jason E. Zinza

Appendix L
MEDIA (PUBLICATIONS/MEDIA) COMMITTEE REPORT
And
ASL & INSTITUTIONS OF HIGHER EDUCATION COMMITTEE REPORT
Alyssa Ramussen, Editor & Chair
2006 to present

1. Media and Publication Committee:

- a. Ongoing Responsibilities
 - i. ASLTA News
 - ii. Production goal 4x/year
 - iii. Advertising (donations) added
 - iv. Primary Focus: Board-to-Membership Communication
- b. Website Communications
- c. Online Press Releases / Announcements ... Promote ASL and/or explain key aspects (i.e. ASLPI)
 - i. David Martin
 - ii. Eddy Laird
 - iii. Betti Bonni
- d. Facebook ASLTA group page
- e. Periodic
 - i. Conference Publications:
 - 1. Turned over to Conference Committee
 - ii. Conference DVDs

2. Recommendations:

- a. ASLTA News
 - i. Adhere to fixed deadlines
 - ii. Add articles of interest by and for the members
- b. Website Communications
 - i. Expand with more video clips
 - ii. Bilingual pages
- c. Future
 - i. Develop Additional Communicative Media (i.e. ASLTA DVDs)
 - ii. Peer Reviewed Online Bilingual Journal (Professional Development)

ASL & INSTITUTIONS OF HIGHER EDUCATION COMMITTEE REPORT
Alyssa Ramussen, Chair
2007 to present

1. Formed June 2006; Funded October 2008 (\$5000.00)

a. Duties

- i. Develop materials that will
 - 1. enable students,
 - 2. enlighten administrators
 - 3. present info on Internet
- ii. Complete a needs assessment.

1. Determine why ASL is not yet recognized/accepted in Higher Ed.
 2. Draft materials to target those responses via FAQ & articles
- b. Phase 1 (2007)**
- i. Pilot: Initial survey
 - ii. identified 1961 4-year colleges & universities
 - iii. Link to online survey (9 questions)
 - iv. Sent electronically to Director of Admissions
 - v. 7% response
- c. Phase 2 (2008)**
- i. Piloted individualized, personal data collection procedure
 - ii. Student volunteers phoned Directors of Admissions
 - iii. Labor intensive
 - iv. Hard to train students
 - v. Transcription / Misunderstanding errors were higher
 - vi. Verified information was placed on ASLTA Website
 - vii. Targeted States
 - viii. States w/largest population of # of HS ASL students
 - ix. Response remained low
 - x. Follow-up contact:
 1. Admissions staff preferred a phone call or a letter
- d. Phase 3 (2009)**
- i. Drafted letter, got bid from printer (approx \$1000)
 1. Letter, Survey, Envelope, Return Envelope & Postage
 2. Gives option of online (SurveyMonkey) or return mail
 - ii. Purchased mailing labels [4 year colleges] (approx \$300)
 - iii. Added webpage on ASLTA web
 - iv. Recreated survey in SurveyMonkey (approx \$200/annual)
 1. User friendly
 2. Easier to track data
 - v. Developed follow-up plan
- e. Awaiting results**
- f. Remaining funds** (approx \$3500) to be used, as needed, for
- i. Follow up plan: re-mailings, re-contacts, phone calls, etc
 - ii. Reports, materials (for web)

Appendix M
ASLTA Conference Report
Ginny Francini, Chair
2007 to 2009

1. Contract with the Arizona Biltmore:

- a. 125 rooms on contract; we have added 25 rooms
- b. We get one room free per day for every 50 rooms booked
- c. As of today, we have four rooms free with 152 rooms booked, still counting
- d. On contract we have 3 villas with adjoining rooms for \$189.00 per villa.
- e. Overall, we have met all the contractual obligations.

