

# Florida Educators of the Deaf/Hard of Hearing Bylaws

## ARTICLE I

### NAME

The name of this organization shall be the **Florida Educators of Students who are Deaf/Hard** of Hearing. The abbreviated name shall be **FEDHH**.

## ARTICLE II

### PURPOSE

1. The purpose of this organization shall be:
2. To promote professional growth.
3. To give an opportunity for closer cooperation and communication among its members.
4. To provide a forum for the exchange of information regarding effective instructional techniques, materials, and technology in the education of students who are deaf or hard of hearing.
5. To serve as a source of accurate and current information concerning the education and legislation pertaining to students who are deaf or hard of hearing.

## ARTICLE III

### MEMBERSHIP AND DUE

#### Section 1: Membership

A. Eligibility for membership: There will be various levels of membership.

1. Full membership in this organization shall be available to
  - a. Teachers holding active Florida teachers certification in Deaf or Hard of Hearing K-12
  - b. Teachers who are currently working toward certification in Deaf or Hard of Hearing K-12
  - c. Professionals providing direct or indirect service to students who are deaf or hard of hearing (ie. speech/language pathologists, audiologists, interpreters, etc.).
  - d. College and university professors in programs preparing teachers in the education of students who are deaf or hard of hearing.
  - e. Other individuals with board approval
2. Associate membership shall be available to:
  - a. Students currently enrolled in college and university programs in education of students who are deaf or hard of hearing
  - b. Paraprofessionals working full-time in programs for students who are deaf or hard of hearing.
  - c. Other individuals with board approval

3. Honorary membership shall be bestowed upon:
  - a. Administrators and supervisors holding active certification in Deaf or Hard of Hearing K-12. Those administrators or supervisors of programs for students who are deaf or hard of hearing not holding certification in that area.
  - b. Those members retiring from an active teaching or supervisory role in the area of education of students who are deaf or hard of hearing who wish to remain a member.
  - c. Other individuals with board approval

#### B. Rights of Membership

1. Full Membership
  - a. Eligible to vote in general elections
  - b. Eligible to receive mini-grant
  - c. Eligible to nominate and receive Teacher of the Year
  - d. Eligible to nominate for Honors of the Association
  - e. Eligible for nomination to the executive board
2. Associate and Honorary Membership
  - a. Eligible to nominate for Teacher of the Year
  - b. Eligible to nominate for Honors of the Association

#### Section 2. Dues

The annual dues of this organization will be set by the executive board and will be valid from January 1 to December 31 of the year of eligibility.

## ARTICLE IV

### EXECUTIVE AND ASSOCIATE BOARD AND BOARD LIAISONS

#### Section 1.

The executive board shall be composed of seven executive officers. Every third year, the executive board shall be composed of eight executive officers to include the position of (Past Treasurer for one year). The associate board members shall consist of members representing a small/rural district, medium district and large district. Board liaisons shall be representatives from organizations, agencies and associations with a common mission.

#### Section 2.

Each member of the executive board shall have one vote with the exception of the RMTC-DHH representative. Associate board member(s) will not have a vote, board liaisons, and the RMTC-DHH will not participate in FEDHH board duty voting.

#### Section 3.

Regular meetings of the executive board shall be held each year as called by the president. Financial

reimbursement for mileage and accommodations and a per diem shall be provided by the organization to each board member, both executive and associate, attending the meetings with the exception of the RMTC-DHH representative. Board liaisons will not be provided with any financial reimbursement. A quorum shall consist of two-thirds (2/3) or more of the voting board members in attendance (in person or virtually). General board meetings shall be held to include the executive board, association board and board liaisons at least yearly.

#### **Section 4.**

The executive board shall exercise general management of the affairs of the organization and shall be the financial and business instrument of the organization. All officers report and are immediately responsible to the executive board. In general, its duties shall be executive, and it is empowered to perform all such duties as are set forth elsewhere in the By-Laws. Its actions in such matters shall be reported to the membership at the annual meeting.

#### **Section 5.**

Associate Board Members will be non-voting representatives of the board and will be contributors to the overall actions and efforts of the board. Associate board members may chair committees and are to assist in information sharing, co-marketing and by participating in other collaborative activities.

#### **Section 6.**

Board liaisons will be non-voting representatives of organizations, agencies and associations with a common mission. Only one representative per organization, agency or association will have a seat with the board. Participation by the representative/agency will be reviewed annually. If any conflict arises, the representative/agency may be dismissed from their board liaison seat at the discretion of the executive board. The role of the board liaison is to contribute to the overall actions and efforts of the organization by sharing information, co-marketing, and by participation in other collaborative activities.

## **ARTICLE V**

### **OFFICES AND DUTIES**

#### **A. Board Members Offices**

The offices of this organization and members of the executive board shall be:

1. President
2. President-Elect
3. Secretary
4. Treasurer
5. RMTC-DHH Representative
6. Past-President
7. Webmaster
8. Past- Treasurer (Every three years)

#### **B. Eligibility for Office**

Only individuals holding full membership may be eligible to hold office in FEDHH.

C. Duties of the Officers

1. President

- a. Shall assist with planning the organization events and activities during the one year of tenure in office.
- b. Shall plan and conduct meetings of the executive board and general meetings of the membership
- c. Shall write an article for each issue of the FEDHH newsletter.
- d. Shall promote professional growth among teachers of students who are deaf or hard of hearing through membership in FEDHH.
- e. Shall advocate for quality education and services for students who are deaf or hard of hearing

2. President-Elect

- a. Shall assist with planning the organization events and activities during the one year of tenure in office. The President-Elect may form and chair a committee to assist with this activity.
- b. Shall act in the place of the president at any meeting from which the president is absent.
- c. Shall promote professional growth among teachers of students who are deaf or hard of hearing through membership in FEDHH.
- d. Shall advocate for quality education and services for students who are deaf or hard of hearing.

