South Carolina
American Sign Language Teachers Association
Bylaws

ARTICLE 1 – NAME
The name of this non-profit association is South Carolina American Sign Language Teachers Association, hereinafter referred to as SCASLTA.

ARTICLE 2 – AFFILIATION
This association shall be a cooperating member of the National American Sign Language Teachers Association (ASLTA) and shall pay annual dues.

ARTICLE 3 – OBJECTIVES
SCASLTA shall:

3.1 Promote the official recognition of ASL as a language.

3.2 Promote professional quality in ASL and Deaf Studies instruction for ASL teachers and encourage ASL teachers to acquire ASLTA certification.

3.3 Encourage educational institutions and institutions of higher education to include ASL and Deaf Studies in their curricula.

3.4 Encourage educational institutions to hire ASLTA certified teachers.

3.5 Encourage community based programs (not affiliated with education institutions) to hire ASLTA certified teachers.

3.6 Provide information to national ASLTA regarding standards and procedures for the teaching of ASL and Deaf Studies.

3.7 Facilitate an effective avenue for the exchange of information regarding methods and materials in the instruction of ASL and Deaf Studies.

3.8 Maintain a statewide directory of certified and non-certified South Carolina ASLTA members.

3.9 The Professional Development Committee shall provide a minimum of twenty-four (24) hours of workshops every two (2) years.

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ARTICLE 4 – MEMBERSHIP

4.1 Membership in SCASLTA is open to any individual interested in ASL instruction, Deaf Studies instruction, students of ASL instruction, and/or persons supporting the goals of the association.

4.2 Members shall strive to enhance knowledge and skills through participation in workshops and seminars. This includes any examination of ASL and Deaf Studies related works. A member shall promote an understanding and respect of language, culture and quality teaching.

4.3 Dues for individual membership in SCASLTA are determined at the general business meeting by voting members of SCASLTA each year and payment is due by the end of August of each calendar year in conjunction with national ASLTA due dates (Sept 1 – Aug 31). To remain in good standing, all members shall keep their membership current.

4.4 Memberships will consist of regular members and supporting members. Regular members are ASL and Deaf Studies teachers, mentors, specialists, researchers, and program administrators. Supporting members are ASL teachers in training, students and other individuals who support the goals of SCASLTA. Supporting members have no voting privileges but have conference discounts.

ARTICLE 5 – MEETINGS OF MEMBERS

5.1 SCASLTA will hold an annual general business meeting at a time and place decided in advance by the Executive Board’s simple majority vote. Elections will be held in odd years. (Refer to 7.1)

5.2 Prior to a meeting, the Executive Board will provide a written agenda with the meeting notice via email and social media to all members in good standing.

5.3 The written/email notice will state the location, date and time of the meeting including the prepared agenda. The secretary shall send out notices to all members in good standing at least fourteen (14) days in advance.

5.4 Business meetings will be conducted according to parliamentary procedures.

5.5 At any general meeting, a minimum of at least eight (8) regular members, including at least three (3) board members must be present to constitute a quorum of 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) regular members.

5.7 At any meeting, if the President is absent, the Vice-President will preside. If the

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President and Vice-President are absent, the Secretary will preside. If those three (3) 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 Professional Development Chair will constitute the Executive Board, and will be responsible for business matters of SCASLTA between annual meetings.

6.2 Qualifications for serving on the Executive board members are required to maintain national ASLTA membership and SCASLTA membership for at least one year prior to each election cycle and maintain membership in good standing of both organizations of the duration of time serving as an officer on the Executive Board.

6.3 Three (3) out of five (5) members of the Executive Board will constitute a quorum for transaction of business.

6.4 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 SCASLTA member.

6.6 The Executive Board will handle SCASLTA’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 SCASLTA will elect the following officers every two years: President, Vice-President, Secretary and Treasurer. Election will be held by secret ballot. The President shall appoint a neutral person to run the election at the general meeting. This person shall not accept nominations for office. (Refer to 5.1)

7.2 OFFICERS: The general election, in its respective year, will elect the President, Vice-President, Secretary, and Treasurer. The Professional Development Chair will be appointed by the President no later than thirty (30) days after general election. After elections, newly elected officers will immediately begin their terms of duty.

7.3 NOMINATIONS: Nominations should be submitted two (2) weeks prior to the election. Additional nominations for officers may be proposed from the floor at the general election meeting. A neutral regular member in good standing appointed by the President (see 7.1) will be responsible for accepting nominations from regular members in good standing interested in running for office. This person will be the Nomination Chair. Any regular member in good standing may submit recommendations to the Nomination Chair.