2. Budget (Expenses):

a. Awards	\$75.00
b. AV Equipment with SWANK AV	16,530.44.00
c. Chuck Baird and Joel Barish (252.80) Room/combo/meals	
d. Entertainment	2,500.00
e. Food	\$111,929.18
f. Gifts	250.00
g. Interpreters	N/A
h. Laptop, LCD & printer	1,850.00
i. Posters	1,000.00
j. Program book	5,928.00
k. Tote bags, lanyards and jotters	6,250.00
l. Travel Expenses – 10 DeafNation Sites, Expo Supplies	2,500.00
m. Signage	
n. Sponsors Complimentary (252.80) X 18	4,550.40
o. Volunteer Vests	850.00
p. Volunteers (252.80) 2400.00	6,067.20

3. Budget (Income):

a. Cancellation fees	
b. DSP	14,250.00
c. Exhibitors	4,000.00
d. Posters (anticipated)	2,500.00
e. Program book	1,887.17
f. Registrations	
g. Sponsors	18,522.50
h. Tote bags distribution fees	500.00
i. Volunteers	2,400.00

4. Sponsors:

- a. ACDHH
- b. Arizona Biltmore Resort & SPA
- c. Arizona Relay - ASRS
- d. CIT
- e. CyberASL

- f. DeafNation
- g. DSP – Workshop
- h. Gallaudet
- i. NAD
- j. RID/NTID
- k. Purple
- l. Signs for Intelligence
- m. SMI
- n. Sorenson Communications
- o. Sprint

5. Need Improvement:

- a. Acteva/Paypal
- b. Procedures for next conference
- c. Sponsors
- d. Bank account
- e. Membership drive

6. 5th Annual Professional Development Committee:

- a. Main Functions
- b. Contract with the Arizona Biltmore Conference Center
- c. Hotel Reservations
- d. Agenda and meetings with Sales Manager
- e. Interpreters
- f. Frequency of committee meetings
- g. Frequency of communications
- h. Email coming in 24/7 all year

7. Planning Conference Committee:

- a. Chair Gerry Francini
- b. Vice-Chair Judie Cronlund
- c. Secretary Larry Forestal
- d. Registration Assistant Judy Mohan & Assistant Bob Herbold
- e. PD Chair Trix Bruce
- f. Program Book Editor Barbara Bass
- g. Menu Planners Pat Herbold & Penny Herbold
- h. Volunteers

8. More Committees:

- a. *DAILY PUEBLO* Editor Paul Quinn
- b. Hospitality Pam Howard
- c. Easel Designer Julie Stylinski
- d. Tote Bag Designer Robin O'Brien

9. Planning Committee Functions:

- a. Advance and Long-range Preparations
- b. Organizational Chart
- c. Public Relations
- d. Bank Account
- e. Keynote Speakers
- f. Sponsors

- g. Exhibitors
- h. DeafNation & EXPO Sites
- i. Call for Papers
- j. Early Bird Registration
- k. Combo Registration

10. Pre-Conference Workshops:

- a. Preconference Workshops sponsored by DSP and SMI
- b. DSP - 2 workshops, October 28 and 29; SMI - 1 workshop October 29
- c. Both DSP workshops on *Signing Naturally Units 1-6* are full. SMI workshop on *Master ASL II* has 75 attendees.

11. Sponsors and Support Services:

- a. DeafNation Media Sponsor in 2008-2009
- b. Provided the main committee with booth exhibits at no cost – Orlando, Phoenix twice,
- c. Pomona, CA; Denver, Chicago, Pleasanton, CA; more?

12. Sorenson Communication Support:

- a. Internet Café, VP access, keynote speakers, scholarship awards
- b. Provides the Internet Café and VP Access for Gallaudet University
- c. Sponsors Lawrence Fleischer & Flavia Fleischer as keynote speakers

13. Arizona Biltmore and Spa:

- a. Internet access, friendly hospitality, meeting space, steadfast commitment to our conference success
- b. Provides Internet access for the Internet Café, Sorenson Exhibit and Gallaudet University ASLPI: ASL
- c. Provides interpreters and outstanding & professional communications for two years

14. Arizona Commission for the Deaf and Hard of Hearing Support:

- a. Sponsors Dr. Carol Padden as our keynote speaker
- b. Endorses the ASLTA Teacher Certification

15. Other Valuable Contributions:

- a. Purple – provided half of expenses for tote bag
- b. Gallaudet University & NTID/RIT – matching \$5,000 for sponsorship
- c. CIT - \$2,000 sponsorship
- d. Gundi Voreck – Vests
- e. Sprint – Chuck Baird's Presence

16. Phoenix College Support:

- a. Student interpreters for hotel registration
- b. ASLTA 2009 Conference provides a certified interpreter for supervising student interpreters

17. Thanks:

- a. It is definitely a 24/7 job performed in order to make this kind of conference a great success.