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Ohio American Sign Language Teachers Association

Constitution and Bylaws

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Article I – Name

The name of this non-profit association shall be known as the Ohio Chapter of American Sign Language Teachers’ Association (OASLTA)

Article II – Affiliation

This association shall be a chapter member of the national ASLTA.

Article III – Objectives

1. OASLTA shall promote the official recognition of ASL as a language.

2. OASLTA shall promote professional quality of American Sign Language and Deaf Studies instruction for American Sign Language teachers and encourage ASL teachers to acquire ASLTA certification.

3. OASLTA shall encourage educational institutions to include ASL and Deaf Studies in their Curricula.

4. OASLTA shall encourage educational institutions to hire ASLTA-certified teachers and ASLTA members.

5. OASLTA shall encourage community based programs (not affiliated with educational institutions) to hire ASLTA certified teachers and ASLTA members.

6. OASLTA shall provide input into national ASLTA’s standards and procedures for the teaching of American Sign Language and Deaf Studies.
7. OASLTA shall facilitate an effective avenue for the exchange of information regarding methods and materials in the instruction of American Sign Language and Deaf Studies.

8. OASLTA shall maintain a local directory of certified and non-certified OASLTA members.

9. OASLTA shall have a minimum of 2 workshops per year.

Article IV – Membership

1. Membership in OASLTA is open to any individual interested in American Sign Language instruction, instruction in Deaf Studies and/or who support the goals of the Association.

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.

3. Dues for individual membership in OASLTA shall be determined at a regular business meeting once a year. Quarterly prorated dues are available for new members only. Annual dues shall be due in the month of January.

4. Student membership will be available at half the cost of regular membership with proof of student status.

Article V – Meeting

1. Regular meetings shall be held a minimum of twice a year.

2. Special meeting may be called at any time by the President or the Executive Board. Board meeting may be in person, via visual, or texting style technology.

3. Prior to any meeting, the Executive Board shall plan a written agenda which is to be attached to the meeting notice.

4. Written notice will state location, date, and hour of the meetings. (E)-Mailing of such notices shall be completed at least fourteen days (14) days in advances.

5. Business meetings will be conducted according to parliamentary procedures.

6. At every meeting, seven or more people in attendance shall constitute a quorum for the transaction of any business. When a quorum is present to organize a meeting, it is not broken by the subsequent withdrawal of any members.
7. At every meeting, the President, or in the President’s absence, the Vice President shall preside. In the absence of both President and Vice President, the meeting shall be cancelled.

8. OASLTA will hold an annual general business meeting at the time and place decided in advance by the Executive Board majority vote. Elections will be held in September.

Article VI – Executive Board

1. The President, Vice President, Secretary, Treasurer, and Professional Development Coordinator shall be responsible for business matters of OASLTA between regular meetings.

2. All incoming and outgoing monies of the OASLTA, notices of elections and meetings, dissemination of materials, and the like shall be handled through the Executive Board.

3. The President shall appoint, subject to confirmation by the Executive Board, the committees of OASLTA. By unanimous contact, the Executive Board may waive confirmation procedures.

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

5. Three-fifth (3/5) of the Executive Board shall constitute a quorum for the transaction of business.

6. Qualification for serving on the Executive Board will require active OASLTA membership for at least one year.

7. All Executive Board meetings are open to any OASLTA member.

Article VII – Election of Officers

1. The office of President, Vice President, Secretary, Treasurer, and three members of the Board of Directors, is to be filled by an election. Officers shall serve until their successors are duly elected.

2. The President and Secretary of this organization shall be elected every two (2) years by ballot at the September meeting off odd-numbered years. The Vice-President and Treasurer shall be elected two (2) years by ballot at the September meeting in even-numbered years.

3. Nominations for officers shall be made by a nominating committee composed of three (3) members in good
standing. Recommendation for nomination of officers may be submitted by any members of OASLTA to the nomination committee.

4. Any member of OASLTA and the national ASLTA present at the election, in good standing, and qualified to hold office shall be eligible to become a candidate for any office. Any qualified absent member may be eligible if his/her written consent has been obtained before election meeting. Qualified shall be defined as a voting member for one year.

5. The office of Professional Development Coordinator shall be appointed by the President, and will serve the same term as the President.

Article VIII – Vacancies of Office

1. Should the President vacate the office for any reason, the Vice President will assume the responsibilities of the President, and the Executive Board will appoint a member to fill the vacancy of Vice President.

2. Except for the office of the President, the Executive Board will have the authority to fill any vacancy until the next regular election of Officers.

Article IX – Duties of Officers

1. The President shall preside at all OASLTA meetings and Executive Board meetings. He/She will have a working knowledge of the affairs of ASLTA and serve as a liaison between OASLTA and external business. The President shall be a member of ASLTA.

