U TAH A MERICAN S IGN L ANGE R TEACHERS A SSOCIATION B Y-LAWS

A RTICLE I
N AME

1.1 The name of this Association shall be “Utah American Sign Language Teachers Association” (UT-ASLTA). The Association is a Utah non-profit organization.

A RTICLE II
O BJECTIVES

2.1 Promote the official recognition of American Sign Language (ASL) as a language and encourage respect for Deaf people, their community and their unique culture.
2.2 Promote professional quality in American Sign Language (ASL) and Deaf Studies instruction for American Sign Language teachers and to encourage ASL teachers to acquire ASLTA certification.
2.3 Facilitate an effective avenue for the exchange of information regarding theories, methods and materials in the instruction of American Sign Language and Deaf Studies.
2.4 To develop and maintain a statewide directory of certified and non-certified UT-ASLTA members.
2.5 Have the Professional Development Committee host a minimum of 12 hours of ASL based workshops per year.

A RTICLE III
A FFILIATION

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

A RTICLE IV
M EMBERSHIP

4.1 Membership in UT-ASLTA is open to any individual interested in American Sign Language instruction, Deaf Studies instruction and/or supporting the goals of the association.
4.2 Members strive 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 shall promote an understanding and respect of language, culture and quality teaching.
4.3 Dues for individual membership in UT-ASLTA shall be determined by the Executive Board. Recommendations are subject to approval of the majority of the membership at the general business meeting(s).
ARTICLE V
MEETINGS

5.1 General meetings shall be held two (2) times a year. Any other meeting shall be considered "special" and be subject to Article V, Section 2.
5.2 Special meetings may be called at any time by the Executive Board or the President.
5.3 Prior to general meetings, the Executive Board shall plan a written agenda which is to be attached to the meeting notice. In any meeting, any member may put a subject on the agenda.
5.4 Notice of each meeting shall be sent to the membership and shall state the place, date and hour of the meeting. Notice of a special meeting shall also state the purpose(s) for which it is being called and shall also indicate that it is being issued by or at the direction of the person or persons calling the meeting. Notice of any meetings shall be given, by mail or email at least fourteen (14) days in advance.
5.5 At any meeting, a quorum shall consist of a majority of all voting members present.
5.6 Business meetings shall be conducted according to parliamentary procedures. Reference for parliamentary authority: Robert’s Rules of Order. The president, at her/his discretion, may appoint a Parliamentarian to advise the organization on parliamentary procedures.
5.7 The President shall preside at each meeting. In the President’s absence, the order of succession shall be as follows: Vice President, Secretary, or Treasurer. In the absence of all officers, the meeting shall be cancelled.

ARTICLE VI
EXECUTIVE BOARD

6.1 Members of the Executive Board: The President, Vice President, Secretary, Treasurer, Professional Development Chair and Professional Development Committee, and Past President, shall constitute the Executive Board, and shall be responsible for business matters of the organization between general business meetings.
6.2 At each board meeting, a majority shall constitute a quorum and votes. All Executive board meetings are open to any voting or supporting member.
6.3 The Executive Board shall have the authority to fill any vacancy on the board that may occur between annual business meetings of UT-ASLTA with the exception of the office of President, which shall be filled by the Vice President according to Article VII, section 6, item b.

ARTICLE VII
OFFICERS

7.1 The Officers to be elected, and who shall serve until their successors are duly elected, shall be President, Vice President, Secretary, Treasurer, and Professional Development Chair. All Officers shall be members of the national ASLTA in good standing.
7.2 Election: The Officers of UT-SLTA shall be elected every two (2) years by secret ballot at the annual business meeting in odd-numbered years.
7.3 Term of Officers: No Officer shall hold the same office for more than three (3) consecutive terms. A term is two (2) years.
7.4 Nominations: Nominations for Board Officers shall be made from voting members at the floor of the annual business meeting.
7.5 Past President: The immediate Past President shall serve in an ex-officio capacity to the Executive Board for at least one (1) year. However, the Past President may vote in general meeting(s).
7.6 Vacancies of the Office:
   a. If there is a vacancy in any office before the next annual business meeting of UTASLTA, the Executive Board shall have the authority to fill the vacancy until the next regular election of officers.
   b. Should the President vacate the office for any reason, the Vice President shall move up to fill the capacity, then the Executive Board shall appoint someone to fill the vacancy of Vice President.

   ARTICLE VIII
   DUTIES OF OFFICERS

8.1 Duties of President:
The President shall preside at all meetings of the organization and/or the Executive Board. She/He shall have general overview of the affairs of the organization. The President, or a designated board member, will represent the organization for outside contacts.

