

**BY-LAWS**  
**THE ASSOCIATION OF COLLEGE EDUCATORS - DEAF AND HARD**  
**OF HEARING (ACE-DHH)**

---

**Article I Membership**

There shall be three categories of membership in the Association of College Educators - Deaf and Hard of Hearing: Regular, Emeritus, and Associate.

**Section 1.0 Regular Membership**

1.1.0 Eligibility for Regular Membership requires that an individual:

1.1.1 Be a faculty member in a college.

1.1.2 Be involved in the education of professional personnel in the field of education of deaf or hard of hearing.

1.1.3 Have paid the Regular membership dues for the current year.

1.2.0 The rights and privileges of Regular membership include the following:

1.2.1 Vote on the business of the Association and in elections.

1.2.2 Hold office and serve on committees of the Association.

1.2.3 Attend and participate in meetings of the Association.

1.2.4 Receive the publications of the Association.

**Section 2.0 Emeritus Membership**

2.1 Eligibility for Emeritus membership requires that an individual:

2.1.1 Has been a Regular member of the Association for a minimum of five years prior to the initial application for Emeritus membership.

2.1.2 Has paid the Emeritus membership dues for the current year.

2.2 The rights and privileges of Emeritus membership include the following:

2.2.1 Vote on the business of the Association and in elections.

2.2.2 Attend and participate in meetings of the Association.

2.2.3 Receive the publications of the Association.

**Section 3.0 Associate Membership**

3.1 Eligibility for Associate membership requires that an individual:

3.1.1 Be involved a) in the education of professional personnel who will serve individuals who are deaf or hard of hearing or b) in the education of individuals who are deaf or hard of hearing.

Included for Associate membership are those serving as cooperating teachers, supervisors of internship, coordinators of practicum arrangements with a college, or teachers of a course or a lecturer in a college preparation program. Also eligible are doctoral students preparing for involvement in the education of professional personnel.

3.1.2 Has an interest in the purpose of the Association.

3.1.3 Has paid the Associate membership dues for the current year.

3.2 The rights and privileges of Associate membership include the following:

3.2.1 Attend and participate in meetings of the Association without voting privilege.

3.2.2 Receive the publications of the Association.

## **Section 4.0 Application and Renewal**

4.1 The membership year shall coincide with the annual conference, to be from the first day of the annual conference until the beginning of the conference of the following year. Only those who have paid or renewed their membership will be allowed to vote at the business meeting or by absentee ballot.

4.2 Initial membership: An individual shall complete a standard formal application for membership in which information is submitted indicating that the applicant meets the eligibility criteria for Regular, Emeritus, or Associate membership.

4.3 Renewal: An individual shall complete a standard formal renewal application for membership.

## **Article II Dues**

### **Section 1.0 Establishment of Dues**

The annual dues for Regular, Emeritus, and Associate membership and / or changes in dues shall be established through recommendation of the Executive Committee and a majority vote of the membership at an annual meeting.

### **Section 2.0 Amount of Dues**

The dues for Emeritus and Associate membership shall be lower than the dues for Regular membership.

## **Article III Officers**

### **Section 1.0 President**

1.1 The President is the chief executive officer of the Association.

1.2 The duties of the President shall include the following:

1.2.1 Preside over regular and special meetings of the Association.

1.2.2 Serve as Chair of the Executive Committee.

1.2.3 Assume responsibility for the implementation of decisions of the Executive committee and the membership.

1.2.4 Call special meetings of the Executive Committee or other committees as needed.

1.2.5 Establish ad-hoc committees as necessary.

1.2.6 Authorize expenditures of the Association.

1.2.7 Act as the official spokesperson for the Association.

1.2.8 Serve as official liaison to other organizations and agencies.

1.2.9 Serve as an optional and unpaid observer of the Association on the Council on Education of the Deaf (CED) Board which meets twice each year.

### **Section 2.0 President-Elect**

2.1 The President-elect is the official representative for the President and the successor to the office of President of the Association.

2.2 The duties of the President-Elect include the following:

- 2.2.1 Assume the responsibilities of the President in his/her absence.
- 2.2.2 Carry out duties and responsibilities as delegated by the President.
- 2.2.3 Serve as Chair of the Program Committee and plan the theme and the content of the program for the meeting.
- 2.2.4 Serve as an optional and unpaid observer of the Association on the Council on Education of the Deaf (CED) Board which meets twice each year.

