

As of 2020 April 25

Texas Association of the Deaf (TAD) Board Policies

Board Policies are procedures or general rules that are not covered in the bylaws or parliamentary procedure but administrative guidelines of TAD. The policies may be amended at any Board/Association meeting by two-thirds (2/3) vote of the Board in attendance without previous notice.

A. Membership Dues

1. Individual Membership
 - a. Members shall begin on their Join Date and run for two (2) years. Dues are valid for two years from the date upon joining or renewal of membership.
 - b. The membership fee is \$1.
2. Affiliated Organizational Membership
 - a. Any local club or association with a mission or interest in furthering the welfare of deaf, hard of hearing, deaf-blind and late-deafened Texans may become an Affiliated Organizational Member.
 - b. Affiliated organization can appoint up to two members of their organization to serve on the Board of Directors as their representatives.
 - i. Affiliated organizations with less than 100 members shall receive the privilege of one voting representative on the Board of Directors;
 - ii. Affiliated organizations with 100 or more members shall receive the privilege of two voting representatives on the Board of Directors.
 - c. All affiliated organizations shall be in good standing with the TAD and pay annual membership dues (\$100) set by resolution.
3. Senior Membership
4. Honorary Membership

B. Duties of Officers

1. Newly-elected officers shall take oath on the same day of election at the biennial state conference. The following oath shall be administered by the outgoing President or another member in good standing.

“I solemnly promise to preserve and uphold the bylaws of the association, to promote its welfare, and to protect it from those who would willfully harm it. I shall at all times discharge the duties of my office to the best of my ability.”
(so help me God – as optional).
2. The TAD will strive at all times to recruit and maintain a balance of Board representatives who reflect the population we serve, with respect to hearing loss, age, gender, ethnicity, disability, marital status, and gender preference.
3. Any individual serving as a TAD Officer or Regional Representative shall act in a respectful, trusting, and positive manner at all times and not engage in negative, derogatory or questionable behavior that is injurious to the TAD. Such conduct could be subject to Board discussion and possible disciplinary action as needed and outlined in the current edition of Robert’s Rules of Order, Newly Revised.

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4. All officers shall perform their respective duties as outlined in the TAD Bylaws, to the best of their ability. All TAD officers are expected to attend all required meetings, in person or electronically, so the business of the TAD may be conducted in a timely manner. If an officer is unable to attend, they must notify the President and Secretary in advance of their absence. A total of three (3) or more unexcused absences shall be cause for board discussion and possible action, including working with the member to determine a reasonable solution.
5. All elected or appointed officers or representatives of the TAD are eligible to vote, as members in good standing of the Association. Any officer seen as or having an interest in a matter that could be a conflict of interest must abstain from voting on that and related matters.
6. The Board of Directors is made up of the TAD President, President-elect, Vice President, Secretary, Treasurer, the five (5) Regional Representatives, and Affiliate Organization Representatives, if any.

C. Officers

1. President

- a) Shall be the Chief Executive Officer of the Association.
- b) Shall have general and active management of the business of the Association.
- c) Shall see that all orders and resolutions of the Board of Directors and the members are carried into effect.
- d) Responsible to break tie votes.
- e) Shall preside at all meetings of the members and the Board of Directors.
- f) Shall be an ex-officio member of all committees, except the Nominating Committee.
- g) Shall be the main point-of-contact for all media events and be responsible for the selection of a Texas Association of the Deaf Representative as needed.

2. President-Elect

- a) Shall work in close partnership with the President, other TAD officers, and the Regional Representatives to “learn the ropes” and be better prepared to lead the organization after two years.
- b) Shall perform duties agreed upon by the Board.
- c) Shall assist the President and Vice President in their work with committees and other TAD activities.

3. Vice President

- a) Shall, in the absence or disability of the President, perform the duties and have the authority to exercise the powers of the President.
- b) Shall perform such other duties and have such other authority and powers as the Board of Directors may prescribe or as the President may delegate.
- c) Shall serve as the chair of the Bylaws Committee.
- d) Shall serve as Liaison on all committees.

