



Bylaws of

NEW JERSEY ASSOCIATION OF THE DEAF, INCORPORATED

Organized: December 1967

Incorporated: April 1969

Approved at State Convention, Atlantic City, September 20, 1969

Technical Revision, July 12, 1970

Amended at State Convention, Saddle Brook, August 25, 1979

Amended at State Convention, Cherry Hill, June 20, 1981

Amended at State Convention, North Brunswick, September 24, 1983

Amended at State Convention, Iselin, September 14, 1985

Amended at State Convention, Somerset, September 12, 1987

Amended at State Convention, Edison, November 25, 1989

Amended at State Convention, Parsippany, August 3, 1991

Amended at State Convention, New Brunswick, July 29, 1995

Amended at State Conference, Somerset, October 20, 2001

Amended at State Conference, Princeton, July 23, 2005

Amended at State Conference, West Trenton, July 28, 2007

Amended at State Conference, Toms River, June 1, 2019

ARTICLE I – NAME

This organization shall be known as the New Jersey Association of the Deaf, Incorporated (NJAD).

ARTICLE II – OBJECT

This Association shall be the focal point of all cooperating agencies within the State in promoting the welfare of the deaf in educational measures, in employment, in legislation, and in any other field pertaining to or affecting the deaf in New Jersey in their pursuit of economic security, equal opportunity, and all their just rights and privileges as citizens.

ARTICLE III – COOPERATING MEMBER ASSOCIATION

Section 1: This Association shall be a Cooperating Member Association with the National Association of the Deaf.

Section 2: This Association shall promote the intentions of the National Association of the Deaf as required by its by-laws.

ARTICLE IV – MEMBERSHIP

- Section 1:** There shall be four (4) classes of membership as defined in the following sections.
- Section 2:** Active membership shall be open to all residents and/or taxpayers (deaf and hearing) of the State of New Jersey, who are eighteen (18) years of age and over. These members shall be entitled to all rights and privileges of active membership, including the right to vote.
- Section 3:** Associate membership shall be open to non-residents outside the State of New Jersey, or who are residents of the State of New Jersey and who are seventeen (17) years of age and under. These members shall be entitled to all rights and privileges of active membership with the exception that they shall not have voting rights, nor hold office of the Association.
- Section 4:** Honorary membership shall be conferred upon persons who have been actively engaged in the general welfare of the deaf by two-third (2/3) vote of the members present at any state conference general meeting. They shall be entitled to all privileges of the Association, but shall not vote or hold office, and shall have no interest in the property of Association.
- Section 5:** Affiliated membership shall be open to any local deaf organizations, such as clubs, or church or social groups, or any other interesting groups, who support the objectives of this Association and make payments of annual dues of thirty dollars (\$30.00) or more. The affiliated organization may state on its stationary or official papers that it is affiliated with the New Jersey Association of the Deaf. A representative of each affiliated organizations may serve on the Board of Director meetings, but shall not vote or hold office, and shall have no interesting in the property of the Association.

ARTICLE V – HOME OFFICE

- Section 1:** The Association shall maintain an official headquarters, to be known as the Home Office, at such location and in such quarters as shall be designated by the Board of Directors, and the location thus designated shall remain the headquarters of the Association until changed by vote of the Board of Directors.
- Section 2:**
- a)** In the Home Office shall be kept the official records of the Association, official documents, membership records, and supplies of literature for publicity purposes.
 - b)** Honorary members shall not pay any assessments.
- Section 3:**
- a)** The Executive Director shall serve as the chief administrative officer of the Association, operating within the policies, guidelines, and financial limits established by the Board of Directors. The Executive Director shall report to the President.
 - b)** The Executive Director shall be permitted to take part in any session held by the Board of Directors but does not have the privilege of casting a vote.
 - c)** The Board of Directors shall use its discretion whether the Executive Director shall receive any compensation.

