

**VEDITZ CHAPTER**  
**OF**  
**AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION**  
**(VASLTA)**  
  
**BY-LAWS**

Revised June 1999

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**ARTICLE 1 - NAME**

The name of this non-profit association is Veditz Chapter of American Sign Language Teachers Association (VASLTA), representing Northern Virginia.

**ARTICLE 2 - AFFILIATION**

The association shall be a cooperating member of the National American Sign Language Teachers Association (ASLTA).

**ARTICLE 3 - OBJECTIVES**

VASLTA shall . . .

- 3.1 . . . promote the official recognition of ASL as a language.
- 3.2 . . . promote professional quality in sign language instruction for American Sign Language teachers and encourage ASL teachers to acquire ASLTA Certification.
- 3.3 . . . encourage educational institutions to include ASL in their curriculums.
- 3.4 . . . encourage educational institutions to hire ASLTA teachers and VASLTA members.
- 3.5 . . . implement national ASLTA's standards and procedures for the teaching of American Sign Language.
- 3.6 . . . facilitate an effective avenue for the exchange of information regarding methods and materials in the instruction of sign language.
- 3.7 . . . maintain a local directory of certified and non-certified members.
- 3.8 . . . host at least two (2) workshops a year.

#### ARTICLE 4 - MEMBERSHIP

- 4.1 Membership in VASLTA shall be open to any individuals interested in American Sign Language instruction and/or supporting the goals of the association.
- 4.2 The role of membership is to enhance knowledge and skills through participation in workshops and seminars. This includes any examination of ASL related works. A member shall promote an understanding and respect of quality teaching, American Sign Language, and the deaf community.
- 4.3 Membership dues for individual membership in VASLTA shall be determined at the annual general business meeting, and due in the month of October. To remain in good standing, all members shall keep their membership current.

#### ARTICLE 5 - MEETINGS OF MEMBERS

- 5.1 VASLTA shall hold an annual general business meeting at a time and place decided in advance by the Executive Board's simple majority vote. Elections shall be held every two years in May.
- 5.2 Prior to a meeting, the Executive Board shall include an agenda with the meeting notice. In any meeting, any member may put a subject on the agenda.
- 5.3 Meeting notice shall state the location, date and hour of the meetings, including the agenda for which they are being called. Mailing of such notices shall be completed at least fourteen (14) days in advance.
- 5.4 Special meetings of the general membership may be called at any time by the President or by three (3) members of the Executive Board or by petition to the Executive Board by any five (5) members.
- 5.5 At any meeting of members, those present constitute a quorum for the transaction of business. Once a meeting is called to order, regardless of any subsequent withdrawal of any members, a voting majority will be more than half of the total members present at the time of the vote.
- 5.6 At any meeting, if the President is absent, the Vice-President shall preside. If the President and Vice-President are both absent, the Secretary shall preside. If those three (3) officers are absent, the Treasurer shall preside. If all four (4) of those officers are absent, the meeting shall be cancelled.
- 5.7 Meetings of members shall be conducted according to parliamentary procedures. The President shall appoint a parliamentarian to serve during a meeting.

## ARTICLE 6 - EXECUTIVE BOARD

- 6.1 The President, Vice-President, Secretary, Treasurer, three (3) Members-at-Large, Professional Development Coordinator, Newsletter Editor, and Ex-officio (also see 7.5) shall constitute the Executive Board, and shall be responsible for business matters of VASLTA between annual meetings. The Newsletter Editor and Ex-officio shall be non-voting advisors.
- 6.2 Qualification for serving on the Board shall be active membership in VASLTA for at least six (6) months. Additionally, the President must be a member in good standing of the National ASTLA.
- 6.3 A majority of the voting members of the Executive Board shall constitute a quorum for the transaction of business.
- 6.4 The Executive Board's majority vote shall be more than half of the total members present at any meeting.
- 6.5 All Executive Board meetings are open to any VASLTA member.
- 6.6 The Executive Board shall handle VASLTA's incoming and outgoing revenues, notices of elections, and meetings, dissemination of materials and the like.

## ARTICLE 7 - OFFICERS

- 7.1 OFFICERS: The general election shall elect the President, Vice-President, Secretary, Treasurer, Professional Development Coordinator, and three (3) Members-at-Large. Officers shall serve until the next general election. The President shall appoint the Newsletter Editor.
- 7.2 ELECTIONS: The general membership of VASLTA shall elect officers every two (2) years by secret written ballot at the May meeting in odd-numbered years. A voting majority will be more than half of the total members present, including absentee ballots received by the Secretary. After the election, the newly elected officers shall begin their terms the following August 1.
- 7.3 NOMINATIONS: Nominations for officers shall be proposed from the floor in the annual meeting and a nominating committee composed of three (3) members. Any VASLTA member may submit recommendations to the nominating committee.
- 7.4 QUALIFICATIONS: Any member in good standing with VASLTA for at least a year and present at the election is eligible to become a candidate for any office. Any absent member may be eligible if written consent is submitted to the nominating committee and obtained by the Secretary prior to the annual meeting.
- 7.5 EX-OFFICIO: The immediate past-President shall serve in an ex-officio capacity to the Board up to one (1) year following the election.