7.4 QUALIFICATIONS: Any regular member, in good standing, with SCASLTA for at l

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least one (1) year and present at the election is eligible to become a candidate for any office must maintain membership with national ASLTA during office tenure.

7.5 REMOVAL FROM OFFICE: For failure to perform duties, with Executive Board’s majority vote, the Executive Board may ask any officer or committee chairperson to resign.

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 regular member to fill the vacancy of Vice-President.

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 perform such 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 the South Carolina ASLTA committees. The Vice President will chair bylaws committee. The Vice-President is required to be a member of the national ASLTA;

9.3 THE SECRETARY records the proceedings. The Secretary is the custodian of the official minutes from meetings and records. The Secretary ensures that amendments, revisions, additions and changes will be recorded promptly and properly. The Secretary attends to all correspondence and maintains a record thereof. The Secretary will be primarily responsible for keeping a list of all members in good standing and distribute membership cards. The Secretary is required to be a member of national ASLTA. The Secretary will surrender all records belonging to SCASLTA within thirty (30) days after the election. (See 5.7)

9.4 THE TREASURER records all financial proceedings. The Treasurer ensures that all transactions are recorded promptly and properly. The Treasurer maintains record of all receipts and expenditures, and makes an official financial report to the members at all meetings. Two (2) auditors appointed by the President will review the Treasurer’s financial records on an annual basis and submit a report to the SCASLTA Board and general membership. The Treasurer is required to be a member of national ASLTA. The Treasurer will surrender all financial records belonging to SCASLTA within thirty (30) days after the election (see 5.7)

9.5 THE PROFESSIONAL DEVELOPMENT CHAIR will be responsible for coordinating a minimum of twenty-four (24) hours of workshops every two (2) in

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conjunction with the Professional Development Committee. The duties include: developing and sending the workshop flyer to SCASLTA’s webmaster for inclusion on the SCASLTA website and other social media, distributing evaluation sheets, certificates of completion or CEUs, sending the names of workshop attendees to the national ASLTA Professional Development Chair and working with other chapters of ASLTA Professional Development Chairs. The Professional Development Chair will surrender to successor all records belonging to the SCASLTA within thirty (30) days after election (see 10.1).

ARTICLE 10 – DUTIES OF COMMITTEES

10.1 PROFESSIONAL DEVELOPMENT COMMITTEE: The Professional Development Committee is responsible for planning a minimum of twenty-four (24) hours of development every two (2) years and any other duties as directed by the Executive Board and the general membership.

10.2 BYLAWS COMMITTEE: The Vice President is the chairperson. The Bylaws Committee is responsible for maintaining the bylaws of SCASLTA and may submit proposed revisions/updates to the membership when necessary.

10.3 NOMINATING COMMITTEE: The Nominating Chairperson will be responsible to contact all current members in good standing as potential candidates and give the Secretary a slate of nomination for officers to verify qualification for office.

10.4 ALL COMMITTEES (standing and ad hoc) will submit a written report to the Vice-President at least one week before each Executive Board meeting. Committees will report their activities at general meetings.

ARTICLE 11 – AMENDMENTS

11.1 A two-thirds (2/3) vote of members present at a general meeting is required to amend or repeal SCASLTA Bylaws. Notification of the proposed amendment(s) shall be emailed to all members in good standing at least thirty (30) days prior to the meeting at which the vote will take place.

11.2 The Executive Board shall have the authority to make to SCASLTA’s Bylaws in order to comply with national ASLTA’s Bylaws. Changes which may affect the SCASLTA bylaws must be presented to membership according to Section 4.1.

ARTICLE 12 – FINANCIAL ACTIVITIES

12.1 No funds will be raised or solicited on behalf of SCASLTA without the consent of the Executive Board or the general membership.

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12.2 No indebtedness will be contracted on the behalf of SCASLTA unless voted upon by the regular membership.

12.3 The Executive Board may accept on behalf of SCASLTA any gift, contribution, bequest or device for the general or specific purpose of SCASLTA. The Executive Board will notify the regular membership.

ARTICLE 13 – DISSOLUTION

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

13.2 Such holdings will stay in the SCASLTA account. SCASLTA will notify the holding institution and the national ASLTA Chapter Affiliation/Bylaws Chair of the dissolution date from the date of the last meeting.

BYLAWS COMMITTEE

Mary Washko
Kareena Poupard
Cathi Holst
Jubry Rabi
Denise Huff
Cinnie MacDougall

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