3. Secretary

- a. Shall write minutes of the executive board meetings and general board meetings and provide a copy to each officer.
- b. Shall write minutes of the general membership meetings at the annual convention
- c. Shall be responsible for soliciting and gathering of information for the writing and distribution of the FEDHH newsletter a minimum of two times annually. The Secretary may form and chair a committee.
- d. Shall collect the slate of candidates running for open offices and lead the election process. A call for nominations shall go out at least 60 days prior to the expiration of the term. Nominees will be contacted to confirm their interest/ability in being a member of the executive or associate board positions. Candidate information sheets and a survey will be shared with all full voting members.
- e. Shall promote professional growth among teachers of students who are deaf or hard of hearing through membership in FEDHH
- f. Shall advocate for quality education and services for students who are deaf or hard of hearing

4. Treasurer

- a. Shall be responsible for maintaining accurate membership records.
- b. Shall be responsible for the collection of dues.
- c. Shall be responsible for the payment of bills incurred by the organization.
- d. Shall maintain accurate financial records.
- e. Shall submit an annual financial statement to members in the winter newsletter and at the annual business meeting.

- f. Shall solicit renewal of memberships annually, November - December.
  - g. Shall promote professional growth among teachers of students who are deaf or hard of hearing through membership in FEDHH.
  - h. Shall advocate for quality education and services for students who are deaf or hard of hearing
5. RMTC-DHH Representative
- a. Shall be appointed to the FEDHH Board by the RMTC-DHH administrator annually in collaboration with the FEDHH President.
  - b. Shall serve over the course of the year and may be reappointed for additional years.
  - c. Shall provide technical assistance and technology supports for all board request activities throughout the year including the annual conference.
6. Past-President
- a. Shall be an advisor to the board for the term of one year following term as President.
  - b. Shall be a conference committee member, assisting the President and President-Elect.
  - c. Shall promote professional growth among teachers of students who are deaf or hard of hearing through membership in FEDHH.
  - d. Shall advocate for quality education and services for students who are deaf or hard of hearing.
7. Webmaster
- a. Shall be responsible for updating the FEDHH website.
  - b. Shall be responsible for updating social media and monitoring social media for current and appropriate information, content, and comments that reflect the mission and bylaws of the organization.
  - c. Other duties as related to digital media as needed.
  - d. Shall promote professional growth among teachers of students who are deaf or hard of hearing through membership in FEDHH.
  - e. Shall advocate for quality education and services for students who are deaf or hard of hearing
8. Past-Treasurer
- a. Shall be an advisor to the board for the term of one year following term as Treasurer.
  - b. Shall be a conference committee member, assisting the current Treasurer.
  - c. Shall support the current Treasurer in learning the duties of the Treasurer.
  - d. Shall advocate for quality education and services for students who are deaf or hard of hearing.

#### D. Terms of Office

The Secretary, RMTC-DHH Representative, and Webmaster shall be for a term of two years. The President-Elect, President, and Past-President shall serve for one year, for a total of three combined years. The treasurer will serve a total of three years (two years as Treasurer and one year as Past-Treasurer). If any officer feels they are unable to fulfill the duties of the office, a letter of resignation should be submitted to the executive board. Any vacancies will be appointed by the executive board. The person appointed to the vacated office will serve the remainder of the term in that office until the election at the annual conference.

#### E. Elections

1. Nominees for all elected offices shall be solicited by the Secretary of the executive board at least 60 days prior to the end of the term.
2. The Secretary will determine a slate of candidates for the elected offices by confirming with each nominee their ability/interest and by obtaining information sheets. All candidates must be full members.
3. The Secretary will present the slate of proposed candidates and a description of each candidate's qualifications to the membership.
4. All voting will take place in an online survey which will remain open for two weeks for elections and general voting.
5. When all candidates are finalized, online ballots will be distributed so the membership may vote for the candidate of their choice. The survey will be open for a two-week window to allow time for voting.
6. The results of the election will be announced to all members and published on the FEDHH website.

## ARTICLE VI

### BOARD ACTIONS AND ACTIVITIES

#### A. Convention Meetings

A convention may be held annually at the time and place to be determined by the executive board. Membership must be notified at least 60 days prior to the convention.

#### B. Special Meetings and Membership Actions

A special meeting of the membership may be called at the discretion of the executive board provided that membership is notified at least three weeks prior to the meeting date. The executive board may provide members opportunities to vote through web surveys/polls, which shall remain open for two weeks to collect votes.

#### C. Honors and Awards

Honorary and monetary awards given by the association shall be determined by the executive board.

#### D. Committees

The executive board may establish committees to carry out specific activities sponsored by the organization. The committees shall report all efforts to the executive board through a written status report in addition to reports through meeting discussions. A committee chair will provide status reports quarterly or more often, upon request. A committee can be dissolved at the discretion of the executive board.

## ARTICLE VII

### AMENDING THE BYLAWS

The Bylaws of this organization may be amended by a majority vote of the voting membership. Written notice of the proposed amendment or amendments must have been given at the preceding meeting of the executive board. The executive board shall study all proposed amendments and make recommendations to the membership.

## ARTICLE VIII

### **RATIFICATION OF THE BY-LAWS**

These Bylaws shall become effective immediately following approval by the majority of members voting via online survey.

#### **Amendment 1:**

FEDHH is organized exclusively for charitable, educational purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

#### **Amendment 2:**

No part of the net earnings of the organization shall inure to the benefit, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, Contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

#### **Amendment 3:**

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of the Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Date Adopted by the Board of Directors: \_\_\_\_\_



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President

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Secretary

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President-Elect

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Treasurer

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RMTC-DHH Representative

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Webmaster