



## **Bay Area Asian Deaf Association**

### **Revised By-Laws**

#### **ARTICLE 1 – NAME**

This organization shall be known as the Bay Area Asian Deaf Association (BAADA)

#### **ARTICLE 2 – MISSION**

The BAADA program advocate for and serve the needs of Asian people who are Deaf, Hard of Hearing, DeafBlind, DeafDisabled, Deaf Plus, late-deafened, cochlear implant users, children, adults, LGBTQ and their families from the entire San Francisco Bay Area. BAADA hosts social and recreational activities, and workshops on various Asian Deaf Cultures.

- Promote various issues of interest to Asian people
- Enhance recognition and achievements of Asian people
- Advocate and empower Asian people to find pride in their heritage
- Celebrate Asian traditions and Deaf culture
- Provide a network to facilitate communication, understanding and friendship among the national and international Asian people
- Promote and support community education with regard to Asian Deaf issues, cultures, communities and American Sign Language.
- Host annual events.
- To empower the Asian Deaf\* people to find pride in their culture and heritage.
- To provide a network to facilitate communication, understanding and friendship among the national and international Asian Deaf\* communities.
- To promote and support family and community Education with regard to Asian Deaf issues, Deaf Culture, Community, American Sign

Language (ASL), and their sign languages from their Asian birth countries and/or countries of descent.

### **ARTICLE 3 – MEMBERSHIP**

Section 1 – Criteria. Any individual who is interested in accomplishing and furthering the purpose of this organization may become a member upon application and timely payment of dues.

Section 2 – Classification. This organization shall consist of individuals, families, students, senior citizens, lifetime members, and honorable members.

Section 3 – Membership dues. Required membership dues shall be determined by resolution at an executive meeting.

Section 4 – Only current (paid) members are eligible to hold office, make motions, or vote.

### **ARTICLE 4 – PARTICIPANTS**

BAADA members use a range of languages including American Sign Language (ASL) and their sign languages from their Asian birth countries and/or countries of descent. Many BAADA members come from a home which English is not the first language, and bring to the program the language and culture of their Asian country.

### **ARTICLE 5 – OFFICERS AND BOARD**

Section 1 - The officers of BAADA shall be a president, a vice-president, a secretary, a treasurer, and three board **members** selected at general meeting. A candidate must maintain an active membership for at least 3 months prior to election. If needed, the president and vice-president may appoint a new member to hold office on a 6-month probationary basis. At the end of the 6-month term the officer may be confirmed to complete the 3-year term.

Section 2 – The term of office for each officer shall be at least 3 years or until a successor is chosen. Officers may be re-elected for holding the same office for no more than two terms.

Section 3 – The officers and board members are expected to be culturally aware and sensitive regarding Asian-Pacific Deaf culture and values.

Section 4 – The president and vice-president must be Deaf or Hard of Hearing, Asian Pacific, and possess U.S. citizenship or permanent residence.

Section 5 – The secretary or editor-in-chief of the BAADA newsletter is appointed by the president with the executive board endorsement and attends the executive board meeting as a non-voting executive board member.

Section 6 – Resignations shall be submitted in writing to the president with 30 days notice.

Section 7 – An officer or board member may be removed without notice by a vote of two thirds of the executive board for failure to perform his/her duties three (3) times, or for immoral conduct.

## **ARTICLE 6 – DUTIES OF OFFICERS**

Section 1 – The president shall:

- A. preside at all meetings of the executive board and at annual general meetings.
- B. appoint the committee heads within 30 business days after installation.
- C. make interim appointments as needed with approval of the executive board.
- D. sign all checks with the treasurer if needed.
- E. sign all contracts with the secretary after approval of the executive board.
- F. serve as an ex-officer member of all committees except that of the nominating committee.
- G. call on a special meeting as needed.
- H. consult with past presidents for advice or guidance as needed.

Section 2 – The vice-president shall: perform duties of an absent present and perform such duties as assigned by the president.

Section 3 – The secretary shall:

- A. record the minutes of all proceedings of the board and membership meetings.
- B. sign all contracts for BAADA with the president.
- C. make and distribute copies of the minutes of the prior meeting to all board and officers 2 week prior to the meeting date.

