GREATER ROCHESTER CHAPTER OF
AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION
BY-LAWS

PHILOSOPHY

Quality 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

SECTION 1.1 The organization shall be known as Greater Rochester Chapter of American Sign Language Teachers Association (GRCASLTA).

SECTION 1.2 The principal office of the organization is to be located in the City of Rochester, Monroe County, New York. GRCASLTA welcomes members throughout Western New York and its adjacent cities.

Article II: Objectives

SECTION 2 Objectives of GRCASLTA

1. To promote
   a. the official recognition of American Sign Language (ASL) as a language
   b. professional quality in local and regional American Sign Language instruction, in connection with the national American Sign Language Teachers Association (ASLTA)
   c. the certification of sign language instructors by ASLTA

2. To provide effective avenues for exchanging information regarding teaching methods and materials related to ASL and Deaf Studies.

3. To provide input to the national ASLTA on standards and procedures for the teaching of sign language.

4. To provide a closer relationship between GRCASLTA and ASLTA, and encourage membership in GRCASLTA.

Article III: Affiliation

SECTION 3.1 The organization shall be an affiliated Chapter of the National ASLTA.
Article IV: Membership

SECTION 4.1 Membership in GRCASLTA shall be open to instructors of ASL and other professionals interested in the teaching of American Sign Language/Deaf Studies.

SECTION 4.2 There shall be two membership categories: Voting members and Supporting members.
   a. Voting members have voting privileges, can be elected to any office, and can chair committees.
   b. Supporting members do not have voting privileges and cannot be elected to any office or chair committees. Supporting members can serve on committees.

SECTION 4.3 Dues for individual membership in GRCASLTA shall be determined by the board at a regular business meeting once a year. Annual dues shall be due in the last day of September.

SECTION 4.4 Dues for supporting members shall be three-fourths 3/4 of the amount determined for voting members.

Article V: Meetings

SECTION 5.1 Regular meetings shall be held every month except July, August, and December.

SECTION 5.2 Special meetings may be called at any time by the Executive Board or the President.

SECTION 5.3 Prior to any meeting, the Executive Board shall plan a written agenda, which is to be attached to the meeting notice. In before any meeting, any member may put an item on the agenda.

SECTION 5.4 Notice shall be given of each meeting, shall be in writing, 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 all meetings shall be given, in person or by e-mail, at least fourteen (14) days in advance.

SECTION 5.5 At any meeting of members, one-third (1/3) of voting membership, or at least eight (8) members, whichever is less, shall constitute a quorum for the transaction of any business. Once a quorum is present, it is not broken by the subsequent withdrawal of any members.

SECTION 5.6 At every meeting, the President, or, in the President’s absence, the Vice President, or in the Vice President’s absence, the Secretary, or in the Secretary’s absence, the
Treasurer shall preside at the meeting. In the absence of all officers, the meeting shall be canceled.

**Article VI: Executive Board**

SECTION 6.1 The President, Vice President, Secretary, Treasurer and Professional Development Coordinator shall constitute the Executive Board. The Board shall be responsible for business matters of the GRCASLTA between regular meetings.

SECTION 6.2 All incoming and outgoing monies of the GRCASLTA, notices of elections and meetings, dissemination of materials, and the like shall be handled by the Executive Board.

SECTION 6.3 The President shall appoint, subject to confirmation by the Executive Board, the committees of GRCASLTA. By unanimous consent, the Executive Board may waive confirmation procedures.

SECTION 6.4 The Executive Board shall have the authority to fill any vacancy on the board which may occur between regular meetings of the GRCASLTA with the exception of the office of President which shall be filled by the Vice President according to Article IX, Section 9.2.

SECTION 6.5 The Executive Board must approve any financial expenditure not authorized by the budget prepared by the GRCASLTA. The Executive Board shall submit a budget to the members by May 1st of each year.

SECTION 6.6 Three-fourths (3/4) of the Executive Board shall constitute a quorum of the transaction of business.

SECTION 6.7 The Executive Board shall pick a board member to go to the National ASLTA luncheon during its national conference.

**Article VII: Committees**

SECTION 7.1 Standing committees shall be the Bylaws Committee and the Membership Committee.

SECTION 7.2 Upon approval of the Executive Board, the President shall appoint committee chairs. The committee chair shall give those names to the Executive Board. The President may replace any committee chair for failure to subject timely reports.

SECTION 7.3 Committee Chairs shall submit a report of their activities at general and board meetings.

a. The Bylaws committee shall receive and recommend amendments to the Bylaws of the organization. The committee will prepare amendments for vote by the membership at general membership meetings.
b. The Membership committee shall maintain a current membership directory and mailing list. The membership information is to be stored within computer files using software designated by the Executive Board.

**Article VIII: Officers**

SECTION 8.1 The offices of President, Vice President, Secretary, Treasurer and Professional Development Coordinator are to be filled by an election. Officers shall serve until their successors are duly elected.