ARTICLE VI – DUES

- Section 1:** The fiscal year of the Association shall begin January 1st, ending December 31st of each year.
- Section 2:**
- a)** Dues for membership shall be determined by the Board of Directors with the approval of the general membership at a state conference.
 - b)** Honorary members shall not pay any assessments.
- Section 3:** Annual membership cards are issued by the Association Treasurer upon receipt of annual dues from members and shall be mailed directly to members.
- Section 4:** Dues are collectable on the month of his/her anniversary of membership. Membership shall be deemed delinquent and so notified when dues are not paid within thirty (30) days. Members in arrears may pay back dues or rejoin as new members only.

ARTICLE VII – OFFICERS

- Section 1:** The elective officers of the Association shall be a President, Vice President, Secretary, Treasurer, and Four (4) Member- at- Large. They shall constitute the Board of Directors vested with voting rights.
- Section 2:** a) The President, Vice President, Secretary, Treasurer shall be elected separated by secret ballot at the last meeting of each conference and shall hold their offices from a term of two years.
b) The President and Vice President shall be deaf or hard of hearing.
c) Any officers of the State Association shall not be an officer in any.
- Section 3:** Two members of the Member-at-Large, who receives the highest vote, shall be elected at every conference for a term of four (4) years.
- Section 4:** Candidates for all offices shall be active members in good standing for at least one year.
- Section 5:** In the event of any vacancy, except the presidency, the Board of Directors shall appoint a successor to serve the remainder of the term until the next conference.
- Section 6:** Any member of the Board of Directors, who plans to be absent, must notify the President or Vice President. More than three (3) notifications and/or non notifications of absent consecutively; the fate of dismissal will be decided by the Board of Directors.
- Section 7:** Each officer at the end of this term shall deliver to his successor books, papers, and property of the NJAD in his possession by the close of business of the biennial conference or within ten (10) days.

ARTICLE VIII – DUTIES OF OFFICERS

- Section 1:** The President:
- a) Shall preside at all meetings in State Conferences, at meetings of the Board of Directors, and at any other official meetings under the jurisdiction of the Association;
 - b) Be chairperson ex-officio of all committees;
 - c) Appoint such committees as may be provided for in these By-Laws and other committees he/she may deem necessary in conducting the work of the Association, with the approval of the Board of Directors;
 - d) Report to each State Conference on all activities during his/her administration;
 - e) Countersign with the Treasurer all checks and official documents of the Association;
 - f) Assign specific duties to each board member;
 - g) Make copies of any general and important business letters to Corresponding Secretary for his/her files.
- Section 2:** The Vice President:
- a) Shall fill the office of the President, when the President is for any reason unable to perform his/her duties;
 - b) Shall act as a membership coordinator, to encourage Affiliated Membership;
 - c) Shall act as activity coordinator, be responsible for workshops, obtain speakers, conduct fund raising; anything that would enhance the membership awareness and knowledge.
- Section 3:** The Secretary:
- a) Shall attend all meetings of the Board of Directors and the Association;
 - b) Shall enter in proper books all resolutions and proceedings of the State Conference, Board of Directors, and any official meetings;
 - c) Shall within thirty (30) days after the conclusion of all meetings, send copies of said minutes to all members of the Association;
 - d) Shall attend all meetings of the Board of Directors and the Association;
 - e) Shall conduct the official correspondence for the Association as directed by the president or board;

- f) Notify each member of the Board of Directors, each Chapter Secretary, and each committee member of the time, place, and tentative agenda of any Board of Directors meeting at least thirty (30) days prior to the date of meetings;
- g) Notify each member of the Association of time, place and tentative agenda of any regular membership or State Conference meeting at least sixty (60) days prior to the date of meeting.
- h) Notify the NAD Headquarters of new members and their addresses.

Section 4:

The Treasurer;

- a) Shall have the custody of all monies and securities belonging to the Association, and keep an account of all monies received and give receipts for the same and make an audited report as to the condition of finances of the Association at its regular meeting and when called upon to do so by the Board of Directors;
- b) Collect all dues from members and all proceeds from any person or committee in charge of fund raising, and shall receive all monies from any member charged with collection thereof;
- c) Keep a file showing the names of members, addresses and date of admittance;
- d) Provide monthly the Corresponding Secretary with a list of members in good standing.
- e) Countersign with the President all checks;
- f) Be bonded by a security company, the premiums to be paid by the Association.

