

Policy for New Mexico Association of the Deaf

(Amended by the board of NMAD at Roswell meeting on August 20, 2005)

Policy I

Membership and dues

Section 1. Active Membership

- A. Any person who is committed to the best interest of the deaf, and is a resident of New Mexico can become an active member upon payment of the required dues.
- B. If two of active members are legally married may pay the due as couples.
- C. An Active member that is legally defined as senior citizen may pay reduced dues.
- D. Active members shall have the right to vote and hold office, except as provided in NMAD bylaws.
- E. The dues are effective for two years.
- F. The dues for active members are referred to chart in Section 7.

Section 2. Associate Members

- A. Any out of state resident can become an associate member
- B. Any school student, other than defined in section 4 can become an associate member
- C. They shall pay nominal dues set by the association
- D. They can take part in discussion, but shall not be eligible to vote or to hold office
- E. The dues for Associate members are referred to chart, in Section 7
- G. The dues are effective for two years.

Section 3. Honorary Members

- A. Any person interested in the welfare of the deaf may be made an honorary member upon majority vote of the Association at the convention
- B. They shall not be liable for any fee, nor be eligible to hold office
- C. They are privileged to vote at any meeting of the Association

Section 4. Student membership

- A. Hearing impaired students graduating or receiving certificates of completion at the New Mexico School for the Deaf or any public school in New Mexico shall be given a free active membership for one year

B. Student Member shall receive six issues of newsletter from NMAD

Section 5. Voting rights

A. Each member eligible to vote shall be entitled to one vote on each matter submitted to vote.

Section 6. Expulsions

A. the active and honorary members of the association shall, by a majority vote, have the power to expel any member for acts or actions which may be considered a fraudulent attempt to obtain personal or financial gain from the Association

B. The expelled member has the right to submit his case before an appeals committee for possible reinstatement of membership

Section 7. Dues

A. Membership is to take effect upon payment of dues.

B. Renewal of membership shall fall on the anniversary of the month said member first became a paid-up member of NMAD.

C. The dues chart for all members are:

Membership	Regular (Active)	Senior Citizen	Associate
Individual	\$20.00	\$12.00	\$17.00
Couples	\$32.00	\$21.00	\$24.00

Section 8. Subscription rates of Newsletter

A. The subscription rate shall be voted upon at the conventions

B. Subscriptions, when paid in full, will entitle the subscriber to two years of the Deaf New Mexican

C. All dues or subscriptions must be paid in full before subscription can begin

D. Active members, Senior Citizen members, Associate and Honorary Members shall be entitled to two years subscription to NMAD newsletter.

Section 9. Order of the Roadrunner

A. An active member who has paid dues continuously for ten consecutive years shall be admitted to the Order of the Roadrunners.

Policy II

Convention

Section 1. Biannual Conventions

The association shall meet in convention every two years during the summer months

Section 2. Selecting the Host City

The place of the third succeeding convention shall be decided upon by a majority vote of the active members at the final business meeting of each convention

Section 3. Host City

The city voted for next convention shall be the host city. The active members residing in the host city shall choose their own convention chairperson. He/She with his/her appointed committee shall make all preparations for the next convention.

Section 4. Convention chairperson

The convention chairperson shall be directly responsible to the board of directors. He/She can seek their guidance or assistance I monetary or other matters pertaining to the convention

Section 5. Convention Records

The convention chairperson shall be responsible for keeping accurate records of all income and expenditures pertaining to the convention. He/She must submit a statement of all income and expenditures to the board of director no later than 30 days after the conclusion of a convention.

Section 6. Miss Deaf New Mexico Pageant

- A. Whenever the Miss Deaf New Mexico committee has sufficient candidate to justify a pageant, the pageant shall be held as a part of the convention.
- B. The admission fee to the pageant shall be included in combination tickets and may also be collected “at the door”
- C. All funds collected thorough either combination tickets or “at the door” shall be turned over to the Miss Deaf New Mexico committee, and shall not be counted as “convention income”

Section 7. Convention Funds

Funds for the convention will come from the New Mexico Association of the Deaf and income derived from convention activities. The amount of funds needed will be decided upon by the board of directors and the convention chairperson

Section 8. Convention profits or losses

Any profits or losses from the convention shall be shared equally between the New Mexico Association of the Deaf and the host city.

