BYLAWS OF THE
NORTH CAROLINA AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION
(Revised April 1, 2017)

MISSION STATEMENT
Promoting professionalism and quality of American Sign Language instruction is highly valued and crucial to the preservation of American Sign Language (ASL) and the Culture of Deaf People.

ARTICLE I NAME
The Association shall be known as North Carolina American Sign Language Teachers Association (formerly known as NC Tarheel ASLTA) hereafter, referred to as NC ASLTA.

ARTICLE II OBJECTIVES
Section 1: Objectives of NC ASLTA

1. To promote:
   1.1 The official recognition of American Sign Language as a language.
   1.2 Professional quality in American Sign Language instruction, statewide and nationwide in connection with the American Sign Language Teachers Association (ASLTA).
   1.3 The certification of American Sign Language instructors by ASLTA.

2. To provide an effective avenue for the exchange of information regarding methods and materials in the instruction of American Sign Language.

3. To provide input to ASLTA in standards and procedures for teaching American Sign Language.

4. To develop and maintain a local directory of certified instructors and NC ASLTA members.

ARTICLE III AFFILIATION
The Association shall be a cooperating member of ASLTA and shall maintain its ASLTA membership in active standing annually.

ARTICLE IV MEMBERSHIP
Section 1: NC ASLTA membership shall include American Sign Language instructors and any individuals interested in preservation of American Sign Language instruction and Deaf culture.

Section 2: Dues for individual membership in NC ASLTA shall be determined during general assembly meeting at its biennial conference.

Section 3: Annual full membership dues shall follow the calendar year (January to December).
Section 4: Honorary members who have made significant contributions to NCASLTA may be granted by the majority vote of the members upon the recommendation from the Executive Board. They shall serve for life or until they resign or be removed from office upon the recommendation from the Executive Board.

ARTICLE V MEETINGS
Section 1: General Assembly shall be held biennially to occur during even years at a time and place to be determined by the General Assembly of the NC ASLTA.

Section 2: Board meetings shall be held quarterly and shall be open to the public.

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 agenda which is to be attached to the meeting notice. In any meeting, any member may submit an item for the agenda as time permits.

Section 5: Notice of each meeting shall be given in writing. Notice of any meeting shall be given at least fourteen (14) calendar days in advance.

Section 6: At all board meeting, at least 4 officers shall be present to meet and conduct meetings.

ARTICLE VI PARLIAMENTARY AUTHORITY
Section 1: Robert Rules of Order shall be the parliamentary authority of the Association of all board and general assembly meetings. The Parliamentarian shall be appointed by the President.

ARTICLE VII EXECUTIVE BOARD
Section 1: The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, Member-at-Large, and Professional Development Chair. The Board shall oversee NC ASLTA affairs between board meetings.

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

Section 3: The Executive Board shall appoint a current NC ASLTA member to fill any vacancy on the Board, subject to the approval of the board members at their next NC ASLTA meeting. One exception will be the President which shall be filled by the Vice President.

Section 4: The Executive Board must approve any financial expenditure which are not budgeted.

ARTICLE VIII OFFICERS
Section 1: The Officers of the Association shall be comprised of the following: President, Vice President, Secretary, Treasurer, Member-at-Large and Professional Development Chair.
Section 2: The President, Vice President, Secretary, Treasurer, Member-at-Large, and Professional Development Chair shall be elected by ballot at the biennial convention. The President, Vice President, and Professional Development Chair shall be not eligible to hold office who has not been the NC ASLTA member for one year immediately preceding the election and hold a certification from the ASLTA.

Section 3: The President, Vice President, Secretary, Treasurer, Member-at-Large and Professional Development Chair shall be eligible to serve no more than two (2) consecutive two-year terms.

Section 4: The elected Officers shall assume their respective duties immediately after adjournment of the biennial conference.

Section 5: The elected Officers shall meet at least quarterly each year, or upon the request of the President or the elected Officers.

Section 6: Resignations shall be submitted in writing to the President or the Secretary.

ARTICLE IX DUTIES OF OFFICERS

Section 1: The President shall preside at all meetings of NC ASLTA and the Executive Board, shall have working knowledge of NC ASLTA affairs, and serve as a liaison between NC ASLTA and external business.

Section 2: The Vice President shall serve in the absence of the President. In the event of a vacancy in the office of President occurs, the Vice President shall succeed to that office. The Vice President shall be the liaison between the Executive Board and the committees of NC ASLTA, and shall oversee committee activities.

Section 3: The Secretary shall record the minutes of all NC ASLTA and Executive Board proceedings, and shall handle NC ASLTA correspondence and inquiries as designated by the President.

Section 4: The Treasurer shall monitor the financial affairs of the Association and submit a report to each board meeting and general assembly meeting. The Treasurer surrenders to the successor all records belonging to NC ASLTA within thirty (30) days after the election.

Section 5: The Member-at-Large shall serve as a liaison between the Executive Board and NC ASLTA members to do assigned tasks at the discretion of the President.

Section 6: The Professional Development Chair is responsible for coordinating at least 12 hours professional development per year for chapter members and interested persons. The PDC is responsible for maintaining records of the workshop program, submitting information for the ASLTA website in a timely manner, workshop outline, and attendance of members at the workshop. The PDC will chair the Professional Development Committee.

ARTICLE X COMMITTEES
Section 1: Standing committees of the Association shall consist of Professional Development, Public Relations, Bylaws, Finance, and Biennial Conference.

1. Each committee shall consist of at least three (3) members including the chair.

2. The President shall appoint the chair of each standing committee.

3. The chairs of each committees shall appoint the remaining committee members and shall submit the list of committee members to the Vice-President of whom oversees the committee activities according to Article IX Section 2.