8.2 Duties of Vice President:
Vice President shall serve in the absence of the President. She/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. She/He shall succeed to the office of President automatically in the election in which the current President does not remain incumbent.

8.3 Duties of the Secretary:
The Secretary shall keep minutes of the organization and of the Executive Board meetings, and shall handle UT-ASLTA correspondence and inquiries as designated by the President.

8.4 Duties of the Treasurer:
The Treasurer shall maintain records and shall monitor the financial affairs of the organization. She/He shall present a financial report in writing at the annual business meeting. The report shall be made available to the membership at the meeting and in the newsletter.

   ARTICLE IX
   COMMITTEES

9.1 Types of Committees:
There shall be two (2) types of committees: 1) Standing; and 2) Ad Hoc. The chairpersons and members of all committees shall be appointed by the President, with
approval by a majority of the Executive Board, however, the President may authorize committee chairpersons to select the other members of their respective committees. Committee chairpersons must be voting members in good standing. A committee shall consist of a minimum of two (2) members in good standing. That committee may include member(s) from any collaborative organization.

9.2 Permanent Standing Committees:
The standing committees may include, but not be limited to, the following;
   a. By-laws
   b. Professional Development
   c. Certification and Maintenance

9.3 Ad Hoc committees:
Ad Hoc committees may be appointed by the President in order to address a specific organizational need. Ad Hoc committees may include, but are not limited to; Fundraising, Nominations, Legislative, Conference Host, Membership, or Grievance.

ARTICLE X
DUTIES OF THE COMMITTEES

10.1 By-laws Committee:
The purpose of the By-laws Committee shall be to receive and recommend amendments to the by-laws of the organization. Suggestions for amendments to the by-laws may come from within the By-laws Committee, from the membership of UT-ASLTA, or from the Executive Board. The By-laws Committee will prepare amendments for vote by the UTASLTA membership. Amendments are voted on during the annual business meeting. At least a two-thirds affirmative vote of the voting members present is necessary to effect each recommended amendment. A series of changes may be grouped together for a single vote. Members not attending the annual business meeting may vote by absentee ballot.

10.2 Professional Development:
The Professional Development Chair shall be responsible for planning at least twelve (12) hours of workshops yearly and shall appoint a committee to work with him/her.

10.3 Certification and Maintenance:
The secretary shall chair this committee and this committee shall keep records of all certified members, workshop attendees, and distribute certification of completion or documents of participation.

Article XI
Official Publication

11.1 The President, with the approval of a majority of the Executive Board, shall designate a publication/website as the Official Publication/Website of the organization. This publication/website will remain the Official Publication/Website until such time as another is designated by the same procedure. Furthermore, the President, with the approval of a majority of the Executive Board, shall have the authority to appoint a Public Relations Coordinator of the Official Publication/Website.
11.2 The Public Relations Coordinator shall be a voting member in good standing and shall attend all general and Executive Board meetings. She/He shall have voting rights at the Executive Board meetings. She/He shall prepare and send out the Official Publication at least two (2) times a year and update the Official Website at least six (6) times a year in a timely fashion.

ARTICLE XII
FINANCIAL AFFAIRS

12.1 No officer, agent, or employee shall have any power or authority to bind the UTASLTA by any contract or engagement or to pledge its credit or to render it liable pecuniary (financially) in any amount for any purpose, unless expressly authorized by the Executive Board.

12.2 All checks, drafts, and other orders for the payment of money out of the funds of UT-ASLTA, and all notes or other evidences of indebtedness of the UT-ASLTA, shall be signed on behalf of the UT-ASLTA by the Treasurer in amounts up to $300.00. A second signature from a member of the Executive Board shall be required on any amount above $300.00.

12.3 The Executive Board may accept on behalf of UT-ASLTA any contribution, gift, or device for the general purpose or for any special purpose of UT-ASLTA with the notification to the membership.

ARTICLE XIII
AMENDMENTS

13.1 The by-laws of UT-ASLTA may be amended or repealed by an affirmative vote of two-thirds of the voting members present at the annual business meeting. Absentee ballots shall count towards the two-thirds requirement.

13.2 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 by-laws.

ARTICLE XIV
DISSOLUTION OF ORGANIZATION

14.1 Upon dissolution of this organization, its assets remaining after payment of, or provisions for payment of, all debts and liabilities of this organization shall be donated to the national American Sign Language Teachers Association (ASLTA).