Section 5:

The Board of Directors:

- a) Shall oversee the affairs of the Association, and carry out the expressed will of the Association as far as circumstances may render it wise and allowable;
- b) Supervise the finances of the Association, and to receive and review the Auditor's report;
- c) Have the power to transfer appropriate money from the Reserve Fund to the General Fund sufficient to meet said emergency;
- d) Shall invite representative from the Junior National Association of the Deaf, and any other individual and/or organization representative to the Board of Director meetings.

Section 6:

The Immediate Past President;

- a) Shall automatically become a member of the Board of Directors for a term of two (2) years;
- b) Shall be entitled to all privileges of the Board of Directors.

Section 7:

The Past Presidents is privilege to act as an advisory member to the Board of Directors.

ARTICLE IX – STANDING COMMITTEE

Section 1:

Not later than thirty (30) days after his/her election, the President shall appoint standing committees on Education, Legislation, Law, Membership, Publicity, Financial, Auditing and Policy.

Section 2:

The appointments shall be subject to the approval of the Board of Directors.

Section 3:

The committees shall consist of at least three (3) members to serve at the pleasure of the Board of Directors.

Section 4:

Committee Chairperson shall attend all meetings of the Board of Directors.

Required for General Meetings.

May not required for board meetings.

ARTICLE X – DUTIES OF COMMITTEE

Section 1:

The Committee on Education shall endeavor to education the public concerning the deaf, support the best available education system for the deaf, and ask for continued maintenance of the State Residential and Day School for the Deaf as the official and authentic state agencies for education of the deaf; work to the end that schools for the deaf receive appropriate funds and highly trained teachers.

- Section 2:** The Committee on Legislation shall be alert for proposed legislation affecting the welfare of the deaf and keep the Board of Directors informed of such legislation.
- Section 3:** The Committee on Membership shall work to increase individual membership in the Association.
- Section 4:** The Committee on Publicity shall attend to all matters of public interest concerning the deaf.
- Section 5:** The Committee on Financial shall be responsible for devising methods of raising revenue for expenses and the financial growth of the Association.
- Section 6:** The Committee on Laws shall receive amendments and make revisions to the Constitution and By-Laws when deemed necessary.
- Section 7:** The Committee on Auditors shall examine the report of the Treasurer, his books, and vouchers, see that all monies received are authorized. The examination shall be made every three months or whenever so ordered by the President or Board of Directors and the results reported to the Board of Directors at their meetings.
- Section 8:** The Committee on Policy shall expedite management activities of the association on devise guidelines, subject to the approval of the Board of Directors.
ADD CURRENT COMMITTEE’S DUTIES SUCH AS GA COORDINATOR, YOUTH COORDINATOR, COMMUNITY EMERGENCY PREPAREDNESS COORDINATOR

ARTICLE XI – STATE CONFERENCE

- Section 1:** The Association shall have a State Conference every two (2) years beginning 1969 unless circumstances call for earlier meetings or a postponement, as the Board of Directors, by two-third (2/3) vote may decide;
- Section 2:** The site for holding each succeeding conference shall be decided and announced in advance by the general membership at the biennial conference.
- Section 3:** At least two (2) years before each State Conferences, the President shall appoint a Conference Chairperson and a Program Committee consisting of as many persons he/she deems necessary. The conference program shall be published at least three (3) months prior to conference in the Official Publication of the Association.
- Section 4:** The Conference Chairperson shall appoint a Financial Committee. The committee shall not enter into contracts involving expenditures or concessions not directly concerned with the reception and entertainment of members and guest of the conference without first submitting bids for said contracts to the President of the Association for approval by the Board of Directors. A financial report shall, within one (1) month following the adjournment of the conference, be sent to the President, accompanied by a financial settlement with the Treasurer of the Association.
- Section 5:** The quorum for a state conference general meeting shall be 10% or more of the active membership.