4. Secretary

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- a) Shall attend all meetings of the Board of Directors and all meetings of the members.
- b) Shall record all of the proceedings of the meetings of the Board of Directors and of the members in a minute book (or electronically) to be kept for that purpose.
- c) Shall submit the minutes of the meeting to the Board no later than fourteen (14) days after the association, board, and special meetings.
- d) Shall perform like duties for the standing committees when required.
- e) Shall give advance notice of all meetings of the members, special meetings of the Board of Directors, and (if notice is required) regular meetings of the Board of Directors.
- f) Shall perform such other duties as may be prescribed by the Board of Directors or the President under whose supervision the Secretary shall be.
- g) Shall keep in safe custody the seal of the Association (if any) and when authorized by the Board of Directors, shall affix the same (or state that the Association has none) to any instrument requiring it, and when so affixed (or so stated), it shall be attested by his or her signature or by the signature of an Assistant Secretary or of the Treasurer.
- h) Shall be custodian of all official papers and records of the Association.
- i) Shall keep a membership roster of members as furnished by the Membership Coordinator.
- j) Shall prepare a summary of the proceedings of the statewide conference for publication and distribution within a reasonable time following the conference.
- k) Shall keep an inventory of all properties owned by the Association.
- l) Shall perform other duties as from time to time may be assigned by the President or the Board of Directors.
- m) Shall keep correct and complete books and records of account, and shall keep minutes of the proceedings of its members, Board of Directors, and committees having any authority from the Board of Directors.
- n) A member of the Association, stating the purpose of the demand in advance and in writing to the TAD Board, has the right to examine and copy, in person or by agent, accountant, or attorney, at any reasonable time and for any proper purpose, the books and records of the Association relevant to that purpose, at the expense of the member.

5. Treasurer

- a) Shall have custody of the corporate funds, investments, and securities.
- b) Shall keep full and accurate accounts, records of receipts, disbursements, and other transactions in the records of the Association.
- c) Shall deposit all monies and other valuable effects in the name and to the credit of the Association in such depositories as may be designated by the Board of Directors in a timely manner.
- d) Shall keep a financial statement up-to-date to be published in each issue of the Association's publication, submit a report on the state of the Association's finances at the statewide conference, and when called upon to do so by the Board of Directors.
- e) Shall turn over to the Auditing Committee all books, receipts, and records following the end of each fiscal period for auditing purposes.

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- f) Shall make no expenditures of over \$500.00 unless authorized by the Board of Directors.
- g) Shall co-sign checks signed by the President or Vice President unless the Board of Directors determines otherwise.
- h) Shall be Chair of the Finance Committee and serve as liaison to and attend meetings of the Investment Committee, which shall follow the Investment Policy Statement (IPS): To protect TAD investments with a chosen financing company, the Investment Policy Statement will guide the TAD Investment Committee so that business is authorized by more than three members of the said committee at least four times a year.

6. Regional Representatives (RR)

- a) Shall host town hall meetings in their region to gather feedback and concerns from the local Deaf and Hard of Hearing community and share the information with the TAD Board.
- b) Shall serve one or more standing committees.
- c) Shall provide workshops and participate in outreaching activities to recruit, empower, advocate, and educate the local Deaf and Hard of Hearing community.
- d) Shall participate in statewide TAD fundraising.
- e) Shall organize fundraising activities and/or seek sponsorships in their region at least once per year.
- f) Shall manage their region email account and social media channels.
- g) Shall work with local organizations in their region.
- h) Shall work with other Regional Representatives and provide support as needed.
- i) May appoint an Alternate Regional Representative. If absent, the Alternate Regional Representative shall perform the duties on their behalf.

7. Committee Chairs

Chairs and/or co-chairs of any event shall file a financial report within fourteen (14) days after each event has taken place. The funds, committee report, list of people attended (if any), methods of payments for tickets, and miscellaneous items shall be handed over to the treasurer.

Other duties of Committee Chairs are outlined under the specific TAD Standing Committees, as stated in Article 8, as required in the TAD Bylaws.

Any individual serving as a Committee Chair or Committee member shall act in a respectful, trusting, and positive manner at all times, and not engage in negative, derogatory or questionable behavior that is injurious to the TAD. Such conduct could be subject to Board discussion and possible disciplinary action as needed and outlined in the current edition of Robert's Rules of Order, Newly Revised.

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8. Standing Committees

- a. **Bylaws Committee** is chaired by the Vice President and shall review the Bylaws and Board Policies every two years and present their recommendations to the Board of Directors for approval by the general membership at the biennial state conference. This committee will also organize the nominations and elections process to be held at the biennial state conference.
- b. **Communications Committee** consists of the Chair, appointed by the President, and five members, including at least one other member of the Board. This committee shall support TAD purposes by increasing public awareness of Deaf issues by education activities to:
 1. Stay informed on relevant local, state and federal matters and legislative issues pertaining to any and all critical advocacy issues impacting the lives of Deaf/Hard of Hearing individuals.
 2. Inform the TAD members, as well as the general public of developments in legislation and administration programs.
 3. Promote communication and coordination between other organizations affecting Deaf issues.
 4. Present to the Board any issues for which a position may need to be taken and/or to implement an organizational response or activity and work with the Board to develop any announcements pertaining to advocacy issues.
 5. Share information about the TAD with all individuals living in Texas so they may consider becoming TAD members and participating in the various association activities.
- c. **Finance Committee** consists of three or more members appointed by the President with the TAD Treasurer serving as Chair. This Committee is responsible for overseeing the organization's overall fiscal health through a variety of activities, including the fundraising done by the Board of Directors. The responsibilities of this committee are:
 1. Works closely with the Investment Committee to ensure coordination of financial activities
 2. Work with the TAD Board to establish a fundraising plan that incorporates a series of appropriate activities, such as special events, direct mail, product sales, and other agreed-upon venues that may arise.
 3. Work with all Regional Representatives in their efforts to raise money for TAD by promoting a partnership in local fundraising activities and sharing the proceeds.
 4. Take the lead in certain types of outreach efforts, such as chairing a dinner/dance committee or hosting various fundraising events.
 5. Responsible for involvement of all board members in fundraising, such as having board members make telephone calls to ask for support, submit letters for donations, and other miscellaneous tasks related to the event planning process.
- d. **Investment Committee** consists of the Chair appointed by the President and two or more members who meet as often as needed to oversee the investment activities of the TAD, including:

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1. Ensure that the TAD Investment Policy Statement (IPS) is followed.
 2. Works to further the financial growth of TAD investments by working closely with the independent investment business firm selected by the TAD for managing the association's growth funds.
 3. Helps identify and select an official Auditor to verify the financial books and records of the TAD are in good fiscal health.
- e. **Membership Coordinator** shall
1. be responsible for sending out renewal forms, welcome letters, and membership cards. He/she shall keep an updated database of all members on a secure database software or application.
 2. keep all members' personal information confidential.
- f. **The Deaf Texan (TDT) Editor:**
1. TDT Editor is appointed by the Board of Directors and the editor shall:
 - a) Shall publish four issues a year (fall, winter, spring, summer).
 - b) Solicit ads from organizations and businesses to defray any expenses for production, postage, and distribution of The Deaf Texan.
 - c) Appoint a Manager to assist with the layout and distribution of the TDT.
 - d) Shall be responsible for maintaining the archives of the TAD and appoint individuals to assist for this purpose.
 2. Maintain the TAD Website and appoints, with approval of the President or Board of Directors, a website coordinator to carry out these specific activities.
- g. Achieves
- 1.
- h. Youth Ambassador Leadership
- 1.

9. Ad-Hoc Committee

- a. Legislative Liaison
- b. Biannual Conference
- c. Disaster Relief
- d. Nominating Committee
- e. Symposium

10. Meetings

- a. Board of Directors meetings should be announced 30 days in advance to the TAD members by email and via the TAD website. The meetings shall be open to the public and provide opportunity for public input or feedback.
- b. If funds and physical locations allow, encourage that the electronic board meetings be available and accessible to the community.
- c. For electronic board meetings, the email votes by the Board of Directors shall be tallied in a timely manner by a deadline date at the President's discretion. The President then

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shall have the printed email votes ratified at either the next Board or Association meeting.

- d. No funds shall be raised or solicited on behalf of TAD without the advance consent from the Board of Directors.
- e. No meeting, forum, conference, or sponsorship shall be held on behalf of TAD without the advance consent of the Board or Directors.

11. Affiliations

The Association may affiliate, collaborate, or partner with any national or state organization that is recognized by federal and/or state, shares the vision and goals of the TAD, provided such affiliation is duly approved in advance by the Board of Directors.

12. Representatives/Delegates

- a. Representatives/Delegates of TAD to affiliated local, state or national conferences or meetings shall be elected by a vote of the members or by the Board of Directors.
- b. The representative or delegate expenses shall be fixed by a vote by the Board of Directors.
- c. The elected Representative/Delegate is required to follow the instructions of the members and/or the Board of Directors in voting and bringing issues forward at such meetings.
- d. Representatives and delegates must share a report with the Board within 30 days of return or sooner when the issues are time-sensitive.

13. Compensation and Reimbursements

- a. Board members shall receive no compensation for serving on the Board of Directors.
- b. However, upon approval by the Board of Directors, Board members may be reimbursed for reasonable and customary travel expenses when attending official TAD Board meetings or such other events as approved in advance by the Board.
- c. TAD requires that for any authorized expense incurred, board members must submit a statement, with receipts, documenting actual expenses to be reimbursed, within 30 days of such travel.
- d. If funds are limited, a fixed amount or a percentage of the expenses may be determined by the Board of Directors within 30 days.
- e. TAD will follow mileage reimbursement guidelines as required for federal 501(c)(3) non-profit organizations.

14. Accommodations for Meetings

- a. Board of Directors Meetings: Requests for an accommodation for a Board of Directors Meeting are submitted to the Association Secretary and must be received at least 2 weeks in advance.
- b. Biennial Conferences: Requests for an accommodation for a Biennial Conference must be submitted to the Conference Chair and the Association Secretary and received at least 4 weeks in advance.

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15. Biennial Conferences

Order of Business for Biennial Conferences

The order of the business shall be as follows:

- Invocation
- Roll Call for Quorum
- Necrology / Moment of Silence
- Adoption of Conference Rules
- Adoption of Conference Agenda
- Approval of Minutes
- Communications
- Reports of Officers
- Reports of Standing Committees
- Unfinished Business
- New Business
- Conference Bid Process for the next Conference site
- Elections and Oath
- Announcements
- Adjournment