



**Washington State American Sign Language Teachers
Association**

BY-LAWS

MISSION STATEMENT

To perpetuate, preserve, and promote American Sign Language (ASL) and Deaf Culture through excellence in teaching. This includes teaching ASL as a heritage, first language, and as a second language, and as a part of Deaf Studies.

ARTICLE I - NAME

The organization shall be known as Washington American Sign Language Teachers Association. For abbreviation purposes "WA ASLTA" will be used.

ARTICLE II - OBJECTIVES

The objectives of WA ASLTA are:

Section 1. To promote:

- a. The official recognition of ASL as a legitimate and unique human language.
- b. Competent and quality ASL instruction statewide.
- c. The certification of ASL and Deaf Studies teachers by the national ASLTA.

Section 2. To provide opportunities for professional development for ASL and Deaf Studies teachers.

- Section 3. To maintain a directory of ASL and Deaf Studies teachers and programs within the WA ASLTA jurisdiction.
- Section 4. To provide an effective avenue for the exchange of information regarding methods and materials in the instruction of ASL and Deaf Studies.
- Section 5. To provide input to the national ASLTA in standards and procedures for the teaching of ASL and Deaf Studies.

ARTICLE III - AFFILIATION

The organization shall be a cooperating affiliate of the national ASLTA.

ARTICLE IV - MEMBERSHIP

- Section 1. WA ASLTA shall have a minimum membership of eight (8) members.
- Section 2. Membership in WA ASLTA shall be open to teachers of ASL and Deaf Studies and any individuals interested in ASL and Deaf Studies instruction.
- Section 3. The amount of dues for individual membership in WA ASLTA shall be determined at the annual general membership meeting held during the fall. Annual dues shall be due by January 31st.
- Section 4. The membership year shall be from January 1 to December 31.

ARTICLE V - MEETINGS

- Section 1. General membership meetings shall be held at least once a year, and during the fall.
- Section 2. Special general membership meetings may be called at anytime by majority vote of the Executive Board or the President.
- Section 3. Prior to any general membership meeting, the President shall prepare a written agenda which is to be attached to the meeting notice. Any member may submit an item for the agenda prior to, or during the meeting. The President shall determine if time permits for the item to be included on the agenda.
- Section 4. Notice of each annual general membership meeting shall be given in writing 90 days before the meeting. The notice shall state the location, date and hours of the meeting.

- Section 5. Notice of each special general membership meeting shall be given in writing a minimum of 14 days prior to the meeting. The notice shall include the purpose(s) of the meeting, who is calling the meeting, and the location, date, and hours of the meeting.
- Section 6. At any general membership meeting a quorum shall consist of 25% of the current membership, or no less than 8 members, whichever is the larger number. At least 4 of 6 Executive Board members must be present at all general membership meetings.
- Section 7. The President, or in his/her absence, the Vice President or in her/his absence, the Secretary shall preside at the meetings. If either officer is not available, the meeting shall be postponed.
- Section 8. The President may select a Parliamentarian to assist with the running of the general membership meetings.
- Section 9. The language used at all meetings shall be American Sign Language.

ARTICLE VI - SELECTION OF EXECUTIVE BOARD, COMMITTEE MEMBERS, COMMITTEE CHAIRS

- Section 1. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, the Past President, and the Professional Development Committee Chair.
- Section 2. Executive Board Officers and the Professional Development Committee Chair shall be elected every two (2) years by secret ballot at the annual general membership meeting in the fall of the odd number years. The terms of office shall be for two (2) years.
- Section 3. To be eligible to become a candidate for president, a member must have been a member of both ASLTA and WA ASLTA for at least one year prior to the election. All other officers must have been a member of WA ASLTA for at least one year.
- Section 4. Candidates for an officer position shall be in attendance at the general membership meeting and shall provide a position statement describing the candidate's background, skills, and rationale for being elected to the position.
- Section 5. Should a candidate be absent from the meeting due to an emergency, the candidate must provide written confirmation of her/his desire to be a candidate for a specific position, and provide a written position statement describing the candidate's background, skills, and rationale for being elected to the position.

- Section 6. Standing committees shall be the Professional Development, By-Laws, ASLTA Certification and Membership committees.
- Section 7. Upon majority approval of the Executive Board, the President shall appoint or dismiss committee chairs, with the exception of the Professional Development Committee Chair, which shall be an elected position. The committee chair shall appoint committee members and give those names to the Executive Board.
- Section 8. Standing committees shall consist of at least two (2) current WA ASLTA members.
- Section 9. Up to three (3) Members At Large (MAL) may be selected by the executive board. The elected board members must vote for each MAL unanimously. MAL has a voting power like the executive board members except for installing another MAL. MAL may begin immediately and serve until the end of the normal board term.

