

## Greater Washington Asian Deaf Association

# By-Laws

## Article I – Name

**Section 1** — This organization shall be known as the Greater Washington Asian Deaf Association (GWADA), hereafter referred as the Association.

**Section 2** — The Association is officially affiliated as a chapter organization with the National Asian Deaf Congress.

**Section 3** — The Association is a non-profit organization, organized exclusively for educational purposes, as defined in section 501(c) (3) of the Internal Revenue Code. No activities shall be made with any political party or any candidate of political office. All contributions are tax deductible.

## Article II – Mission

The mission of the Association shall:

1. Be a resource for education, social justice, civil advocacy, human rights of Asian/Pacific Deaf and Hard-of-Hearing persons and their families;
2. Promote educational programs, workshops and seminars for Asian Deaf/Hard-of-Hearing infants/children, their hearing parents, new Asian immigrants and the helping professionals who work with them.
3. Conduct and facilitate leadership/assertiveness training programs and self-esteem seminars for Asian Deaf/Hard-of-Hearing adults and their family members;
4. Educate the general public with the Asian cultural heritage as well as Asian Deaf culture;
5. To serve as an information clearinghouse on information about Asian Deaf/Hard-of-Hearing people;
6. Enhance recognition and achievements of Asian Deaf/Hard-of-Hearing people, promoting ethnic/cultural identity and pride;
7. Award scholarships and stipends to outstanding Asian Deaf or Hard-of-Hearing students.
8. Promote efficient fund-raising activities to accomplish the above-mentioned mission.

## Article III – Membership

**Section 1 — Eligibility for Membership:** Any individual who is interested in accomplishing and furthering the purposes of this Association may become a member upon application and timely payment of dues.

**Section 2 — Classification:** Regular individuals, college students, honorary, and non-profit/for-profit organizations.

**Section 3 — Honorary:** Distinguished persons who are bestowed the honor by a resolution at a general meeting. Honorary members shall be entitled to all of the Association privileges except for that of voting, making motions, and holding office.

**Section 4 — Membership Dues:** All annual membership dues, except for the honorary members, shall be determined by majority vote at a General Meeting after the Board's endorsement.

**Section 5 — Prohibition of Discrimination:** Any member shall not be discriminated by the Association in matter of membership on the basis of age, color, creed, disability, ethnicity/race, hearing status, national origin, religion, or sexual orientation.

## Article IV – The Board of Trustees and Officers

**Section 1 — The Board:** The Board of Trustees and Officers, known as the Board, shall consist of three (3) trustees-at-large, the President, the Vice-President, Secretary, Treasurer, and the Immediate Past President.

### **Section 2 – Qualifications and Term of the Board:**

- A. Active members in good standing shall be eligible for an elected trustee or officer position after six (6) months of active membership;
- B. Nomination and election shall be held at the final general meeting;
- C. The term of trustees and officers shall be for two (2) years or until successors are chosen. Trustees and officers may be re-elected for the same position but no more than two consecutive terms.

**Section 3 — Oath of the Board:** the following Oath of Board shall be administered to the incoming Trustees-at-large and Officers by the Chairperson of Nomination/Election Committee.

*“I, \_\_\_\_\_, pledge to perform to the best of my ability to the duties of the board to which I have been elected.”*

**Section 4 — Resignations** shall be submitted in writing to the President 30-days in advance.

**Section 5 —** An officer or Trustee may be removed by the vote of two thirds of the members at the general meeting for failure to perform his/her duties or immoral conduct.

**Section 6 — Vacancy:** A vacancy on the Board may be filled by the President with the majority approval for the unexpired portion of the term.

**Section 7 — Powers and Duties of the Trustees:** The trustees shall

- A. Monitor the activities and programs of the Association.
- B. Ensure that the Bylaws are complied with.
- C. Have authority to manage the business affairs of this organization.
- D. May take any urgent action if consent is obtained from the majority of the Board

**Section 8 — Officers:** The executive branch of the Association shall include the President, the Vice-President, the Secretary, the Treasurer, Both the

President and the Vice-President must be Asian Deaf or Hard-of-Hearing individuals.