SECTION 8.2 The officers of this Organization shall be elected every two (2) years by ballot at the May meeting of odd-numbered years.

SECTION 8.3 Nominations for officers shall be made by a Nominating Committee composed of three (3) members in good standing. Suggestions for nominations of officers may be submitted to the Nominating Committee by any voting members of the GRCASLTA. The Nominating Committee shall request consent from nominees, who shall send to the Nominating Committee a biographical sketch. Ballots then shall be sent by mail to all members in good standing, at least sixty (60) days prior to the May meeting. Ballots shall contain the names of candidates with their biographical sketches.

SECTION 8.4 The officers must be members of national ASLTA or become members of that organization within six (6) months of election to office.

**Article IX: Duties of Officers**

SECTION 9.1 The President shall preside at all meetings of the GRCASLTA and/or the Executive Board. He/she shall have working knowledge of the affairs of the GRCASLTA and serve as a liaison between GRCASLTA and community. The President shall send its chapter newsletters/reports to the national ASLTA Chapter Affiliation / Bylaws Chair.

SECTION 9.2 The Vice President shall serve in the absence of the President. He/she shall succeed to the office of President should that office become vacant prior to the expiration of the term of the office of the President. He/she shall be the liaison between the Executive Board and the Committees of the GRCASLTA, and shall oversee committee activities.

SECTION 9.3 The secretary, under the direction of the President, shall record the minutes of all GRCASLTA and Executive Board proceedings, including all notices and reports of meetings. Between meetings, he/she shall transact all correspondence necessary to carry out the regular business of the GRCASLTA.

SECTION 9.4 The Treasurer shall:

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a. receive all monies and keep a record of all receipts and expenditures, and shall submit a financial report to GRCASLTA at each meeting or to the Executive Board, whenever called upon to do so,

b. keep an account of all properties, investments and funds of the GRCASLTA, which shall at all times, be available for inspection, and

c. keep a record showing the names of members, when admitted, and their addresses. At the meeting of the GRCASLTA, he/she shall furnish the President with a list of members eligible to vote.

SECTION 9.5 The Professional Development Coordinator shall:

a. coordinate the committee in planning, preparation, and execution of at least two (2) professional development workshops per year including the correspondence between GRCASLTA and workshop presenter(s),

b. work closely with the Membership committee for recording the names of the members who attend the workshops,

c. be responsible for distributing workshop evaluation sheets and providing certification of completion or documents of participation after the workshops, and maintaining records of workshop participation for documentation towards certification by the national ASLTA Chapter Affiliation / Bylaws Chair, and

d. handle the announcements/flyers to ASLTA Chapter Affiliation / Bylaws Chair for inclusion in the ASLTA website.

SECTION 9.6 The officers shall surrender to their successors all audits and records in their possession belonging to the GRCASLTA within thirty (30) days after leaving office.

Article X: Financial Activities

SECTION 10.1 No funds shall be raised or solicited on behalf of the GRCASLTA without the written consent of the Executive Board and/or by the vote of the members.

SECTION 10.2 The Executive Board may authorize any officer(s) or agent(s), in addition to the President, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the GRCASLTA, and such authority may be general or confined to specific instances. Unless so authorized by the Executive Board, or expressly authorized herein, no officer, agent or employee, shall have any power or authority to bind the GRCASLTA by any contract or engagement or to pledge its credit or to render it financially liable in any amount for any purpose.

SECTION 10.3 No loans shall be contracted on behalf of the GRCASLTA unless specifically authorized by the Executive Board.

SECTION 10.4 All checks, drafts, and other orders for the payment of money out of the funds of the GRCASLTA, and all notes or other evidences of indebtedness of the GRCASLTA, shall be signed by GRCASLTA president and treasurer on behalf of the GRCASLTA in such manner
as shall from time to time be determined by resolution of the GRCASLTA president and treasurer or expressly authorized herein.

SECTION 10.5 All funds of the GRCASLTA not otherwise employed shall be deposited from time to time to the credit of the GRCASLTA in such banks, trust companies or other depositories as the Executive Board may from time to time select.

SECTION 10.6 The Executive Board may accept on behalf of the GRCASLTA any contribution, gift, or bequest for general purposes or for any special purpose of the GRCASLTA with the notification to the membership.

SECTION 10.7 An audit of all GRCASLTA financial activities shall be performed by an external auditor annually.

Article XI: Amendments

SECTION 11.1 The Bylaws may be amended or repealed by a two-third (2/3) vote of members present 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 meeting at which the vote will be taken.

SECTION 11.2 The Executive Board shall have the authority to make changes to the bylaws in order to comply with the national ASLTA. Changes must be ratified at a GRCASLTA general or special meeting before being submitted to the national ASLTA.

Article XII: Dissolution

SECTION 12.1 In the event of dissolution of the GRCASLTA, its assets shall be transferred to the national ASLTA after a three (3) year waiting period.

Bylaws Revised: 1/03/2011