Proposed Memorandum of Understanding
between
American Sign Language Teachers Association (ASLTA)
and
American Sign Language Honor Society (ASLHS)

October 2018

This memorandum of understanding (MOU) outlines the formal relationship between ASLTA and ASLHS and serves as a practical collaborative guide that furthers the interests of both groups.

ASLHS Mission

To encourage and recognize high academic achievement in American Sign Language studies for high school and college university students. Deaf and Hearing Student participants will serve as steadfast supporters of the Deaf community, encourage Deaf and Hearing people to come together in unity throughout the world, and reflect these ideals in scholarship, community service and personal excellence.

Background History

The ASL Honor Society originated in 2005 and went live in 2006, the result of a meeting between a group of like-minded individuals who saw the value and benefits of a national honor society for ASL students. The original intent was to become a formal program under the auspices of ASLTA, and as such was offered as a gift to the ASLTA Board in 2005. At that time, the ASLTA Board declined formal endorsement of the ASL Honor Society but agreed that ASLHS could use ASLTA’s Treasurer to handle bookkeeping and banking needs.

In 2012, in recognition of maturing connections between ASLTA and ASLHS Boards, permission was granted by ASLTA for ASLHS to adopt the byline “a program offered by ASLTA”.

In 2015, the Boards of ASLTA and ASLHS signaled the need for greater collaboration. This MOU is the result of that understanding.

The purpose of this MOU section is to outline the responsibilities, expectations, and operating procedures of both parties to ensure efficiency and management of day-to-day operations of ASLHS and to ensure continuity of these processes as Boards may change in the future.

1. ASLTA and ASLHS agree that ASLHS is to serve as a permanent program offered to ASLTA members:
A. ASLTA commits to language in bylaws, membership, website, and other means to emphasize that ASLHS is an officially endorsed program.

B. ASLTA will formalize language in its bylaws stating that this MOU is binding to both parties.

C. ASLTA and ASLHS will agree upon procedures outlining the circumstances by which the ASLHS program may be discontinued, reasons for dissolution, and a mechanism that is agreed to by the ASLHS board.

D. ASLHS agrees to affiliate solely with ASLTA and not to affiliate with other organizations while a recognized entity of ASLTA.

E. ASLHS reserves the right to become an independent entity in the event of separation from ASLTA as outlined in section 7.iii below.

2. ASLTA and ASLHS agree that the ASLHS Board will be staffed by volunteers who, with a unanimous vote, may use ASLHS funds to hire independent contractors as needed. The board consists of six (6) auxiliary program coordinator positions. An advisory board will assist in fulfilling the mission of ASLHS. The ASLHS Board reserves the right to add or remove positions or re-distribute responsibilities as needed.

AUXILIARY PROGRAMS

I. National Coordinator

A. Responsible for meeting program objectives, coordinating services, and maintaining communication with the ASLTA Board.

B. Will serve as the primary point of contact for all ASLTA communication. Inquiries directed to other ASLTA Board members through various points will be forwarded to the ASLHS National Coordinator for resolution.

C. Will submit monthly reports to the ASLTA Board to keep members informed on ASLHS activities.

D. Will gather and verify all expense reports from ASLHS coordinators and submit to the ASLTA Treasurer.

E. Selected by a simple majority vote of the current ASLHS Board.

F. This position requires current ASLTA certification at either level.

G. This position requires one year previous service on the ASLHS Board or ASLHS Advisory Board.

H. The position is volunteer-based and not eligible for any compensation.

I. This position requires ASLTA membership.

II. Membership Coordinator
A. Responsible for maintaining ASLHS membership records, issuance of certificates, fielding of membership-related inquiries.
B. Responsible for outreach, recruitment, and retention efforts, of ASLHS members.
C. The position is volunteer-based and not eligible for any compensation.
D. Responsible for monthly report of auxiliary program and log of volunteer hours.
E. This position requires ASLTA membership.

III. Public Relations Coordinator
A. Responsible for ASLHS newsletters, ASLHS social media content, ASLHS website, disseminate ASLHS information, ASLHS programming at the ASLTA conference, and any other ASLTA events.
B. Is responsible for establishing, maintaining, and reporting on budget of the auxiliary program.
C. The position is volunteer-based and not eligible for any compensation.
D. Responsible for monthly report of auxiliary program and log of volunteer hours.
E. This position requires ASLTA membership.