Section 9. Eligibility

All active members of the NMAD are eligible to make motions and vote on general matters a the convention

Section 10. New officers and voting

- A. New officers shall be elected and sworn in at the end of the convention business meeting.

- B. The outgoing president shall perform the oath ceremony of each new officers and re-elected officers.
- C. The oath (Policy V, section 1) shall be administered and all new officers shall repeat the oath back to the outgoing president.
- D. In event the outgoing president is re-elected, the nomination committee shall perform the oath ceremony
- E. If there is more than one person nominated/running for the office, the voting shall be by paper ballot.
- F. The nominating committee shall tabulate and announce the name of the chosen member.
- G. The nominating committee may at discretion and with consent of the outgoing board to change the voting methodologies.

Policy III

DUTIES OF THE OFFICERS

SECTION 1. President

- A. The President shall preside at all business meetings of the Association and the Board of Directors.
- B. The President shall be the principal executive of the Corporation. He may sign any deeds mortgages, bonds, contracts, or other instruments which the Board of Directors have authorized the president to execute on behalf of the Corporation.
- C. The President shall see that all orders and resolutions of the Board of Directors are carried into effect, and in general person all duties relative to the office of the President.
- D. The President shall appoint standing and special committees except the Law, Nominating and Legislative Committees.
- E. The President shall delegate, with the approval of the Board of Directors, members to represent the Association.
- F. The President shall fill vacancies created on all committees, except the Law Committee. A vacancy in any elected or appointed office because of death, resignations, disqualifications, or other reasons may be filled by the President with the approval of the Board of Directors for the unexpired portion of the term.
- G. The President shall have other duties and authority as may be prescribed by the Board of Directors from time to time.

SECTION 2. First Vice-President

- A. The First Vice-President shall have the authority to perform the duties of President in the event of the absence or inability of the President to act, or when requested to do so by the President.
- B. The First Vice-President shall be chairperson of the Legislative Committee and shall appoint at least two active members to serve on the Legislative Committee. He/she shall

supervise all activities deemed necessary to introduce suggested bills to member(s) of the State Legislature and keep track of the bills as they go through legislative committees until the bills are either approved or killed by Legislative action.

- C. The First Vice-President shall have other duties and authority as may be prescribed by the Board of Directors from time to time.

SECTION 3. Second Vice-President

- A. The Second Vice-President shall have the authority to perform the duties of First Vice-President in the event of the absence or inability of the First Vice-President to act, or when requested to do so by the President,
- B. The Second Vice-President shall be chairperson of the Law committee and shall appoint four active members to serve on the Law Committee.
- C. The Second Vice-President shall see that the By-laws and policies are enforced.
- D. The Second Vice-President shall keep copies of the By-Laws and policies, entering all amendments, alterations, additions, and deletions as they are adopted from time to time, giving the dates of such actions for reference in order to keep the constitution and By-Laws up-to-date.
- E. The Second Vice-President shall file the By-Laws, amendments, alterations, additions, and deletions as they are adopted from time to time with the state of New Mexico Corporation Commission,
- F. The Second Vice-President shall have such other duties and authority as may be prescribed by the President and Board of Directors from time to time.

SECTION 4. Secretary

- A. The Secretary shall correctly record the proceedings of all the meetings of the Association and the Board of Directors.
- B. The Secretary shall see that all notices of meetings are given in accordance with the By-Laws and policies.
- C. The Secretary shall read the Minutes of the previous meeting and copy such reports in a book of permanent form.
- D. The Secretary shall conduct the correspondence of the Association and Board of Directors.
- E. The Secretary shall read all letters pertaining to the Association and Board directors,
- F. The Secretary shall have such other duties and authority as may be prescribed by the President and Board of Directors from time to time.

