NEW JERSEY CHAPTER

OF

AMERICAN SIGN LANGUAGE TEACHERS
ASSOCIATION

BY-LAWS

1st revision completed 2/21/2000
2nd revision completed 4/13/2000
3rd revision completed 8/26/2000
4th revision completed 10/2/2000
NEW JERSEY CHAPTER OF AMERICAN SIGN LANGUAGE
TEACHERS ASSOCIATION
BY-LAWS

ARTICLE 1 – NAME

The name of this non-profit association is New Jersey Chapter of American Sign Language Teachers’ Association (NJ-ASLTA), representing the state of New Jersey.

ARTICLE 2 – AFFILIATION

The association shall be a cooperating member of the national American Sign Language Teachers’ Association (ASLTA).

ARTICLE 3 – OBJECTIVES

NJ-ASLTA shall…

3.1 ...promote the official recognition of ASL as a Language.

3.2 ...promote professional quality in American Sign Language and Deaf Studies instruction for American Sign Language teachers and encourage ASL teachers to acquire ASLTA certification.

3.3 ...encourage the educational institutions to include ASL and Deaf Studies in their curricula.

3.4 ...encourage the educational institutions to hire ASLTA-certified teachers and ASLTA members.

3.5 ...provide input into national ASLTA’s standards and procedures for the teaching of American Sign Language and Deaf Studies.

3.6 ...facilitate an effective avenue for the exchange of information regarding methods and materials in the instruction of American Sign Language and Deaf Studies.

3.7 ...maintain a local directory of certified and non-certified NJ-ASLTA members.

3.8 ...have the Professional Development Coordinator host at least two (2) workshops a year.
ARTICLE 4 – MEMBERSHIP

4.1 Membership in NJ-ASLTA will be open to any individual interested in American Sign Language instruction, instruction in Deaf Studies and/or supporting the goals of the association.

4.2 The role of membership is to enhance knowledge and skills through participation in workshops and seminars. This includes any examination of ASL-related works and works related to Deaf Studies. A member will promote an understanding and respect of language, culture, and quality teaching.

4.3 Membership dues for individual membership in NJ-ASLTA will be determined at the general business meeting and due in the month of October. To remain in good standing, all members will keep their membership current.

ARTICLE 5 – MEETINGS OF MEMBERS

5.1 NJ-ASLTA will hold an annual general business meeting at a time and place decided in advance by the Executive Board’s simple majority vote. Elections shall be held every two years (odd-numbered) in May.

5.2 Prior to a meeting, the Executive Board will provide a written agenda with the meeting notice. In any meeting, any member may put a subject on the agenda.

5.3 Written notice will state the location, date and the hour of the meetings including the written agenda. Mailing of such notices shall be completed at least fourteen (14) days in advance.

5.4 Business meetings will be conducted according to parliamentary procedures. The President shall appoint a parliamentarian to serve a term of two years.

5.5 At any meeting of members, a minimum of at least 8 members must be present to constitute a quorum for the transaction of business.

5.6 Special meetings of the general membership may be called at any time by the President or by three (3) members of the Executive Board, or by petition to the Executive Board by any five (5) members.

5.7 At any meeting, if the President is absent, the Vice-President will preside. If the President and Vice-President are absent, the Secretary will preside. If those three officers are absent, the Treasurer will preside. If those four officers are absent, the meeting shall be postponed to a later date.
ARTICLE 6 – EXECUTIVE BOARD

6.1 The President, Vice-President, Secretary, Treasurer and three Members-at-large, Professional Development Coordinator and Ex-officio will constitute the Executive Board and will be responsible for business matters of NJ-ASLTA between annual meetings. The Professional Development Coordinator and Ex-officio shall be non-voting members.

6.2 Qualifications for serving on the board will require active NJ-ASLTA membership for at least a year and additionally be a member in good standing of the national ASLTA.

6.3 Two-thirds (2/3) of the voting members of the Executive Board will constitute a quorum for the transaction of business.

6.4 The Executive Board’s majority vote will be more than half of the total voting members present at any meeting

6.5 All Executive Board meetings are open to any NJ-ASLTA members.

6.6 The Executive Board will handle NJ-ASLTA’s incoming and outgoing revenues, notices of elections and meetings, dissemination of materials and the like.

ARTICLE 7 – OFFICERS

7.1 ELECTIONS: The general membership of NJ-ASLTA will elect the officers every two years by secret ballot of the May meeting of odd-numbered years. A voting majority will be more than half of the total members present, including absentee ballots received by the Nomination Chair. After elections, newly elected officers shall begin their terms at the conclusion of the general membership meeting.

7.2 OFFICERS: The general election will elect the President, Vice-President, Secretary, Treasurer, and three (3) Members-at-large. Officers will serve until the new officers begin their terms of duty. With approval of the general membership, the President will appoint the Professional Development Coordinator.

7.3 NOMINATIONS: Nominations for officers may be proposed from the floor in any meeting and a nominating committee composed of three (3) members. Any NJ-ASLTA member may submit recommendations to the nominating committee.

7.4 QUALIFICATIONS: Any member, in good standing, with NJ-ASLTA and national ASLTA for at least one year and present at the election is eligible to become a candidate for any office.

7.5 EX-OFFICIO: The immediate past President will serve in an ex-officio capacity to the Board for up to one (1) year following the election.
7.6 REMOVAL FROM OFFICE: For professional misconduct or failure to perform duties, with Executive Board’s two-thirds (2/3) vote, the Executive Board may ask any officer or committee chairperson to resign. This decision must be in writing, filed and sent to the national ASLTA Chapter Affiliation / By-Laws Chair.