Section 2: Ad Hoc and Special committees shall also be formed by the President or the Board as needed, with chair of each to be appointed by the President.

Section 3: Duties of the standing committees:

3.1 The Professional Development Committee shall organize and provide professional development workshops and training that relate to learning and teaching ASL and Deaf Studies, shall maintain records of attendance to workshops and training by members and reports this to ASLTA, and shall encourage members to become involved in the ASLTA evaluation process to gain certification.

3.2 The Public Relations Committee shall recruit, distribute and inform the membership of NC ASLTA functions to encourage participation of members.

3.3 The Bylaws Committee shall be responsible for amendments of bylaws; as referred to Article XII. The committee shall provide support and consultation to local chapters to ensure their compliance to NC ASLTA bylaws.

3.4 The Finance Committee shall make recommendations for NC ASLTA's biennial budget must be approved by the general assembly during NC ASLTA Biennial Conference. Financial affairs are referred to Article XI.

3.5 The Biennial Conference Committee shall work closely with its respective local people to implement and coordinate the plans for its biennial conferences.

ARTICLE XI FINANCIAL ACTIVITIES
Section 1: No funds shall be raised or solicited on behalf of NC ASLTA without the consent of the Executive Board and/or by vote of the members.

Section 2: No indebtedness shall be contracted on behalf of NC ASLTA unless voted upon by the membership.
Section 3: The Executive Board may accept, on behalf of NC ASLTA, any contribution, gift, bequest or device for the general or special purposes of NC ASLTA, and shall notify the membership of such event.

Section 4: All NCASLTA accounts must be signed by either the treasurer or president.

4.1 Should the treasurer and president be unable to sign due to any reason, the secretary will be the designed signee at the discretion of the board.

Section 5: The president shall have access to all the financial activities of the NCASLTA.

Section 7: In order to change bank accounts or procedures dealing with the financial activities of NC ASLTA it must be approved by the Executive Board.

Section 8: An audit of all NC ASLTA financial activities shall be performed by the NCASLTA Financial Committee biennially prior to the general assembly of the NCASLA.

ARTICLE XII PROFESSIONAL SERVICES

Section 1: National SLPI:ASL Services

1. Definition: The SLPI:ASL is a test of sign language communication skills which assesses a person’s skills in using American Sign Language (ASL) to communicate in a one-to-one conversation/interview with a highly skilled interviewer.

2. NCASLTA shall provide Sign Language Proficiency Interview: American Sign Language (SLPI:ASL) services to schools, groups, or individuals who request such services.

3. The NCASLTA Board shall appoint a SLPI:ASL Coordinator.

3.1. Duties of the SLPI:ASL Coordinator

3.1.1. Develop and monitor schedules for interviews and raters

3.1.2. Collect and maintain all SLPI records

3.1.3. Use technology for website updates and forms

3.1.4. Work with the NCASLTA Treasurer in all SLPI:ASL financial

3.1.5. Work with the NCASLTA Professional Development Chair in providing training and materials for interviewers, raters, and other personnel

3.1.6. Other duties as assigned by the NCASLTA Board

4. The SLPI:ASL interviewers and raters shall hold membership either in NCASLTA and/or ASLTA.

ARTICLE XIII AMENDMENTS

Section 1: The Bylaws of NC ASLTA may be amended or revised by a two-thirds (2/3) vote of members present at the amending meeting. Notification of the proposed amendment (s) shall be mailed to all members in good standing at least 30 calendar days prior to the 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 ASLTA's Bylaws. Changes which may affect the NC ASLTA Bylaws must be presented to the membership according to Section 1.

ARTICLE XIV LOCAL CHAPTERS
Section 1: A group of ASL teachers in any region, county, city or town within the State of North Carolina may form its own NC ASLTA Local Chapter.

Section 2: Purpose of the local chapter of NC ASLTA is to:

2.1 Promote quality ASL instruction locally and statewide.
2.2 Provide professional development for local ASL teachers.
2.3 Maintain a directory of ASL teachers and programs within its jurisdiction.
2.4 Provide consultation to ASL programs in local areas.
2.5 Function as a clearinghouse and network for ASL teachers and programs in local areas.

Section 3: To become a chapter of NC ASLTA, the local group(s) must meet the following governed requirements.

3.1 The local chapter shall have a minimum of 8 members.
3.2 The local chapter shall be governed by written bylaws which have been reviewed and approved by the NC ASLTA after review and approval by the NC ASLTA Bylaws Committee. Its bylaws must show specific (geographical) areas it serves.
3.3 The local chapter shall be governed by an Executive Board elected by local members and consisting of at least the following five officers: President, Vice President, Secretary, Treasurer and Member-at-Large.
3.4 The local chapter President shall be a member of the North Carolina Tar Heel ASLTA, and participate in the NC ASLTA board meetings as its member and representative for the chapter.
3.5 The local chapter shall pay a chapter fee to the NC ASLTA Treasurer in the amount determined by the NC ASLTA members at any general assembly meeting.
3.6 The local chapter shall work cooperatively with NC ASLTA to coordinate at least two (2) local workshops per year for professional development. The local chapter shall seek consultation from Professional Development Committee to ensure proper records and documentation of training for respective members.
3.7 The local chapter(s) shall encourage and support the Association by:
Encouraging local members to also become members of the Association,
Serving on the Association's committees,
Maintaining communication between local chapter(s) and the Association,
Complying toward achievement of the Association's goals and objectives, and
Representing the local chapter at the Association's board and general assembly meetings.

ARTICLE XV DISSOLUTION
Section 1: In the event of the dissolution of the Association, its assets shall be transferred to the ASLTA within six months.