

CALIFORNIA ASSOCIATION OF THE DEAF
Policy and Procedure Guidelines
REVISED July 27th, 2019

PPG: 1 CAD's Key Focus Areas:

- **EDUCATION**

CAD believes that accessible education of all Deaf children is critical to the development of mind, body, and spirit. This includes support of an educational philosophy that will recognize and honor ASL and Deaf Culture, and provide the most accessible language-rich educational environments, especially the California Schools for the Deaf, day schools for the Deaf, regional programs for the Deaf and large mainstream programs.

- **LEGISLATION**

CAD will serve as a watchdog for legislation and court proceedings and provide input on state policies as they relate to Deaf people and Signed Languages.

- **LANGUAGE AND CULTURE**

CAD recognizes American Sign Language (ASL) as the most accessible and natural language of and for the Deaf in California and therefore supports all activities that will preserve, honor, and promote ASL and Deaf Culture. CAD also welcomes other signed languages.

- **EMPLOYMENT**

CAD acknowledges that employment opportunities for Deaf Californians are still limited due to discrimination. There is much work to be done to improve the economic status of Deaf people. CAD will assist in the development of innovative employment opportunities by working with appropriate state and local agencies to improve entry into a wider variety of careers. CAD also supports and celebrates Deaf entrepreneurs who own their own business.

- **COMMUNICATION ACCESS**

CAD acknowledges that there is a growing variety of communication systems, including telecommunications, and tools available to empower the Deaf individuals with their day-to-day activities. Therefore, CAD will work with individuals and agencies to ensure that they provide the highest quality service, maintain trust and respect deaf peoples' preference for communication access.

- **ADVOCACY**

CAD is engaged in public relations to show Deaf people of all walks in life in a positive light. CAD also maintains a vigorous role in referring and aiding advocacy programs for Deaf people's rights in the state of California. CAD works closely with the California Coalition of Agencies Serving Deaf and Hard of Hearing. CAD also works collaboratively with Deaf agencies and organizations.

- **INFORMATIONAL AND REFERRAL**

CAD will provide referrals to various organizations throughout the state that exist to provide services, as well as other types of support, for Deaf Californians.

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• BUSINESS VENTURES

CAD will work closely with local/statewide businesses by attending chamber of commerce meetings in order to establish potential business ventures for Deaf entrepreneurs. This is to provide greater economic opportunities for both Deaf to make a positive impact within the Deaf community.

PPG:2 CAD Events:

- a. Biennial ASL Celebration: During every odd-numbered year, CAD hosts an ASL Celebration event with the goal of educating the community and lawmakers about the importance of ASL, Deaf culture, and Deaf community. This event may immediately precede CAD Biennial Conference.
- b. Annual Education Symposium: Every year, CAD hosts an Education Symposium. The goal for the symposium is to focus on current events and pressing issues in education in order to push towards education access, equity, and success for all Deaf Californians. During odd-numbered years, the symposium may follow the biennial ASL Celebration and precede CAD Biennial Conference.

PPG:3 Memberships:

- a. Membership Dues: Dues, if any, shall be set by resolution of the voting membership at the biennial conferences. Any and all approved dues must be clearly stated and defined on CAD's Membership Form.
- b. Affiliate and State Affiliate Organization Dues: Dues, if any, shall be set by resolution of the Associations' Board of Directors. Any and all approved dues must be clearly stated and defined on CAD's Membership Form and be available to the public for consideration and application.

PPG:4 Check Writing/Electronic Payment Policy:

Issuing of checks or electronic payments on behalf of CAD may be signed by the Treasurer and countersigned by either the Vice President or Secretary.. Any check issued shall require approval by the Board as pursuant to Article IV, Section 4e.

PPG:5 CAD HOME OFFICE PATRON (HOP) MEMBERS

Specific entitlements offered to each HOP Member shall be spelled out by the Board of Directors at the first Board meeting following every Association Conference. When such is complete, the Board of Directors must inform each HOP Member what those entitlements will be. This shall be conducted via postal mail, email, and/or website.

PPG:6 NATIONAL AFFILIATIONS

- a. The Association shall meet all of its obligations as a Cooperating Member Association including annual payments as set by the National Association of the Deaf, Inc. (NAD) and sending to the National Conference up to the maximum number of representatives to which it is entitled under the current laws of the National Association of the Deaf, Inc.

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- b. This Association may affiliate with or become a cooperating association member of other organizations whose service and purposes parallel those of CAD.

PPG:7 CHAPTERS:

The Association consists of three chapters (North, Central, and South).

Members of the Association may petition the Vice-President of the Association to organize and conduct a Chapter in the city, town, or district in which the petitioners live. A petition shall take the form of a letter addressed to the Association's Vice President requesting the establishment of a new chapter along with a list of at least 10 individuals who fit the membership criteria as stated in Article III.

- **ESTABLISHMENT OF NEW CHAPTER:**

Upon receiving and approving the petition (as stated in Section 11.9), the Chapter may be installed and the following officers elected: President, Vice President, Secretary, Treasurer, Chapter Representative to the Board of Directors, and three Trustees. The President, Vice-President, Treasurer, and Secretary shall be referred to as Chapter Officers. The candidates must be current members of the Association (hereafter referred to as members in good standing).