SECTION 5. Financial Director

- A. The Financial Director shall receive all monies and checks belonging to or due to the Association.
- B. He/she shall keep an accurate and up-to-date financial statement of all receipts and expenditures to be published in the official publication of the Association at the end of each six months of the fiscal year after being audited.

- C. He/she will submit a report as to the state of finances of the Association at the convention or when called upon to do so by the Board of Directors.
- D. He/she shall turn over all books, records, receipts, and expenditures to the auditors at the end of each fiscal period every six months) for auditing purposes.
- E. He/she shall deposit monies and checks to be credited to the New Mexico Association of the Deaf in such banks or trust companies as may be approved by the Board of Directors.
- F. The Financial director shall keep a roster of members and shall send out notices of lapsed membership dues,

SECTION 6. Surrender of Monies, Documents, Papers

In the event an officer is not re-elected, discharged from his/her duties, resigns, or for other reasons, cannot perform the duties of his office, he/she shall, within thirty (30) days, surrender all books, papers, monies, and other properties of the Association which he/she holds to his/her successor or to the Board.

Policy IV

DUTIES OF APPOINTED OFFICIALS

SECTION 1. Duties of the Editor-in-Chief

- A. The Editor-in-Chief shall be in charge of the official publication.
- B. He/she shall appoint all editors and such other assistants as may be needed
- C. He/she shall be held accountable to the Board of Directors.
- D. He/she shall receive and keep a roster of all eligible persons whose subscriptions are paid in full from the Financial Directors.
- E. He/she shall edit and manage the official publication according to the written guidelines adopted by the Board of Directors.

SECTION 2. Duties of the Auditors

- A. The Auditors (two) shall serve staggered terms of two and three years. The Board of Directors shall determine which auditor is to serve two years and which auditor is to serve three years.
- B. The Auditors shall audit the books of the Financial Director during every fiscal period (each six months of the calendar year) and submit a report certifying to the accuracy or inaccuracy of the books to the Board of Directors,
- C. In the event the Association purchases bonds, stocks, or other valuable securities, the three-year term auditor shall have charge of said securities and must keep same in a safe deposit box.
- D. Access to the box can only be made jointly by the auditors and the Financial Director.
- E. The three-year term auditor will be held responsible for the safe deposit key.

SECTION 3. Appointment of Auditors

Auditors are appointed by the Board of Directors.

SECTION 4. Duties of Webmasters.

- A. The president/board shall appoint at least 2 experienced webmaster. Those two appointments shall be approved by the board.
- B. The Standard Webmaster shall be responsible for:
 - 1. Making web designs
 - 2. Performing appropriate information updates and/or additions.
 - 3. Shall keep all copies of old/previous versions of the webpage.
 - 4. Resolve problems with website/pages.
- C. the Chosen Webmaster shall be responsible for:
 - 1. password access and password maintenance
 - 2. Reporting important service information to appropriate parties, including the board.
 - 3. Pass the service bill or service charges to the financial director
 - 4. Gather/Get old versions to be stored on suitable media
 - 5. Maintain, storing, backing up website for disaster recovery.
 - 6. Perform disaster recovery to restore the website as soon as possible.
 - 7. Arrange for necessary package upgrades and/or major changes.
 - i. A major change that affects more than two web pages is considered major change.
 - ii. Package upgrades is only performed on existing software or packages that is currently in use on the website.
- D. They may appoint programmers and such other assistants as allowed by the board.
- E. He/she shall be held accountable to the Board of Directors.
- F. The design/guidelines shall be maintained, on soft-copy in appropriate files and shall be prepared to present the design/guideline in paper form when requested.
- G. Any appropriate information submitted to either webmasters shall be added to web page/site no later than 30 days. Appropriate information is:
 - 1. Directly relates to NMAD.
 - 2. The information functions with or under NMAD.
 - 3. Information being authorized or directed by the Board.

