



## BYLAWS OF

# THE HEARTLAND ILLINOIS ASSOCIATION OF THE DEAF CHAPTER of ILLINOIS ASSOCIATION OF THE DEAF

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### ARTICLE I: NAME, TERRITORY, AND PRINCIPAL OFFICE

**Section 1:** Name. The name of this Chapter shall be the Heartland Illinois Association of the Deaf – ‘HIAD’.

**Section 2: Location** - HIAD’s number one goal is to include all parts of Central Illinois.

**Section 3:** Main Office. The Chapter will maintain an office in the Peoria/Tazewell Counties, Central Illinois area and an official agent at that office.

### ARTICLE II: PURPOSE

**Section 1:** The reason for this Chapter is to empower the members the educational, social and economic welfare of the Deaf locally, State wide, Illinois Association of the Deaf (IAD) and in connection with the National Association of the Deaf (NAD), which includes use of the legislative (law makers) at all levels.

**Section 2:** HIAD will make efforts to encourage accessibility and assist persons with hearing losses to gain effective control of their lives by being actively involved in all parts of society.

**Section 3:** HIAD will agree to follow with all Illinois state and federal laws, which apply to a non-profit organization, as defined in SECTION 501(C) (3) of the Internal Revenue Code.

### ARTICLE III: AFFILIATION

**Section 1:** HIAD shall be a Cooperating Member of IAD and NAD wherein its rules/policies, laws (regulations), goals and plans are equal/similar with those of NAD.

### ARTICLE IV: MEMBERSHIP

**Section 1: Dual Member:** Must be both a member of IAD and HIAD in good standing to hold any official and/or Committee chair positions. Dual member will have voting rights as outlined in the Membership Policy.

**Section 2: Supporting Member:** The Membership Policy shall clearly outline those qualified to be Supporting Member. The Supporting members will have no voting rights and will not hold any official position and/or chairperson's position. Supporting Member is encouraged to serve on any committees.

## ARTICLE V: DUES

**Section 1:** IAD Membership dues will be sent to IAD's chosen (appointed) person.

## ARTICLE VI: OFFICERS

**Section 1:** HIAD's Executive Committee will have (consist of):

- A. President,
- B. Vice President,
- C. Secretary, and
- D. Treasurer

The current (now) President of HIAD will become the top officer to the Executive Committee, for two to four years (depending on re-election), with all rights and privileges as a member on the Executive Committee. S/he will have no voting power except to break a tie in the votes.

**Section 2:** The Executive Committee will manage the affairs of HIAD and will have the following responsibilities.

- A. To check that HIAD follows HIAD's administrative policies.
- B. To check that HIAD follows HIAD's financial policies.
- C. To have other HIAD business/meetings including planning for minimum of four general meetings a year.
- D. To attend all meetings of HIAD or notify the President or Secretary before the meeting the reason for not attending.
- E. To vote responsibly on all HIAD's actions or abstain as appropriate.
- F. To serve on committees.
- G. To receive Executive Committee's approval before acting as an official representative of HIAD. This does not include being representative on IAD's Board of Directors.
- H. To let the Secretary know the members' addresses, phone number or other important data needs to be changed.

**Section 3:** Terms:

- A. The length of term is two years for the office.
- B. Maximum Term to be served for same office is two terms (equals to 4 years total) in a row (consecutively).
- C. Any officers are allowed to serve in a different office position after successfully finishing his/her two terms in a row (consecutively) in another role.
- D. Officers may be re-elected to their previously held office after a minimum of one term (2 years).

**Section 4:** Resignations (to quit or to leave the position) will be written in a letter to the President, one month before 'resigning', with a reason for leaving. In the event of the resignation of the President, the letter of resignation will be given to the Executive Committee.

**Section 5:** If it happens that the position of the President becomes vacant, the Vice President will take over as the President of HIAD till the next election of the President's position.

**Section 6:** If it happens that the office of the Vice President becomes vacant, the President, with the approval of the Executive Committee, will choose a Vice President until the next election of the Vice President's position.

**Section 7:** Other openings of positions caused by resignation or other reason may be filled by being chosen by the President with the approval of the Executive Committee. The chosen person shall serve the remainder of the term till the next election for that position.

**Section 8:** Any member of the Executive Committee who is absent from any two (2) meetings in a row (consecutively) of all types without acceptable reason (valid) may be removed from the Executive Committee by a majority vote of the Executive Committee.

**Section 9:** The Executive Committee, by a two-thirds (2/3) vote, may suspend or take away membership from any member, or officer upon proof of material violation of the Bylaws or any regulation or practice of HIAD. The member or officer (whose membership may be removed) will have the right to speak to the Executive Committee to follow the Membership Policy.

**Section 10: Qualification:**

- A. Secretary or Treasurer: Any Deaf, Hard of Hearing and/or Hearing active dual member of HIAD in good standing may be a candidate for Secretary and/or Treasurer
- B. President or Vice President: Only Deaf or Hard of Hearing active dual member of HIAD in good standing may be a candidate.