ARTICLE XII – BIENNIAL ELECTION

- Section 1:** A Nominating Committee, responsible for nominations for biennial elective officers, shall be composed of five persons appointed by the President.
- Section 2:** The election of officers shall be at the end of unfinished business. Chairperson of the Nominating Committee shall appoint three (3) or more tellers to supervise the voting. A majority of the vote cast shall elect.

ARTICLE XIII – INSTALLATION

- Section 1:** The term of office shall commence with the order of new business at the conference’s last meeting. The new officers shall be immediately sworn in together using the Association’s oath. The retiring President shall be the Installing Officer. In case the Treasurer, he/she must be duly

bonded required by the Board of Directors before he/she can receive any monies, books, paper, or other property from his predecessor.

Section 2: The following oath shall be read by the Installing Officers with their right hand raised. After completion of reading, they will say "I DO".

OATH

I do solemnly swear in the presence of the assembled members that I will faithfully execute the office to which I have been elected; will to the best of my ability preserve, protect and defend the BY-LAWS of the NEW JERSEY ASSOCIATION OF THE DEAF. I further swear that I will protect and conserve the property of this association; and that I will make an accounting for and turn over all such property to my successor in office.

ARTICLE XIV – MEETING AND QUORUM

Section 1: The Association's membership shall meet at such intervals as may be decided by the Board of Directors, but not less than three times a year.

Section 2: The President shall call meetings of the Board whenever he deems necessary, but not less than six (6) times a year, at a meeting hall provided by affiliated member in rotation where possible.

Section 3: Five percent (5%) of the regular membership of the Association shall constitute a quorum for regular or special meetings.

Section 4: Four (4) Board of Directors shall constitute a quorum of the Board.

Section 5: Members must preserve proper decorum at all association meetings.

Section 6: Board Business may be conducted by Electronic Mail (E-Mail) and/or FAX Transmission.

ARTICLE XV – CLASSIFICATION OF FUNDS

Section 1: The Association shall have two regular funds to be known as the General Fund and the Reserve Fund. All other funds already created or hereafter created shall be appropriately named and classified as special funds.

Section 2: Regular Funds:

- a) The General Fund shall be deposited in an insured bank as a checking account, as directed by the Board of Directors.
- b) The Reserve Fund shall be deposited in one or more savings banks, insured by the U.S. Government to be withdrawn in whole or in part by the Board of Directors as stated in Article VIII, Section 6.
- c) The General Fund shall be drawn upon for current expenses of the Association.
- d) Whenever the General Fund exceeds fifteen hundred dollars (\$1500) the excess thereof shall be transferred to the Reserve Fund.

Section 3: Special Fund:

- a) A Conference Fund of two hundred dollars (\$200.00) to be paid back at the close of the conference.

ARTICLE XVI – RULES OF ORDER

The rules of parliamentary procedures as laid down in ROBERT'S RULES OF ORDER shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws of the Special rules of order of the association.

ARTICLE XVII – AMENDMENT

Amendments to the Constitution and By-Laws of this Association shall be made at the State Conference, by two thirds (2/3) vote of the regular members present. No proposition to amend shall be acted upon less a written

notice has been sent to the President and Corresponding Secretary at least sixty (60) days prior to the meeting. A copy of such proposition shall be embodied in the call for the general meeting and a copy sent to every member, at least twenty (20) days before the date of State Conference at which the amendment is to be voted upon on. The voted amendment shall become effective immediately upon approval.

ARTICLE XVIII – OFFICIAL PUBLICATION

Section 1: The Association shall issue an official publication concerning the affairs of the Association. This shall be published and distributed to members by direct mail.

Section 2: The President of the Association shall appoint an Editor-in-Chief. The Editor-in-Chief shall appoint such members as are necessary to serve the editorial staff during his tenure of office.

ARTICLE XIX – DISSOLUTION

Upon the affirmative vote of a majority of the Board of Directors and approval by two-thirds (2/3) vote of the regular members of this association, the association shall after payment of all liabilities, dispose of all the assets of the corporation exclusively for the purposes and in such manner or to such an organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify for exemption under Section 501 (c)(3) of the Internal Revenue Code of 1954.