4. Information is submitted by officer of Chapter, recognized by NMAD, in pursuant to Policy VIII.

Policy V

POWERS AND DUTIES OF THE BOARD OF DIRECTORS

SECTION 1. Board of Directors

The elected officers of this Association shall constitute the Board of directors for the government, management and conduct of this Association.

SECTION 2. Meetings

A meeting of the Board of Directors shall be at the call of the President or at the request of at least two members. Otherwise, the board will meet every four months between conventions. All meetings of the board will be open to the public.

SECTION 3. Disbursements

The Board of Directors shall have charge of the disbursements and the monies of the Association. They may invest surplus money, provided no investment shall be made without good security,

SECTION 4. Expenditures over \$100

An unanimous affirmative vote of all members of the board shall be required to pass any motion involving an expenditure over one hundred dollars.

SECTION 5. Quorum

Four members of the board shall constitute a quorum of the board for transaction of business. A majority vote shall be required to pass any monetary motions under \$100 dollars

SECTION 6. Expenses Incurred During NMAD Business

The board shall have the power to authorize the expenses and incidentals necessary to the attendance of the President, other officers, or members of the Association to a meeting, conference, or occurrence that will be in the best interest of the Association.

SECTION 7. Vote by Mail

In case the Board of Directors is unable to hold a meeting, a vote by mail upon a question shall be allowed in the manner:

- A. The President shall instruct the Secretary to submit the question to each member of the board at the same time
- B. Each member shall notify the Secretary whether he/she votes for or against such a motion
- C. If a member does not send in his/her vote within ten days, his/her vote will be considered a negative vote.

SECTION 8. General Policy

The board shall have the power to define and outline the general policy for the management and conduct of the official publication.

SECTION 9. Appeal Cases

The board will hear all appeal cases, subject to the recommendations submitted by the Appeals Committee.

Policy VI

Committees

SECTION 1. Types and Terms of the committee

- A. In pursuant of Article XII Section 1, the board of director may form any type of committees.
- B. All committee members are chosen for two year terms unless Board of director indicates otherwise.
- C. All committee shall report to the board of director at the regular meetings.
- D. The standing committees will consist of the following:
 - 1. Nominating Committee
 - 2. Law committee
 - 3. Legislative Committee
 - 4. Educational Committee
 - 5. Ways and Means Committee
 - 6. Appeal Committee
 - 7. Grievance Committee
 - 8. Miss Deaf New Mexico Pageant Committee
 - 9. Distinguished Awards Program Committee

SECTION 2. Number of Committee members

- A. Committee shall consist of active members, and the selection shall be in pursuant to Article XII section 2 of the bylaws.
- B. Unless the board of director indicates otherwise, there shall be at minimum of three active members on each committee.
- C. The board of director may grant membership exception to above Section II A, only for the committee.

SECTION 3. Records of Committees

- A. All literatures, articles, files, records or monies compiled by the committee members shall be turned over to their successors when their term of service is concluded.
- B. If there are no successors at the end of term, those materials shall be surrendered to the Board.

SECTION 4. Duties of standing committees

A. Nominating committee

- 1. Duties of the nominating committee will be to contact members for the purpose of asking if they are interested in running for office, and to present the names of those who are interested to the convention for consideration.
- 2. The chair of the nominating committee shall run the election at the convention.
- 3. The board officer may not chair this committee
- 4. The chair shall follow the voting process of the convention, directed in Policy II Section 10.

B. Law committee

- 1. Duties of law committee will be to receive, study, and consider all written proposed changes to the Bylaws, Article of incorporation, and policies
- 2. The committee shall make recommendations to the changes at the convention.

