

# **AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION OF MARYLAND, INC. BYLAWS**

## **PHILOSOPHY**

Quality of sign language instruction is highly valued and crucial to the preservation of American Sign Language (ASL) and the culture of deaf community.

## **ARTICLE I – NAME**

The name of the Corporation shall be American Sign Language Teachers Association of Maryland, Inc. (ASLTA of Maryland; in ASL, #MD fs-ASLTA)[1]

The place in this state where the principal office of the Corporation is to be located is the City of Frederick, Frederick County, Maryland.

## **ARTICLE II – OBJECTIVES**

Section 1: Objectives of ASLTA of Maryland

- 1 To promote
  - a the official recognition of American Sign Language (ASL) as a language,
  - b professional quality in sign language instruction, both locally and in connection with the national American Sign Language Teachers Association (ASLTA), and
  - c the certification of sign language instructors by ASLTA.
- 2 To provide an effective avenue for the exchange of information regarding methods and materials in the instruction of sign language.
- 3 To provide professional development for ASL instructors.
- 4 To provide input to the national ASLTA in standards and procedures for the teaching of sign language.[2]

## **ARTICLE III – AFFILIATION**

The Organization shall be a cooperating member of the national ASLTA.

Said corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to

organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

#### **ARTICLE IV – MEMBERSHIP**

Section 1. Membership in ASLTA of Maryland shall be open to instructors[3] of sign language and any individuals interested in sign language instruction[4] .

Section 2. Dues for individual membership in ASLTA of Maryland shall be determined by the board.

#### **ARTICLE V – MEETINGS**

Section 1. General meetings shall be held twice a year in spring[5] and autumn.

Section 2. Board meetings shall be held monthly[6] or otherwise determined by the board.

Section 3. Special meetings may be called at any time by the Executive Board or the President.

Section 4. Prior to any meeting, the president shall prepare a written and/or visual tool agenda that is to be attached to the meeting notice. In any meeting, any member may submit an item or the agenda as time permits.

Section 5. Notice of each meeting shall be given electronically and shall state the location, date and hour of the meeting. Notice of special meetings shall also include the

purpose(s) for which they are being called, and shall indicate who is calling the meeting.[7]

Section 6. At any general or special meeting, a quorum shall consist of 25% of all current members. For board meetings, a quorum shall be a majority.

Section 7. The President, or in his/her absence, the Vice President shall preside at the meeting.

Section 8. Robert's Rules of Order[8] shall be the parliamentary authority for all meetings.

## **ARTICLE VI - EXECUTIVE BOARD**

Section 1. The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, Professional Development Coordinator, and L1/College/High School Consortium Coordinators[9]. The Board shall be responsible for the day-to-day business between general meetings.

Section 2. All incoming and outgoing monies, notices of elections and meetings, dissemination of materials, and the like shall be handled through the Executive Board.

Section 3. The Executive Board shall fill any vacancy on the Board that may occur between the elections with the exception of the office of President that shall be filled by the Vice President.

Section 4. The Executive Board must approve any expenditure up to \$500. Any expenditure over \$500 must be approved at either general or special meeting.

## **ARTICLE VII – COMMITTEES**

Section 1. Standing committees [10] shall be the Professional Development and Bylaws committees.

Section 2. Upon approval of the Executive Board, the President shall appoint committee chairs. The President may select members of any committee or may defer the selection to the committee chair. The committee chair shall give those names to the Executive Board.

Section 3. Standing committees shall consist of at least two (2) current members.

Section 4. Committees shall submit a report of their activities at general and board meetings.

## **ARTICLE VIII – OFFICERS**

Section 1. Offices of this organization shall consist of President, Vice President, Secretary, Treasurer, Professional Development Coordinator, and L1/College/High School Consortium Coordinators.

Section 2. The officers shall be elected every four (4) years by ballot at the fall/spring meeting. The board shall appoint L1/College/High School Consortium Coordinators within two months<sup>[11]</sup> after the election.

Section 3. Nominations for officers shall be accepted from current members from the floor at the fall/spring meeting<sup>[12]</sup> during the election year.

