

**West Virginia Association of the Deaf**

**Policy and Procedures Manual**

The policy and procedures manual (PPM) is a manual that does not deal with parliamentary procedure but the administration of WVAD.  The PPM may be amended at any Board meeting by two thirds vote without prior notice.

**Identification of Members:**

1. The color of the badges, or other, to identify a member shall be BLUE for regular members; WHITE for non-members and visitors; and RED for officers, chairpersons, and the local conference committee members.

**Dues:**

1. Membership dues shall be paid by any person wishing to join the Association.
2. The Executive Committee shall have the power to adjust membership dues from time to time as deemed necessary.
3. Regular Membership dues shall be $25.00 per person for two years or $15.00 per person for one year.
4. Senior Citizen (55 +) membership dues shall be $20.00 per person for two years.
5. The Executive Committee has the power and authority to change the amount of the dues at any time by passing a motion to change the amount.

**Active Members:**

1. Any Deaf, hard of hearing, or DeafBlind person who has paid dues for membership shall enjoy the privileges of voting and holding office.
2. Any hearing person living in West Virginia may become a regular member upon payment of dues for membership shall enjoy all privileges of participating except for holding office.  Nothing shall deter the privilege of chairing a committee or serving on a committee.
3. Any person who has been convicted of a felony shall not be eligible to run for office in the Association.

**Officers:**

1. The term of all officers shall be two years.
2. The officers of the Association shall be elected separately by written ballot during the last regular business session of each conference.
3. The officers elected shall take the Oath of Office (as provided in Section 8.5 in the Bylaws) and shall assume their duties after the end of the Conference  where elected. New officers shall start their term the following Sunday morning after the Conference ends.

**Duties of Officers:**

1. All officers shall surrender to his/her successor all property of the Association, which he/she holds within sixty (60) days after the election of his/her successor.
2. Past officers not re-elected shall remain available to help support and train new officers. Shall remain until the first board meeting held with the new Executive Committee.
3. The Secretary may not be Newsletter Editor at the same time.

**Executive Committee:**

1. The Executive Committee shall manage the finances and all affairs of the Association. The Executive Committee shall carry out the motions made by its members.  The Executive Committee shall have power to use any available funds for purposes intended to promote the welfare and interests of the Association, its members, or the Deaf, DeafBlind or hard of hearing in West Virginia.
2. No officer shall be allowed a vote on any proposal discussed and voted upon at a previous meeting from which he/she was absent.
3. The Executive Committee cannot add to, alter in part, or delete any regulation in the By-Laws. This power remains with the members in a regular or special conference.

**Committees and Chairpersons:**

1. There shall be Nominating, Auditing, Conference and Youth Program Committees.
2. The committees’ duties shall be as indicated by their titles and may be supplemented by order of the Executive Committee. All committees shall be under the jurisdiction of the Executive Committee.
3. Committee chairperson shall be selected by the President, with the exception provided for in these By-Laws.
4. The chairperson shall select their committee members. Committee members selected shall be active members in good standing of the Association.
5. Should resignation, disability, or death of a committee member occur, the chairperson shall fill such vacancy with notification to the President and Secretary.

**The Nominating Committee**

1. The Nominating Committee Chairperson shall select not less than two members.   An incumbent officer is not eligible to participate as a committee member.
2. The Nominating Committee shall meet during the conference and present a prospect list of nominees.
3. The Nominating Committee will be responsible for counting ballots during the election at the Conference.

**The Auditing Committee**

1. At conference time the three Trustees and two members of good standing shall constitute the Auditing Committee, no other incumbent officer can qualify: one Trustee to be chairperson.
2. The Auditing Committee shall be responsible for examining the reports of the Treasurer, his/her books, vouchers, and other records. The committee shall review all monies received and are accounted for and that all disbursements are authorized.