C. Legislative committee

- 1. Duties of the legislative committee will be to study all bills introduced in the state legislature and federal congress.
- 2. If there are bills which reflect adversely or promote the welfare of the hearing impaired. The Board of Directors shall be notified immediately so proper action may be taken.
- 3. On bills of interest pending in the Legislature and Congress, the committee shall notify all members to contact their respective representative to support or not support the bills.
- 4. The legislative committee will coordinate with other committees or the board of directors in drafting bills and/or seeking legislative sponsors.

D. Educational Committee

- 1. Duties of the educational committee will be to gather and study all pertinent data or information from federal, state, or other institutions that offer funds or programs to help or can be applied to help the hearing impaired better their education.
- 2. The committee will inform members of the programs that may help improve their education and knowledge.
- 3. It will make available brochures and/or information concerning educational opportunities for the hearing impaired in the official publication.

- E. Ways and Means committee
 - 1. Duties of ways and means committee will be to promote and coordinate membership drives or rallies and other means of raising revenues for the Association's use.
- F. Appeals Committee
 - 1. Duties of the Appeal committee will be to hold hearings at the request of expelled members.
 - 2. The committee shall recommend or deny reinstatement of expelled members.
- G. Grievance committee
 - 1. Duties of the grievance committee will be to carry out the grievance policies of the association as outlined in the grievance policy established by the board of directors.
- H. Miss Deaf New Mexico Pageant Committee
 - 1. The NMAD president appoints the state pageant director who is responsible for the conduct of the Miss Deaf New Mexico Pageant. The director shall select three (3) or more people to serve on the committee. They all serve as assistant director, treasurer, public relations, personnel, or fund raisers.
 - 2. The state pageant committee must set up guidelines in accordance with the national pageant and serve as liaison to the national pageant director
 - 3. The pageant committee is responsible for recruiting eligible hearing impaired participants to enter the pageant. The participant must be deaf or hard of hearing with a hearing loss of at least “??” decibels.
 - 4. The pageant committee is responsible for the participants throughout the pageant program. The girls must have chaperons to accompany them and see that they abide by the rules and set exemplary conduct.
 - 5. The pageant committee may request interested organizations to act as sponsors for each girl participating in the state pageant. The sponsoring organization will be responsible for the contestant's room and meals and see that the contestant is properly attired with accoutrements in keeping with the program of the state pageant as well as props for talent presentations. The sponsoring organization may choose a chaperon for their contestant at the state pageant
 - 6. The pageant committee is responsible for the state title holder throughout her reign. All personal appearance or invitations for the title holder to participate in, must be channeled through the director. The state pageant committee is not responsible for the title holder's expenses when she is invited by other organizations to participate in their events.
 - 7. The pageant committee is responsible for the state title holder's expense in Miss Deaf America pageant. The Pageant committee must provide a chaperon to accompany the state title holder throughout the national pageant.

8. The pageant committee is not responsible for Miss Deaf New Mexico's wardrobe. However, the director and the chaperon are responsible for insuring that the state title holder has the appropriate wardrobe as stipulated by the national pageant.
9. The state title holder must abide by all rules and guidelines as set forth by the state pageant in accordance with the national pageant guidelines throughout her reign. Failure to adhere by the rules and guidelines may lead to disciplinary action and/or loss of title.

I. Distinguished Awards Program Committee

1. Will be composed of 5 members selected by the membership at the New Mexico association of the deaf convention. Every subsequent NMAD convention will select a new committee.
2. Will select the chairperson
3. Will be responsible to the president of NMAD and answer to the NMAD board of directors.
4. Will have the authority to raise funds (with permission of the NMAD board) to help defray the cost or expenses connected with the awards to be given.
5. Will provide awards for the following areas, but not necessarily limited to these listed:
 - i. Distinguished award in the area of rehabilitation.
 - ii. Distinguished award in the area of employing the hearing impaired.
 - iii. Distinguished award in the area of service to NMAD.
 - iv. Distinguished award in the area of the arts.
 - v. Distinguished award in the area of education of the deaf.
 - vi. Distinguished award in the area of sports.