Section 4. Any current member with ASLTA certification or a minimum of two (2) years Sign Language teaching experience shall be eligible to become a candidate for office. In addition, candidates for the office of President shall be deaf<sup>[13]</sup>. Any absent member may be eligible if his/her written consent is submitted.

Section 5. The immediate past president shall serve in an ex officio capacity to the Executive Board for up to one (1) year following the election.

Section 6. The officers must be members of national ASLTA<sup>[14]</sup> or become members of that organization within six (6) months of election to office.

## **ARTICLE IX - DUTIES OF OFFICERS**

Section 1. The President shall preside at all meetings. S/he shall have working knowledge of the affairs of ASLTA of Maryland and serve as a general liaison between ASLTA of Maryland and external business.

Section 2. The Vice President shall serve in the absence of the President. The successor for the office of President shall be deaf<sup>[15]</sup>. In the event of a vacancy in the office of President prior to the expiration of his/her term, the Vice President shall succeed to that office. S/he shall be the liaison between the Executive Board and the committees and shall oversee committee activities.

Section 3. The Secretary shall record the minutes of all meetings. S/he shall handle correspondence and inquiries as designated by the President.

Section 4. The Treasurer shall monitor the financial affairs of the organization and submit a report at each general and board meeting.

Section 5. All officers shall surrender to their successors all official records belonging to ASLTA of Maryland within thirty (30) days after election.<sup>[16]</sup>

Section 6. Professional Development Coordinator shall set up a schedule for professional training and workshops for members. S/he shall assist President as a liaison between national ASLTA and ASLTA of Maryland for professional development and training

programs. S/he shall work with Vice President regarding training and workshops for members, and work with statewide conference chairperson.

Section 7.[17] High school Consortium Coordinator shall select one representative from each county. S/he shall collect the data with how many high schools with American Sign Language programs in each county and how many American Sign Language teachers are in each school. S/he shall set up a schedule for county meeting for all representatives. S/he shall assist Professional Development Coordinator as a liaison between high school representatives and board officers.

Section 8.[18] College Consortium Coordinator shall collect the data with how many colleges with American Sign Language programs in each county and how many American Sign Language teachers are in each college. S/he shall set up a schedule for county meeting for all representatives. S/he shall assist Professional Development Coordinator as a liaison between college representatives and board officers.

Section 9.[19] Heritage Language (L1) Coordinator shall select one representative for high schools and one representative for colleges. S/he shall collect the data with how many colleges and high schools in every county and how many teachers are in each college or high school. S/he shall set up a schedule for county meeting for all representatives. S/he shall assist College Consortium Coordinator as a liaison between L1 representatives, Professional Development Coordinator and board officers.

## **ARTICLE X - FINANCIAL ACTIVITIES**

Section 1. No funds shall be raised or solicited on behalf of ASLTA of Maryland without the consent of the Executive Board and/or by vote of the members.

Section 2. No indebtedness shall be contracted on behalf of ASLTA of Maryland unless voted upon by the membership.

Section 3. The Executive Board may accept, on behalf of ASLTA of Maryland, any contribution, gift, bequest or device for the general or special purposes of FASL, and shall notify the membership of such event.

## **ARTICLE XI – AMENDMENTS**

Section 1. The bylaws may be amended or repealed by a two-third (2/3) votes of members present<sup>[20]</sup> at the general or special meeting. Notification of the proposed amendment(s) shall be mailed electronically to all members in good standing at least three (3) weeks prior to the<sup>[21]</sup> meeting at which the vote will be taken.

Section 2. The Executive Board shall have the authority to make changes to the bylaws in order to comply with the national ASLTA. Changes shall be ratified at the general or special meeting.

## **ARTICLE XII – DISSOLUTION**

Section 1. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Section 2. In the event of the dissolution of ASLTA of Maryland, its assets shall be transferred to American Sign Language Teachers' Association (ASLTA) after a three (3) year waiting period.

Section 3. Such holdings are to be held in the ASLTA of Maryland account with notification of the holding institution and ASLTA of the date of dissolution.

Bylaws Adopted 2/19/1993

Bylaws Revised 10/14/2006, 6/23/2007, 3/22/2008, 08/24/2015

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