- **OBJECTIVE OF CHAPTERS:**

The objective of the Chapters shall be primarily to assist the Association in its statewide projects. Secondly, each Chapter President is a voting member of the Board of Directors. In the event of an absence for the Chapter President an alternate designee shall be selected and shall have the same voting privilege as the Chapter President. Thirdly, chapters shall focus on local issues, expand membership, and further local projects.

- **ELIGIBILITY FOR NEW CHAPTER:**

A newly organized Chapter shall have at least ten (10) members of the Association in good standing at the time of its founding; thereafter a minimum of five (5) members in good standing shall be necessary to continue its existence. Chapters shall be named after cities, towns, or districts in which they are located.

- **DISSOLUTION OF CHAPTER:**

In the event of dissolution of a Chapter, all assets shall devolve to the Association within 180 days. The Secretary shall send a letter to the Chapter to request the assets.

- **GUIDELINES FOR CHAPTERS:**

Section A: A Chapter may meet regularly or when convenient and shall hold at least four (4) meetings a year. The officers may call a special meeting when necessary and must call a special meeting when requested to do so in writing by a majority of the members of the Chapter. All members must be notified of all meetings by e-mail, telephone, or other means to reach all members.

Section B: Chapters may have Chapter dues for nominal expenses such as postage, notifying members of meeting dates, rental of meeting place, and to cover travel expenses that arise from sending chapter representatives to Association meetings.

Section C: Members of the Association, who join a Chapter, are subject to Chapter bylaws.

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Section D: The Chapter Treasurer may not be the Association Treasurer.

Section E: The Chapter President shall preside at all meetings; appoint the Standing and Special Committees; direct the Secretary to send out notices of regular or special meetings; countersign checks issued by the Treasurer; and perform any other functions provided for in the Chapter bylaws.

Section F: The Chapter Vice President shall preside in the absence of the President. The Vice-President shall oversee all functions of committees operating under the chapter.

Section G: The Chapter Secretary shall keep correct minutes of all meetings and send two copies of all minutes (including a summary of the financial report) to the Association Secretary within 30 days after minutes have been approved. All submissions shall be submitted electronically. The Association Secretary will keep one copy for record-keeping and one copy to be sent to the Association President. Minutes may also be posted on the Association website, if so desired.

Section H: The Secretary is custodian of the Chapter; all documents belonging to the Chapter, except the books of the Treasurer; and at the expiration of said term, shall deliver within one month all records and property of the office to the successor.

Section I: Each Chapter shall open and maintain a bank account under the Association's bank ONLY. This shall be done in cooperation with the Association Treasurer. The Chapter Treasurer is authorized to receive monies for the Association and Chapter dues and Issue an official receipt to the member with copies to the Association Membership Director. All Association monies along with a copy of the member's receipt shall be given to the Association Treasurer.

Section J: All chapter disbursements shall be made by check signed by the Association Treasurer and countersigned by the Vice President or Secretary. They shall keep a record book of the names and addresses of all Chapter members; they shall notify all Chapter members when they are in arrears; and they shall provide the Chapter Secretary with a list of all members in good standing or in arrears.

Section K: The Treasurer shall be bonded, if necessary, in an amount sufficient to cover existing assets.

Section L: It shall be the duty of the Associate Treasurer to audit the reports of the Chapter Treasurer's books, vouchers, and all disbursements as authorized. They shall make duplicates of their audit for the Chapter President and Chapter Secretary's file. They shall also audit all social committee reports.

Section M: The Association shall not be responsible for the expenses of the Chapters.

Section N: Chapters shall not function in opposition to the Articles of Incorporation or/and Bylaws of the Association, nor operate in violation of any law or ordinance.

Section O: Chapters are strongly encouraged to work with local Deaf Service Organizations in a spirit of collaboration and unity. Coming together with mutual respect and support; both promoting and supporting the cause and activities of each others'.

Section P: Members of the Association need not join the Chapter geographically nearest their residence; but members shall not have voting privileges in the business of more than one Chapter.

Section Q: Chapters may have bylaws patterned after those of the parent Association.

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Section R: Chapters shall hold their biennial elections preferably (at the next regularly convened meeting immediately following (or as soon as possible) the Association Conference.

Section S: Chapter officers shall hold office for a two-year term.

Section T: Each Chapter shall be responsible for the normal expenses of its duly elected representatives to the meetings of the Association Board of Director meetings and to the Association Conference to the extent possible as determined by each Chapter.

Section U: Chapter Officer removal shall be conducted in the same way as Association Board of Directors.

Section V: Any violation of this article of the Bylaws or any Chapter misconduct will result in a letter being sent from the Association Secretary with a 90-day warning to take specified necessary action in order to uphold chapter active status requirements. If within those 90 days such has not occurred, then a second letter will be issued to each officer declaring the chapter INACTIVE. Chapters shall have 180 days (from the date of the second letter declaring inactive status) to submit all funds to the Association Treasurer.

Section W: Any chapter seeking to be re-activated must follow the same steps as outlined in Section 11.9 of the Bylaws.

Section X: The Board of Directors of the Association may suspend or dissolve a chapter for violation of the Articles of Incorporation and or Bylaws of the Association.