IV. Competitions Coordinator
A. Responsible for annual competitions. Will develop content categories, prizes, participation incentives.
B. Responsible for communicating with Deaf artist/performer, judges, and maintaining media release forms.
C. Competitions Coordinator will submit outlines all competitions in July of each year to the National Coordinator, for implementation on August 1.
D. Is responsible for establishing, maintaining, and reporting on budget of the auxiliary program.
E. Responsible for monthly report of auxiliary program and log of volunteer hours.
F. The position is volunteer-based and not eligible for any compensation.
G. This position requires ASLTA membership.

V. Graduation Coordinator
A. Responsible for ordering and maintaining inventory of ASLHS merchandise, packing and shipping orders, and communicating with the ASLTA bookkeeper regarding orders.
B. Responsible for establishing, maintaining, and reporting on budget and inventory of the auxiliary program, and submitting monthly expense and volunteer logs.
C. The position is volunteer-based and not eligible for any compensation.
D. This position requires ASLTA membership.

VI. Operations
A. Serves as point of contact and oversees all ASLHS sponsored grants and scholarships and induction ceremony materials. This position is also responsible for developing and maintaining the board bylaws, policy, and procedures manual, chapter charters and bylaws, and other documents as needed.

B. Is responsible for establishing, maintaining, and reporting on budget of the auxiliary program, and submitting monthly expense and volunteer logs.

C. The position is volunteer-based and not eligible for any compensation.

D. Responsible for monthly report of auxiliary program and log of volunteer hours.

E. This position requires ASLTA membership.

Advisory Board

A. Advisory Board members will support auxiliary programs with a variety tasks on a as-needed basis.

B. Advisory Board members are selected by the National Coordinator and approved by the ASLHS Board.

C. This position does not have ASLHS board voting rights.

D. The position is volunteer-based and not eligible for any compensation.

E. This position requires ASLTA membership.

Program Assistant

A. Responsible for providing support to the National Coordinator as needed to meet ASLHS program objectives.

B. Position will be filled on an as needed basis.

F. Position will be advertised and filled by the National Coordinator.

G. National Coordinator will keep the ASLTA Board apprised of applicants, selection criteria, and rationales for the selection of one applicant.

H. The position will be a paid on a contract-basis with duties/responsibilities outlined in contract and pay mutually determined by the ASLTA board and the National Coordinator.

I. The National Coordinator will be responsible for overseeing completion of tasks as per requirements of the contract.

J. The National Coordinator will forward approved invoices for payment to the ASLTA Treasurer on a monthly basis.

K. The position does not require ASLTA membership.

3. Reporting and review of expectations between ASLHS and ASLTA.

A. The National Coordinator is responsible for managing all aspects of the ASLHS program.

B. The National Coordinator will schedule meetings of the ASLHS Board to ensure ongoing programmatic planning and troubleshooting.
C. The National Coordinator, as a program representative to the ASLTA Board, will attend monthly ASLTA board meetings to ensure that communication remains open between ASLHS and ASLTA and opportunities for collaboration and support of each other's missions can occur. Any ASLTA board agenda items related to ASLHS will require ASLHS National Coordinator presence at the ASLTA board meeting.

D. On an annual basis, the National Coordinator will present ASLHS plans, projects and budget for the next membership cycle to the ASLTA board.

E. Revisions to forms that involve monetary transactions will be reviewed by the ASLTA Treasurer's office by July 20th of each year.

4. The purpose of this MOU section is to outline financial operating procedures of both parties to ensure efficiency and oversight of the ASLHS program.

A. Banking, bookkeeping, and IRS compliance oversight to be handled by the ASLTA Treasurer and Bookkeeper.

B. ASLHS to comply with all IRS policies, regulations, and mandated reporting and filing of financial information and disclosures by appropriate deadlines. Filing of the annual IRS 990 report will be completed by the ASLTA Treasurer and Bookkeeper, and shared with the ASLHS National Coordinator.

C. ASLHS to comply with internal ASLTA policies and procedures regarding financial information, documents, forms, and submission guidelines.