1. **Duties of the President:** The president shall have principal administrative supervision of the affairs of the Association as chief executive officer (CEO), chair board meetings and general meetings, keep the Board of Trustees informed, appoint standing/ad hoc committees, and perform such other duties assigned to him/her by the Board.
2. **Duties of the Vice-President:** The Vice-President shall be a deputy administrator, assisting the President. In the absence of the President or the request of the President, the Vice-President shall in general perform the powers and duties of the President. S/he shall be assigned to a chairperson of the By-laws Committee and be the *ex-officio* (non-voting privilege) member of each Association committee.
3. **Duties of the Secretary:** The Secretary shall keep the minutes of both general meeting and board meeting and have charge of such books, documents and papers as the Board determine as well as all correspondences requested by the President.

4. **Duties of the Treasurer:** The Treasurer shall have custody of financial documents of the Association. She/he shall keep full, accurate accounts of receipts and disbursements in the books, be responsible for depositing all funds into the Association's bank accounts, and render financial reports whenever requested by the Board.

5. **Duties of Immediate Past President:**

- a. The Past President (PP) shall serve as a member of the Board only advising or consenting the President for one term, with the privilege of making a motion and voting;
- b. She/he shall be charge of the orientation session for the incoming trustees and officers' right after the election.
- c. However, when the President is elected again for the second term and the PP terminates her/his only one term, the President himself shall be responsible for the newly elected officers and trustees.

**Section 9** — An independent *Auditor*, appointed by the President, shall examine all financial accounts to ensure that they are in order.

**Section 10** — A board member or an officer may be removed from official position by the vote of two thirds of the members at the general meeting for failure to perform his/her duties or immoral conduct. With understanding, any member must submit a letter of justification to the board within 30 days before presenting to the general meeting.

**Section 11** — Active members in good standing shall be eligible for an elected officer or trustee position after at least six (6) months of active membership.

## Article IV – Meetings

**Section 1 — General Meeting:** The general meeting shall be held at least three (3) times a calendar year at a convenient location and time designated by the Board. A quorum shall consist of at least 20% of the current members of the Association.

**Section 2 — Board Meeting:** A meeting of the Board may be called by the President or a majority of the Board. The Board meeting shall be open to members and invited guests. Only Board members and officers can cast votes at the meeting.

**Section 3 — Special Meeting:** A special or emergency meeting may be called by the President or the majority of the Board at the request not less than ten (10) percent of all members of the Association.

**Section 4 — Parliamentary Authority:** Except where otherwise provided by the Bylaws of the Association, the most recent edition of Robert's Rules of Orders Newly Revised shall be followed.

## Article V – Committees

**Section 1:** There shall be several standing committees: Education/Training, Bylaws, Fundraising, Social/Cultural, Awards, and Nomination/Election, Public Relations, Website team, Resolutions.

**Section 2:** More standard and ad hoc committees may be added in the future as needed. The powers and duties of each committee shall be described by the Board as a policy.

## Article VI – Publications

**Section 1:** The Editor-in-Chief shall be appointed by the President, with the Board's endorsement, and may attend the Board meeting, with no privilege of making a motion or voting.

**Section 2:** The GWADA newsletter shall be the official publication of the Association and be published at least twice a year. Printed or electronic mails of the Association shall be used for this purpose.

## Article VII – Amendments

### Section 1:

1. Through the Bylaws Committee, at least seven (7) members or the majority vote of the Board may propose amendments to the Bylaws.
2. Amendment proposals shall take effect immediately after the general meeting if passed by at least two thirds votes of members' presence and voting.
3. A notice of proposals must have been given at least thirty (30) days prior to the event. The proposed amendments shall be voted on in the next general meeting.
4. This amended by-laws shall be implemented and go into effect immediately at the end of the general meeting following ratification.

## Article VIII – Prohibition against Sharing in Association Earnings

**Section 1:** Absolutely no member or person connected with the Association or any other private individual shall receive at any time any of the net earnings or profits from the operation of the Association; provided, however, that this shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the Association in effecting any of its purposes. No such person(s) shall be entitled to share in the distribution of any of the assets upon the dissolution of the association.

## Article IX – Dissolution

**Section 1:** In the event that this Association is dissolved, after payment of all debts and liabilities, any remaining assets shall be distributed to the National

Asian Deaf Congress, educational, human services or advocacy organization dedicated to the well-being of Asian Deaf and Hard of Hearing people and their families in the United States.

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*Revision History:*

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