**ARTICLE VII: DUTIES OF THE OFFICERS**

**Section 1: Duties of the President:**

- A. It shall be the duty of the President of HIAD to operate (preside) as the Chairperson of the meetings, and to operate (preside) at the meetings of the Executive Committee as its Chairperson.
- B. S/He will choose (appoint) Chairperson for the following committees: Ways and Means (Finances), Membership and Nominations.
- C. S/He will have the power to choose Chairperson for any new committees when it is necessary, but the Executive Committee must approve the President's decision.
- D. S/He will choose a Junior Illinois Association of the Deaf Director of Central Illinois.
- E. In the event the Vice President is not able to attend, s/he may be an acting member of all committees, but not on the Nominating Committee.
- F. S/He shall appoint two (2) auditors to examine all financial reports of both the Chapter Treasurer and all committees to make sure all activities are written correctly.

1. One auditor will be selected from the current Ways and Means (Finances) Committee.
2. Another auditor will be an active member in good standing that is not currently (now) on the Ways and Means Committee.

**Section 2: Duties of the Vice President:**

- A. S/He will perform the duties of the President whenever the President is absent or unable to attend the meetings.
- B. S/He will be an acting member of all committees, but not on the Nominating Committee.
- C. S/He will receive all reports from the Standing and Special Committees to be given to the Executive Committees.

**Section 3: Duties of the Secretary:**

- A. The Secretary will write all issues and/or votes of all meetings of the Executive Committee and of all the meetings (general and special).
- B. The Secretary will work with the Chairperson of the Membership Committee to make sure all membership information is correct at all times.

**Section 4: Duties of the Treasurer:**

- A. It will be the duty of the Treasurer to receive all money going to HIAD from all sources and as explained in the Finances Policy.
- B. S/He will keep a good report of all money received and give receipts for the money when necessary and make a report of the current date's finances of HIAD at the regular meetings. A copy of the report will be sent to IAD's Treasurer.
- C. S/He will keep special funds for example (but NOT limited to): Jr. IAD, Miss Illinois Deaf Pageant, IAD Conference and more in separate accounts to follow the Finances Policy.
- D. S/He will make no investments without the approval of the Executive Committee.

**ARTICLE VIII: NOMINATION & ELECTION**

**Section 1:** Nominations may be made from the floor at the third regular meeting of the year for any officers' positions that will be open. The nominees' names will be given to the Nominating Committee after the meeting.

**Section 2:** Nominations for officers of the Executive Committee will be given by the Nominating Committee of the Chapter to the Executive Committee at least 30 days before the last regular meeting of the year. With the Executive Committee's approval the nominees' names will be announced at the next election of the new year. Nominations may be made from the floor before the election. This is to comply with the Nominating Procedure Policy.

**Section 3: Election:**

- A. The annual election for the vacancies shall be held in January. If under any circumstances out of HIAD's control, the election, held during either a general or special meeting, must be conducted on or before the first Saturday in March. Newly elected officer(s) shall take up his/her position immediately after the end of the meeting.

- B. Starting year 2001 term for Vice President and Treasurer will be serving only one year. Starting in year 2002 and all following EVEN years, the Vice President and Treasurer will start serving the 2-year term.
- C. Starting year 2001 term for President and Secretary and in all ODD years shall serve the two-year term.
- D. Election of a HIAD Representative and an Alternate shall be elected in the ODD years. These individuals are to serve in IAD's Board of Directors. The primary HIAD Representative shall serve on the IAD Board of Directors and any business therefore conducted by the Board. The Alternate shall take the primary's position in the event s/he is not able to attend the meeting/event the Board is required to meet.

## **ARTICLE IX: COMMITTEES**

**Section 1:** There will be two (2) types of committees, Standing Committees (year-round) and Special Committees (when it is needed), with the Executive Committee's approval.

**Section 2:** HIAD will have the following Standing Committees: Ways and Means (Finances), Membership and Nominations. Reports from the Standing Committees will be given to the Vice President.

**Section 3:** Special Committees may be established for specific purposes (as needed). Reports from Special Committees will be given to the Vice President.

## **ARTICLE X: MEETINGS**

### **Section 1: General Meetings:**

- A. The Executive Committee may provide by agreeing on the time and place for regular meetings when it is necessary for the calendar year. These will be presented at the next regular meeting.
- B. There will be a minimum of four (4) regular meetings of HIAD per calendar year. The time and dates will be addressed at regular meetings.

### **Section 2: Special Meetings:**

- A. Special meetings of HIAD WILL be called by or at the request of a majority vote of the Executive Committee. Any members requesting for a special meeting must make a formal request to one of the Executive Committee's officers. The Executive Committee may make plans for any place and time to have the special meeting.
- B. Announcements of any special meeting of HIAD will be given at minimum of fourteen (14) days before the Special Meeting by written letter/flyer to each dual active member on the records of HIAD. The purpose/reason of the meeting to be discussed at the special meeting MUST include specific agenda and/or topic(s) to be discussed.