D. ASLHS to be subject to an administrative chargeback, capped at 20% of this income:
   - Membership dues;
   - Sales income;
   - Competitions income.
   - Other income after expenses

E. ASLHS to develop an annual program budget to be shared with ASLTA by the assigned deadline. All program expenses will be identified in the annual budget.

5. ASLHS revenues may be used for any identified initiative that furthers the mission of ASLHS and is consistent with the overall mission of the ASLTA.

6. ASLTA may not borrow, divert, or otherwise use any funds belonging to the ASLHS.

7. ASLTA to maintain a separate bank account for ASLHS funds.

8. The purpose of this MOU section is to outline protocol related to the ASLTA conference.

   A. ASLHS is responsible to cover all expenses of the ASLHS Board.
B. ASLTA will cover expenses of the ASLHS National Coordinator since the National Coordinator serves directly on the ASLTA Board.

C. ASLTA will make known that ASLHS is an official ASLTA program and thereby entitled to a free, guaranteed booth in conference exhibit space.

D. ASLTA will provide opportunity for ASLHS to engage in marketing at the Conference through the following:
   1. Space to display an ASLHS banner.
   2. One guaranteed presentation slot.
   3. One advertising page in the program book.
   4. Inclusion of an ASLHS flyer in the conference bag.

E. ASLTA will provide meeting space at the ASLTA conference for ASLHS needs.

8. Program Closure/Dissociation From ASLTA

I. Initiated by ASLTA
   A. ASLTA maintains the right to end its affiliation with ASLHS with majority vote of the Board of Directors.
   B. ASLTA will outline rationales for ending its affiliation with the ASLHS program and will first identify areas for realignment with mission goals or remediation in good faith prior to ending its affiliation with ASLHS.
   C. Affiliation can continue for up to one year from the announcement of disaffiliation to allow for wind-down operations.
   D. ASLTA and ASLHS will mutually agree to a calendar of events and disaffiliation timeline.
   E. Should ASLTA and ASLHS agree to disaffiliate, the ASLHS reserves the right to continue using ASLTA's 501(3)c status until ASLHS obtains its own non-profit designation.

II. Initiated by ASLHS
   A. ASLHS maintains the right to end its affiliation with ASLTA with a majority vote of the Board of Directors.
   B. ASLHS will outline rationales for ending its affiliation with ASLTA and will first identify areas for realignment with mission goals or remediation in good faith prior to ending its affiliation with ASLTA.
   C. Affiliation can continue for up to one year from the announcement of disaffiliation to allow for wind-down operations.
   D. ASLHS and ASLTA will mutually agree to a calendar of events and disaffiliation timeline.
   E. Should ASLTA and ASLHS agree to disaffiliate, the ASLHS reserves the right to continue using ASLTA's 501(3)c status until ASLHS obtains its own non-profit designation.
2. ASLTA created a separate account for ASLHS finances but this was the extent of any financial support of ASLHS.

3. In the event that ASLHS and ASLTA agree to disassociate, monies accrued after all outstanding expenses are finalized will be transferred to an independent ASLHS account or its successor entity.

B. ASLHS Program Assets - ASLHS retains possession of all physical assets procured with ASLHS funds.

C. ASLHS Intangible Assets - The ASLHS trademarked name, logo and website domain name will be unavailable to ASLTA for future use.

IV. Dissolution

A. ASLHS Program Financial Assets - In the event that ASLHS and ASLTA agree to dissolution of the ASLHS program with neither plans for independent status, nor affiliation with a successor entity, monies accrued by the ASLHS program will be transferred to ASLTA.

B. ASLHS Program Assets - All physical assets procured with ASLHS funds will be donated or disposed of, as determined by the ASLHS board.

C. ASLHS Intangible Assets - The ASLHS trademarked name, logo and website domain name will be unavailable to ASLTA for future use.

D. The ASLTA Board will contact its CPA regarding the legalities associated with program closure / disassociation and share findings with the ASLHS Board.

This MOU is in agreement by the current ASLHS and ASLTA Boards as noted by signatures below.

Dr. Janice Smith-Warshaw 12/17/18  Christine Sharkey, MS, MAEd 12/20/18
ASLTA President  ASLHS National Coordinator