2. The Vice President shall serve in the absence of the President. He/She will be the liaison between the Executive Board and the Committees of OASLTA and shall oversee activities. The Vice President shall be a member of ASLTA.

3. The Secretary under the direction of the President shall record the minutes and the attendance of all ASLTA and Executive Board proceedings including all notices and reports of meeting, between meeting he/she shall transact all correspondence necessary to carry out the regular business of OASLTA and the expressed wishes of the Executive Board. He/She shall surrender to his/her successor all records in his/her possession belonging to OASLTA within 30 days after the election. The secretary shall be a member of ASLTA. Secretary shall work with President and keep President informed of all correspondences.

4. The Treasurer shall receive all money and keep a record of all receipts and expenditures, and shall submit a report at each meeting. An annual report shall be audited by at least two (2) members in OASLTA or by the Executive Board. Treasurer shall keep an account of
all properties, investments, and funds of OASLTA, which shall at all times, be open for inspection. He/She shall keep a record showing the names of members, when admitted, and their addresses of OASLTA individuals. He/She shall surrender to his/her successor all audits and records in possession belonging to OASLTA on or within thirty (30) days after the election. Also all information should be shared with President and the Board of Trustees when requested. The Treasurer shall file appropriate tax information annually with the US government IRS department. The treasurer shall be responsible for paying the annual dues to the National ASLTA.

5. The Professional Development Coordinator will be responsible for coordinating a minimum of two (2) workshops annually. The duties include: sending the workshop flyers to ASLTA webmaster for inclusion in the ASLTA website, distribution of evaluation sheets, certification, after the workshops, record keeping, and sending names of the workshop attendees to the National ASLTA Professional Development Chairperson and to RID Regional Representative. The Professional Development Coordinator will also work with other chapters of ASLTA Professional Development Coordinators. The Coordinator will surrender to successor all records belonging to OASLTA within thirty (30) days after appointment. The Coordinator shall be a member of the National ASLTA.

Article X – Duties of Committees

1. An Auditing Committee of two (2) members shall be appointed by the President at the first meeting of the year, whose duty it shall be to audit the Treasurer’s account at the close of the fiscal year and to report at the annual meeting. If a committee cannot be appointed, the Executive Board shall conduct the audit and report.

2. The President shall appoint, subject to consent by the Executive Board, the stand and ad hoc committees of OASLTA. By unanimous consent, the Executive Board may waive confirmation procedures.

3. The Professional Development Committee is responsible for planning two (2) workshops annually assisting with the conference workshops, and other duties as directed by the Executive Board and the general membership.

4. The By-law committee is responsible for maintaining the bylaws of OASLTA, and may submit proposed revisions/updates to the membership when necessary.

5. The Nominating Committee will be responsible to contact all current members in good standing as potential candidates and give the Secretary a slate of nomination for officers.
Article XI – Financial Activities

1. No funds shall be raised or solicited on behalf of OASLTA without the consent of the Executive Board and/or members.

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

3. No loans shall be contacted on behalf of ASLTA unless specifically authorized by the Executive Board.

4. All checks, drafts, and other orders for the payment of money out of the funds of OASLTA, all notes or other evidences of indebtedness of OASLTA, shall be signed on behalf of the OASLTA in such manner as shall from time to time determined by resolution of the Executive Board or as Expressly authorizes herein.

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

6. The Executive Board may accept on behalf of OASLTA any contributions, gifts, bequest, or devise for the general purpose or for any special purpose of OASLTA with the notification to the membership. Any accounts held by OASLTA shall be subject to backup withholding by the financial institution in compliance with the current tax regulation.

Article XII – Parliamentary Authority

1. Robert’s Rules of Order shall be the Parliamentary authority for all meetings.

2. The President, at his/her discretion, may appoint a Parliamentarian to advise OASLTA on parliamentary procedures.

Article XIII – Amendments

1. The By-laws of OASLTA may be amended, altered or repealed by an affirmative vote of two-third (2/3) of the total voting membership. Proxies brought in or mailed shall count toward the “two-third” (2/3)
requirement. The amendments shall have a review by Bylaws Committee and the Executive Board prior to the ratification of said amendments by the membership.

2. Any proposed amendments must be read and seconded at least one meeting before the meeting they are voted upon. Proposed amendments may be sent via electronic or USPS mail for members to read and respond no less than thirty (30) days prior to the meeting they will be voted upon. In addition, the proposed amendments to be voted upon will be described.

Article XIV – Dissolution

1. In the event of suspending activities or the dissolution of OASLTA, its assets shall be transferred to the national ASLTA within thirty (30) days.

2. OASTLA Executive Board will send a letter, signed by the board, notifying the National ASLTA President and Treasurer of the dissolution date of the OASLTA organization effective from the date of the last meeting.

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