ARTICLE 8 – VACANCIES OF OFFICE

8.1 Should the President vacate the office for any reason, the Vice-President will assume the responsibilities of President, and the Executive Board will appoint a member to fill the vacancy of Vice-President.

8.2 Except for the office of the President, the Executive Board will have the authority to fill any vacancy until the next regular election of officers.

ARTICLE 9 – DUTIES OF OFFICERS

9.1 THE PRESIDENT supervises the affairs of the Association, presides at all meetings of the Association and appoints committee chairpersons with approval from the Executive Board and performs such other duties as pertains to the President’s office. The President is required to be a member of the national ASLTA.

9.2 THE VICE-PRESIDENT will be responsible for various tasks assigned at the direction of the President. The Vice-President will be the liaison between the Executive Board and all the NJ-ASLTA committees and oversees their activities. The Vice-President is required to be a member of the national ASLTA. (Also see 5.7)

9.3 THE SECRETARY records the proceedings of the Association, is the custodian of the official copies of the Association meetings, records and ensures that amendments, revisions, additions, and changes will be recorded promptly and properly. The Secretary attends to all correspondences of the Association and maintains a record thereof. The Secretary will surrender to successor all records belonging to NJ-ASLTA within thirty (30) days after the election. The Secretary will take responsibility if there is no Newsletter editor. The Secretary is required to be a member of the national ASLTA. (Also see 5.7).

9.4 THE TREASURER is the custodian of all funds of the Association. The Treasurer maintains a record of all receipts and expenditures of the Association and makes a written financial report to the members at all meetings. Two auditors (preferably volunteer) will review the Treasurer’s records on an annual basis and submit a written report to the NJ-ASLTA Board and general membership. The Treasurer will be primarily responsible for keeping a list of all members in good standing, and distribute membership cards. The Treasurer will surrender to successor all records belonging to NJ-ASLTA within thirty (30) days after the election. The Treasurer is required to be a member of the national ASLTA. (Also see 5.7)
9.5 THE PROFESSIONAL DEVELOPMENT COORDINATOR will be responsible for coordinating at least two workshops annually, and any other duties as directed by the Executive Board or at the general meetings. The duties include: sending the workshop flyer to ASLTA's webmaster for inclusion in the ASLTA website, distributing evaluation sheets, certifications after the workshops, record keeping, sending names of workshop attendees to national ASLTA Chapter Affiliation / Bylaws chair and working with other chapters of ASLTA Professional Development Coordinators. The Coordinator will surrender to successor all records belonging to NJ-ASLTA within thirty (30) days after the election. The Professional Development Coordinator is required to be a member of the national ASLTA.

9.6 THE MEMBERS-AT-LARGE shall attend all Executive Board meetings and be responsible for various tasks assigned by the Executive Board.

ARTICLE 10 – DUTIES OF COMMITTEES

10.1 PROFESSIONAL DEVELOPMENT COMMITTEE: The Professional Development Coordinator is the chairperson. This committee is responsible for planning at least two workshops annually, and any other duties as directed by the Executive Board and the general membership.

10.2 Upon approval of the Executive Board, the President shall appoint committee chairpersons. The chairpersons may select any NJ-ASLTA member(s) in good standing.

10.3 Any committee chairperson shall submit a report and give it to the Vice-President at least one week before each Executive Board meeting. Committees shall submit reports of their activities at general meetings.

10.4 DIRECTORY COMMITTEE shall be responsible to keep up with current membership in the directory annually.

10.5 NEWSLETTER COMMITTEE shall be responsible to type and mail the newsletters to current members and educational institutions. The Editor must send the newsletter to the national ASLTA Chapter Affiliation Chair and the national ASLTA Eastern Regional Editor.

10.6 NOMINATING COMMITTEE shall be responsible to contact all current members to see who wants to be candidates and give the Secretary any written consents from absentee candidates.
ARTICLE 11 – AMENDMENTS

11.1 A two-thirds (2/3) vote of members present at an amendment meeting is required to amend or repeal NJ-ASLTA by-laws. Notification of the proposed amendment(s) shall be mailed to all members in good standing at least two (2) weeks prior to the meeting at which the vote will take place.

11.2 The Executive Board shall have the authority to make changes of no substance to the by-laws in order to comply with the national ASLTA’s by-laws. Changes that may affect the substance of the NJ-ASLTA by-laws must be presented to the membership according to Article 2.

ARTICLE 12 – FINANCIAL ACTIVITIES

12.1 No funds shall be raised or solicited on behalf of NJ-ASLTA and without the consent of the Executive Board or the general membership.

12.2 No indebtedness shall be contracted on behalf of NJ-ASLTA unless voted upon by the general membership.

12.3 The Executive Board may accept on behalf of NJ-ASLTA any contribution, gift, bequest or device for the general or special purpose of NJ-ASLTA. The Executive Board shall notify the general membership and national ASLTA regarding this matter.

ARTICLE 13 – DISSOLUTION

13.1 In the event of the dissolution of NJ-ASLTA, its assets shall transfer to national ASLTA after a three (3) year waiting period.

13.2 Such holdings shall stay in the NJ-ASLTA account. NJ-ASLTA shall notify the holding institution and national ASLTA of the dissolution date from the date of the last meeting.