## **ARTICLE XI: FINANCES**

**Section 1:** All funds collected will be deposited into the General Fund.

**Section 2:** Standard accounting procedures will be used. If the financial records are maintained on a computer system, then backup copies will be made. Additional copy of the backup computer files should be given to the Secretary at all Executive Committee's meeting.

**Section 3:** The fiscal year for the Chapter shall be July 1 through June 30 to match that of IAD.

**Section 4:** An annual budget for the new fiscal year will be prepared by the Ways and Means (Finances) Committee and presented for approval (a vote) at the last regular meeting of the year.

**Section 5:** The Ways and Means (Finances) Committee will present a report of the auditors' decision of their review by the end of August to the Executive Committee. This report of their review must be signed by both auditors. Certified audit is not necessary. After the auditors' report is reviewed by the Executive Committee, the fiscal report will be given at the next general meeting by the Treasurer.

## **ARTICLE XII: AMENDMENTS**

**Section 1:** These Bylaws may be changed, (altered), amended or removed (abrogated) by two-thirds (2/3) of the votes taken at an any regular meeting, then given to the IAD Board for approval.

### **Section 2: Proposed Amendments, Deletion and/or Revision:**

- A. Any proposed amendments, removal (deletions) and/or changes (revisions) of the Constitution and Bylaws must be submitted in writing to the Executive Committee. Amendments, removals and/or changes may be proposed from the floor of a regular meeting.
- B. The Executive Committee will establish a special committee, Law Committee, to review the proposals. This committee will have at least thirty (30) days to make any formal proposals that must be sent out to the members thirty (30) days before the regular meeting.

**Section 3:** Motions to stop (suspend) temporarily any part of the Bylaws may be made at any regular meeting, and the specific motion must be passed with three-fourth (3/4) of the vote. The special committee, Law Committee, will be established to review the stopped (suspended) part of the Bylaws to determine if it should be permanently removed and/or changed (revised). If an amendment is necessary, it will be proposed by the Law Committee as said in Section 2.

## **ARTICLE XIII: MISCELLANEOUS**

**Section 1:** HIAD will be following Robert's Rules of Order, Newly Revised, unless made different by these Bylaws or by the decision of the Executive Committee.

**Section 2:** At all regular and special meetings, 51% of HIAD Dual Members will qualify as a quorum for the transaction of business with the exception of issue of Dissolution being discussed. Meeting(s) with issue of Dissolution being discussed requires a quorum of 75% of HIAD Dual Members to proceed.

**Section 3:** The act of a majority of the members present at a regular meeting at which a quorum is present will be the decision of HIAD, unless the act of a greater number is required by rules, the Articles of Incorporation, or these Bylaws.

**Section 4:** No proxy voting shall be permitted for regular or special meetings or committee meetings.

**Section 5:** HIAD will run/operate all meetings according to the Open Meeting Act.

**Section 6:** Any officer of HIAD who may have an actual or possible conflict of interest on any issue being discussed/voted:

- A. Will let members know of that conflict.
- B. May say what his/her position but will not try to influence others.
- C. Will not be permitted to vote on the conflicting issue.
- D. The conflict of interest will be written in the minutes of the meeting showing what the conflict was.

#### **ARTICLE XIV: DISSOLUTION**

**Section 1:** If HIAD should decide not to continue as a Chapter of IAD, the remaining assets (money, supplies, materials, etc) and property of any kind will be given to the Illinois Association of the Deaf. At the time of the termination (dissolution), a proposal to IAD of what to do with the HIAD's remaining assets and property may be made.

**Section 2:** The termination (dissolution) of HIAD will happen only by a three-fourth (3/4) vote of the members present at a regular or a special called meeting. A specific reason to why to close for good (dissolve) HIAD must be given before any discussion and vote to be closed for good.

**Section 3:** The final date of all activities of HIAD to be agreed upon at the dissolution meeting will be between ninety (90) days to one hundred eighty (180) days after the vote to close HIAD for good.

#### **CERTIFICATION**

**The Revised By-Laws of the Heartland Illinois Association of the Deaf Chapter has been duly adopted by the membership on June 28, 2008.**

**The revised version of the By-Laws were submitted to IAD Board for final approval and officially approved on August 9, 2008.**

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The original By-Laws of the Heartland Illinois Association of the Deaf Chapter have been properly revised by the membership on May 6, 2000

The original Bylaws Of the Heartland Illinois Association of the Deaf Chapter have been duly adopted by the membership on (October, 19, 1998).

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**President of IAD, Sara Bianco**

**President of HIAD, Nick Ziemer**

*The Revised By-Laws approved by the Board of IAD on August 9, 2008*