Policy VII

Voucher system and Encumbrance

Section 1. Reimbursement

- A. All officers and persons acting on the NMAD shall be reimbursed for expenses while performing official duties of their office.
- B. Periods for reimbursements shall be determined by the board of directors. Exceptions to the periods will be when an urgent request is made for reimbursement by an officer or eligible person

Section 2. Encumbrance Designation

- A. Each officer or person designated by the Board of Directors shall be allowed an encumbrance of a specified amount of NMAD's funds with which to pay his/her expenses incurred while performing official duties or his/her office or services

- Section 3. Amount of Encumbrance
- A. The specified amount of encumbrance will be determined by the board of directors for each officer or eligible person based on previous experience and estimated expenditures of his/her respective offices or services.

- Section 4. Informing the Financial Director
- A. The board of Directors through the President, will inform the Financial Director of each allowable encumbrance
 - B. The financial director will be responsible to see that an encumbrance is not overdrawn

- Section 5. Overdrawn Encumbrance
- A. In the event that an encumbrance is overdrawn, the financial director shall report it to the Board of Directors through the president.
 - B. The board of directors will take action deemed necessary to correct the error.

Policy VIII

Chapters and Chapter officers

- Section 1. Definition and Purpose
- A. Chapters are subdivision affiliated with the New Mexico Association of the Deaf
 - B. To maintain better relationship between the Board of Directors and the active members.
 - C. To develop better leadership among the members
 - D. To lead to more involvement by the active members in the projects provided or suggested by the board of directors
 - E. To allow more members a chance to vote
 - F. And to get more input from the active members to the board of directors

- Section 2. Membership
- A. Anyone joining a chapter must be an active NMAD member
 - B. A chapter shall be issued a charter by the NMAD. This Charter will authorize the chapter to enjoy the same privileges as outlined in the NMAD bylaws and policies
 - C. A person may belong to NMAD without belonging to a chapter.
 - D. At least five (5) active NMAD members living in a town or city interested in forming a chapter may seek a charter from the NMAD

- Section 3 Chapter Representatives
- A. A chapter representative may attend NMAD board of directors meeting in his/her official capacity.

- B. A chapter having five to nine members may not have an official representative
- C. A chapter enrolling ten to nineteen (10 to 19) members is entitled to one representative
- D. An additional representative is entitled for each additional ten (10) chapter members.

Section 4. Number of Chapters per Town/City

- A. Only one chapter may be established in any town or city.

Section 5. Compliance

- A. Local chapters shall comply with the NMAD bylaws and policies

Section 6. Chapter Officers

- A. The officer of a local chapter shall be: President, Vice-president, Secretary, Treasurer
- B. The president or representative from that chapter shall serve on the NMAD board of directors as specified in Article VI, section 1 of the bylaws.
- C. He/She shall be extended all the rights and privileges of the NMAD board of directors.
- D. The officers of a chapter shall be administered the oath of office by the NMAD board of directors. The president of the chapter shall see that the bylaws and policies of the NMAD are observed by his/her respective chapter. He/She shall have general supervision over all the affairs of the chapter.
- E. The representative of a chapter shall be responsible for gathering information from the board of director meeting and passing it out at local chapter meetings and for carrying out messages and/or requests to the board meetings.
- F. The chapter secretary shall keep all records of chapter meetings and take care of all chapter correspondences
- G. The chapter treasurer shall keep all chapters' financial records and collect all NMAD dues.
- H. The election of chapter officers shall be held after the NMAD convention. The terms of the chapter officers shall be for two years each.
- I. The local chapter shall keep 10% of the NMAD dues collected

Section 7. Chapter cancellation and dissolution

- A. The NMAD board of directors shall have the authority to cancel the chapter's charter for failing to comply with the NMAD bylaws and policies
- B. When a local chapter is dissolved, all monies and properties of that chapter shall become the property of the NMAD

Policy IX

Administration of Oath

“On my honor, I do solemnly swear to uphold and perform the duties of my office to the best of my ability and knowledge”