- 7.6 **REMOVAL FROM OFFICE:** For professional misconduct or failure to perform duties, with the voting Executive Board members' majority vote, the Executive Board may ask any officer or committee chairperson to resign.

#### **ARTICLE 8 - VACANCIES OF OFFICE**

- 8.1 Should the President vacate the office for any reason, the Vice-President shall move up to fill the capacity; then the Executive Board shall appoint a member to fill the vacancy of Vice-President.
- 8.2 The Executive Board shall have the authority to fill a vacancy until the next regular election of officers.

#### **ARTICLE 9 - DUTIES OF OFFICERS**

- 9.1 **THE PRESIDENT** supervises the affairs of the Association, presides at all meetings of the Association and appoints committee chairpersons with approval from the Executive Board and performs such other duties as pertain to the President's office.
- 9.2 **THE VICE-PRESIDENT** shall be responsible for various tasks assigned at the direction of the President. The Vice-President shall be the liaison between the Executive Board and all the VASLTA Committees and oversees the committees' activities. (Also see 5.6)
- 9.3 **THE SECRETARY** records the proceedings of the Association, is the custodian of the official copies of the Association meetings, records and ensures that amendments, revisions, additions, and changes shall be recorded promptly and properly. The Secretary attends to all correspondences of the Association and maintains a record thereof. The Secretary shall surrender to successor all records belonging to VASLTA by July 31st following the election. (Also see 5.6)
- 9.4 **THE TREASURER** is the custodian of all funds of the Association. The Treasurer maintains a record of all receipts and expenditures of the Association and makes a financial report to the members at all meetings. The Treasurer shall be primarily responsible for keeping a list of all members in good standing, and distributing membership cards. The Treasurer shall surrender to successor all records belonging to VASLTA by July 31st following the election. (Also see 5.6)
- 9.5 **THE PROFESSIONAL DEVELOPMENT COORDINATOR** shall be responsible for planning at least two (2) workshops annually, and any other duties as requested by the Executive Board or at the general meeting. Duties include distributing evaluation sheets and certificates after each workshop, record keeping, sending names of workshop attendees to National ASLTA, and working with other chapters of ASLTA Professional Development Coordinators. The Coordinator shall surrender to successor all records belonging to VASLTA by July 31st following the election.
- 9.6 **THE MEMBERS-AT-LARGE** shall attend all Executive Board meetings and be responsible for various tasks assigned by the Executive Board.

- 9.7 THE NEWSLETTER EDITOR shall be responsible for writing, publishing and distributing the VASLTA Newsletter and any other duties as assigned by the President.

#### ARTICLE 10 - DUTIES OF COMMITTEES

- 10.1 Upon approval from the Executive Board, the President shall establish committees and appoint committee chairpersons. The chairperson may select any VASLTA member(s) in good standing to the committee.
- 10.2. Any committee chairperson shall submit a report to give to the Vice-President for the Executive Board meeting. Committees shall submit reports of their activities at general meetings.
- 10.3 PROFESSIONAL DEVELOPMENT COMMITTEE: The Professional Development Coordinator is the chairperson. This committee is responsible for planning at least two workshops annually, and any other duties as requested by the Executive Board and the general membership.
- 10.4 DIRECTORY COMMITTEE shall be responsible for keeping up with current membership in the directory annually.
- 10.5 NEWSLETTER COMMITTEE shall be responsible for typing and mailing the newsletter to current members and educational institutions.
- 10.6 NOMINATING COMMITTEE shall be responsible for contacting all current members to see who wants to be a candidate and give the Secretary any written consent from absentee candidates.
- 10.7 AD-HOC committees may be formed as needed by the President.

#### ARTICLE 11 - AMENDMENTS

- 11.1 With two-thirds (2/3) votes of members present at the special meeting, the VASLTA by-laws may be amended or repealed. Notification of the proposed amendments(s) shall be mailed to all members in good standing at least two (2) weeks prior to the meeting at which the vote will be taken.
- 11.2 The Executive Board shall have the authority to make changes of no substance to the by-laws in order to comply with national ASLTA's by-laws. Changes that may affect the substance of the VASLTA by-laws must be presented to the membership according to Article 5.

## **ARTICLE 12 - FINANCIAL ACTIVITIES**

- 12.1 No funds shall be raised or solicited on behalf of VASLTA without the consent of the Executive Board.
- 12.2 No indebtedness shall be contracted on behalf of VASLTA unless voted upon by the Executive Board.
- 12.3 The Executive Board may accept on behalf of VASLTA any contribution, gift bequest or device for the general or special purpose of VASLTA. The Executive Board shall notify the members regarding this matter.

## **ARTICLE 13 - DISSOLUTION**

- 13.1 In the event of the dissolution of VASLTA, its assets shall transfer to the national ASLTA after a three (3) year waiting period.
- 13.2 Such holdings shall stay in the VASLTA account. VASLTA shall notify the holding institution and national ASLTA of the dissolution date.