- D. maintain meeting facilities.
- E. maintain newsletter records.
- F. send membership renewal reminders to members.

Section 4 – The treasurer shall:

- A. be in charge of all the funds of BAADA.
- B. create a bi-monthly financial report to the board officers.
- C. sign all checks with the president if needed.
- D. be responsible for membership dues records and membership tasks
- E. collect receipts from officers or committees for reimbursements.
- F. have an auditor run a final check on all financial reports if needed

Section 5 – The board members shall be responsible for overseeing the administrative decisions and bylaw and policy implementations of BAADA and advising/supporting the officers.

Section 6 – Officers shall outreach in activities and events.

## **ARTICLE 7 – MEETINGS**

Section 1 – Executive Board General Meetings. The board meetings shall be held a maximum of ten times a year at a convenient place and time designated by two thirds of the officers. The quorum for the general meeting is based on Bummy’s or Robert’s Rules.

Section 2 – Special Meetings. The officers’ meetings shall be held whenever deemed necessary by the president. Only elected officers and board members cast votes in the special meetings.

## **ARTICLE 8 – COMMITTEE CHAIRPERSONS**

Section 1 – The heads of committee shall be appointed by the president within 30 days after installation. They are approved by the elected board by a 2/3 vote. The president shall appoint the chair of each committee after consultation with the vice president. The committee chairpersons, in turn, appoint their own committee members.

Section 2 – There shall be at least three committees from a list of five: Editorial (Public Relations), Social, Advocacy Service, Education and Fundraising.

Section 3 – The Editorial (Public Relations) Committee shall be responsible for the production and distribution of the BAADA newsletters, social media, email, and advertising BAADA events.

Section 4 – Social Committee shall be responsible for the coordination and organization of the social activities. They shall work with the Public Relation and Fundraising Committees. Social Committee control an event from planning an event, to distributing duties to committee, to clean up after the event. They meet with volunteers and committees to work out event details, plan with the volunteers and their team, scout and book locations, food, entertainment, staff, find interprets if need for events, and cleanup.

Section 5 – The Advocacy Service Committee shall be responsible for advocacy for the rights and needs of Asian Deaf\* individuals and their families in and around our Bay Area Communities regarding, but not limited to, issues of accessibility within this Association and out in the community, equal representation, cultural awareness and so forth.

Section 6 – The Education Committee shall be responsible for Asian tradition and Deaf Awareness workshops in schools and in the community.

Section 7 – The Fundraising Committee shall be responsible for seeking funding from individuals or organizations and executing fundraising events.

Section 8 – Ad Hoc Committee (e.g., Awards, Auditing, etc.) shall be established at the request of the president and vice president with a 2/3 board vote as may be necessary to conduct business.

Section 9- Website Coordinator is in charge of publishing content, maintaining continuity of themes, designing layout, streamlining navigation and increasing online presence to potential members. Website coordinators should be familiar with publishing and design software in order to maintain BAADA domain website.

## **ARTICLE 9 – OFFICIAL PUBLICATION**

## Section 1 – Editor-In-Chief

- A. The editor-in-chief of the official publication shall be appointed by, be accountable to, and may be replaced, by the decision of the president with approval of the executive board.
- B. The editor-in-chief may attend the executive board meetings, but shall have no voting power.
- C. The editor-in-chief may call for voluntary writers, reporters, designers, and photographers to maximize publication quality.

## Section 2 – Authorization/Subscription

- A. The board shall maintain an official publication consisting of distributing the newsletter up to four times a year online.

## **ARTICLE 10 – AMENDMENTS TO BY-LAW**

Any member of the organization can propose amendments to the by-laws. Proposed amendments must be passed by a two-thirds vote cast at a general meeting.

## **ARTICLE 11- DISSOLUTION**

In the event that this organization is dissolved or temporarily on hold due to insufficient officers to fill board positions, after payment of all debts and liabilities any remaining monies shall be given to National Asian Deaf Congress (NADC). If NADC is dissolved, then fund to DCARA's Multicultural Programs.

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Revision History:

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Revised on September 10, 2019

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