ARTICLE VII - DUTIES OF THE EXECUTIVE BOARD, OFFICERS, COMMITTEES AND COMMITTEE CHAIRS

- Section 1. The Executive Board shall be responsible for the day-to-day business of WA ASLTA between general membership meetings.
- Section 2. The Executive Board must approve any financial expenditure which are not budgeted items.
- Section 3. The Executive Board shall select a temporary officer to fill any vacancy on the Board which may occur subject to the approval of the members at the next general membership meeting, with the exceptions of the office of the President (which shall be filled by the Vice President according to Article VII, Section 5), and the Past President, which shall not be filled.
- Section 4. The President shall preside at all WA ASLTA general membership meetings and Executive Board meetings. S/he shall have working knowledge of the affairs of WA ASLTA and serve as a liaison between WA ASLTA and national ASLTA. S/he shall conduct all external business. The President must be a member of the national ASLTA.
- Section 5. The Vice President shall serve in the absence of the President. In the event of a vacancy in the office of President prior to the expiration of his/her term, the Vice President shall succeed to that office. S/he shall be the liaison between the Executive Board and the WA ASLTA committees, and shall oversee all committee activities.

- Section 6. The Secretary shall record the minutes of all WA ASLTA and Executive Board proceedings. S/he shall handle WA ASLTA correspondence and inquiries as designated by the President. The Secretary shall oversee the Membership committee. The Secretary shall send its chapter newsletter or news items to the national ASLTA Chapter Affiliation/Bylaws Chair and the national ASLTA Western Regional Editor.
- Section 7. The Treasurer shall monitor all the financial affairs of the organization and submit a written report at each regular meeting. At the election of a new Treasurer, the past Treasurer shall surrender to the successor all records belonging to WA ASLTA within thirty (30) days after the election.
- Section 8. The Past President shall be the immediate past president and shall serve in an ex-officio capacity to the Executive Board for up to one (1) year following elections. The Past President shall abstain from voting in Executive Board meetings.
- Section 9. The Professional Development Committee Chair will guide the committee in planning, preparation, and execution of at least two professional development workshops per year. Other duties include sending the workshop flyer to the ASLTA's webmaster for inclusion in the ASLTA website, distributing evaluation sheets, certifications after the workshops, record keeping, and sending names or workshop attendees to the national ASLTA Chapter Affiliation/Bylaws Chair.
- Section 10. The By-laws Committee will receive and recommend amendments to the by-laws of the organization. The committee will prepare amendments for vote by the membership at general membership meetings.
- Section 11. The Membership Committee shall maintain a current membership directory and mailing list. The membership information is to be stored within computer files using software designated by the Executive Board.
- Section 12. Members at Large will serve for any needs of the executive board.
- Section 13. The ASLTA Certification Committee shall encourage ASL and Deaf Studies teachers to become ASLTA certified, and shall provide workshops to familiarize members with the ASLTA certification process, and prepare them for ASLTA certification.

ARTICLE VIII - FINANCIAL ACTIVITIES

- Section 1. No funds shall be raised or solicited on behalf of WA ASLTA without the consent of the Executive Board.
- Section 2. No indebtedness shall be contracted on behalf of WA ASLTA.

- Section 3. The Executive Board may accept, on behalf of WA ASLTA, any contribution, gift, bequest or device for the general or special purposes of WA ASLTA, and shall notify the membership and national ASLTA of such event.
- Section 4. All monetary transactions must use the WA ASLTA bank account.
- Section 5. The President and the Treasurer shall be joint holders of the WA ASLTA bank account.
- Section 6. Transactions greater than \$200.00 require the signatures of both the Treasurer and the President.

ARTICLE IX - AMENDMENTS TO THE BY-LAWS

- Section 1. The WA ASLTA by-laws may be amended by a two-thirds (2/3) vote of members present at the amending meeting provided a quorum exists.
- Section 2. Notification of the proposed amendment(s) shall be mailed to all members in good standing at least fourteen (14) days prior to the meeting at which the vote will be taken.
- Section 3. The Executive Board shall have the authority to make changes of no substance to the by-laws in order to comply with the national ASLTA's by-laws.

Changes in national ASLTA by-laws which may affect the substance of the WA ASLTA by-laws must be presented to the membership according to Section 1.

ARTICLE X - ROBERT'S RULES OF ORDER

- Section 1. In cases where organization procedures are not answered by the WA ASLTA by-laws, rules in the current edition of *Robert's Rules of Order Newly Revised* shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with by by-laws of WA ASLTA

ARTICLE XI - DISSOLUTION

- Section 1. In the event of the dissolution of WA ASLTA, its assets shall be transferred to the national ASLTA after a three (3) year waiting period from the date of the last meeting.
- Section 2. Such holdings are to be held in the WA ASLTA account with notification to the holding institution and ASLTA of the date of dissolution. A named trustee shall execute the transfer.

Approved by WA-ASLTA membership on October 13, 2012