**The Conference Committee**

1. The Conference Committee shall have a chairperson and as many members as may be necessary.
2. The Conference Committee shall submit a proposed resolution(s) at the biennial conference.
3. The Conference Committee shall keep a record of known members of the Association who have passed away between biennial conferences. The list of deceased members shall be distributed to the members at the biennial conference.
4. The Conference Committee shall be responsible for contacting exhibitors and sponsors.  The Board of Directors shall provide a list of past contacts.
5. The Conference Committee shall help the Board of Directors develop the Program Book for the Biennial Conference.  The Board of Directors shall provide needed information to complete the book.
6. The Fundraising Committee under the Conference Chairperson shall work cooperatively with the Association in sponsoring activities to raise monies for the biennial Conference.
7. The Board of Directors shall approve all work of the Conference Committee.
8. The Conference Committee shall provide updates to the Board of Directors bi-weekly.
9. Additional duties may be assigned by the Board of Directors to assist with planning the Biennial Conference.

**Youth Committee**

1. The Youth Committee shall have a chairperson and as many members as may be necessary.
2. The committee shall develop activities to include young women and men of all school aged youth in the state of West Virginia.

**Expenses of Officers, Chairpersons, Committees:**

1. Any officer attending the biennial Conference may be reimbursed for lodging within reasonable limits as determined by the Association.
2. The Legislative chairperson shall be reimbursed for mileage, lodging, and meals when his/her presence is required by the President at any Senate or House Committee hearing of the West Virginia Legislature when a bill, detrimental to the Deaf, hard of hearing, or DeafBlind or in need of better definition, is being discussed.
3. Any officer or chairperson may be reimbursed for expenses of supplies necessitated by his/her office or committee, providing a receipt for such expenses to the Executive Committee.

**WVAD Property and Access:**

1. The President and Secretary must have on file passwords for any social media for WVAD, Newsletter, website, domain site, and hosting site.
	1. If a password is updated, the President and Secretary must be notified of the change.
2. The President or Secretary cannot access any of the sites listed in (a) unless the person managing it is no longer available to do so.
	1. Exception to this is if the President or Secretary is managing the site.
3. If an officer or committee member who is managing one of the sites listed in (a) or has an e-mail specifically for WVAD decides to leave the organization, they are required to submit all updated passwords to the President and Secretary prior to leaving.
4. Outgoing members or officers are encouraged to train another person on use of the program.

**Finances and Funds:**

**General Fund:**

1. The income shall be used to defray all expenses that may be authorized by the Executive Committee.
2. Income for the general fund shall be the membership dues, donations, fees, and any other income incurred from other sources such as fundraising.
3. The approval of bills for payment shall be the responsibility of the Executive Committee.
4. Disbursements shall be made within the allocations of the budget as approved by the Executive Committee.

**WVAD Fund:**

1. The income should be used to defray costs of the biennial Conference. In
2. Income for the WVAD fund shall be the Conference Fees, Exhibitors Fees, Conference Registration, Sponsorship, and any fundraising completed specifically for the Conference.
3. The approval of bills for payment shall be the responsibility of the Executive Committee. Disbursements shall be made within the allocations of the budget as approved by the Executive Committee.
4. Amount of combo ticket(s) except for the registration fee shall be refunded to the immediate family member, if requested, due to the death of the registrant or medical emergency with a note from the physician.  The fees exhibitors pay for their services or sales shall be non-refundable in any event that they need to cancel.

**Certificate of Deposit:**

1. Money invested in this account is not to be touched except for the vote to do so by the Executive Committee or the Dissolution of the Association.
2. Any interest earned in this account shall be transferred to the General Fund every three months.

**Savings:**

1. Money set aside to earn interest and to be used on an as-needed basis by approval of the Executive Committee.

**Order of Business:**

The suggested order of business a regular conference shall be as follows:

1. Call to Order
2. Prayer and/or Salute to the Flag
3. Addresses of Welcome and Responses
4. Reading of Minutes (Optional)
5. President’s Report
6. Treasurer Report
7. Reports of Standing Committees:
8. Governance Committee
9. Unfinished Business
10. New Business
11. Election of New Officers
12. Announcements
13. Adjournments