### **Section 3.0 Past-President**

- 3.1 The Past-President shall serve on the Executive Committee for one year immediately following his/her term of office as President of the Association.
- 3.2 The duties of the Past-President shall include the following:
  - 3.2.1 Provide oversight in updating and maintaining the Associate website.
  - 3.2.2 Carry out duties and responsibilities as delegated by the President.
  - 3.2.3 Assist the President and Executive Committee in the conduct of business from the previous year.
  - 3.2.4 Assume the duties of the President in the absence of the President and President-Elect.
  - 3.2.5 Serve as an optional and unpaid observer of the Association on the Council on Education of the Deaf (CED) Board which meets twice each year.

### **Section 4.0 Local Arrangements Chair**

- 4.1 The Local Arrangements Chair shall be in charge of local arrangements for the annual meeting of the Association.
- 4.2 The duties of the Local Arrangements Chair shall include the following:
  - 4.2.1 Serve as a member of the Program Committee.
  - 4.2.2 Submit for approval by the Executive Committee the dates and the place for the annual meeting.
  - 4.2.3 Make all local arrangements, including scheduling the events of the meeting, obtaining recorders and interpreters as necessary, and providing information on the meeting site and program to the President for distribution to the membership.

### **Section 5.0 Secretary**

- 5.1 The Secretary shall serve as the official keeper of the records of the Association.
- 5.2 The duties of the Secretary shall include the following:
  - 5.2.1 Record and submit to the President and the Executive Committee the minutes of all business meetings, including the meetings of the Executive Committee.
  - 5.2.2 Handle official correspondence necessary to the business of the Association as instructed by the President and the Executive Committee.
  - 5.2.3 Receive and file the minutes of the committees of the Association, including the Standing Committees, the Program Committee, and ad-hoc committees.
  - 5.2.4 Assume the duties of the President in the absence of the President, President-Elect, and Past-President.

## **Section 6.0 Treasurer**

6.1 The Treasurer is the chief financial officer of the Association.

6.2 The duties of the Treasurer shall include the following:

6.2.1 Collect the dues of the Association.

6.2.2 Manage and safe-keep the funds of the Association.

6.2.3 Expend and receive funds authorized by the President and the Executive Committee.

6.2.4 Submit an annual financial report to the Executive Committee and present the report to the membership at the annual business meeting.

6.2.5 Prior to the annual meeting, submit to the Executive Committee a proposed budget for the following year.

6.2.6 Assume the duties of the President in the absence of the President, President-elect, Pastpresident, and Secretary.

## **Article IV Elections and Terms of Office**

### **Section 1.0 Terms of Office**

1.1 The terms of office of the President, President-elect, Past-president, and Local Arrangements Chair shall be one year.

1.2 The terms of office of the Secretary and Treasurer shall be two years.

1.3 All terms of office shall begin at the close of the annual meeting.

### **Section 2.0 Vacancies**

In the event of a vacancy in an office or on a committee of the Association, the Executive Committee shall appoint a person to serve until the term of office is over.

### **Section 3.0 Election Process**

3.1 Election shall be by written ballot of the regular membership, except for the Local Arrangements Chair who shall be appointed at the annual meeting after the location for that annual meeting has been designated.

3.2 The Membership and Elections Committee shall prepare a ballot of persons willing to serve as officers, chairs of committees, or as committee members.

3.3 The election ballot shall be mailed to Regular members at least six weeks prior to the annual meeting.

3.4 Elections to an office or standing committee shall be determined by a majority vote.

3.5 At the annual meeting, the chair of the Membership and Elections Committee shall conduct the elections and announce the names of individuals elected for the coming year. Members who are unable to attend the annual meeting and whose membership has been paid, may use absentee ballots. These ballots must be delivered to the committee on or before the first day of the annual meeting.

## **Article V Committees**

### **Section 1.0 Executive Committee**

1.1 The Executive Committee shall consist of the Association officers and chairpersons of Association standing committees. The Association President shall serve as Committee Chair.

1.2 Responsibilities of the Committee may be carried out by the Executive Committee as a whole or by subcommittees designated by the Chair. Responsibilities shall include the following:

1.2.1 Carry out business related to the goals and activities of the Association.

1.2.2 Oversee and monitor the activities of other committees.

1.2.3 In the event of vacancies in offices of the Association or membership of committees, appoint members to serve until the next annual meeting.

1.2.4 Initiate, make recommendations, and receive recommendations from the membership for statements, policies, and actions (a) related to the goals, business, and activities of the Association, and (b) related to legislation, regulations, policies, and actions of other organizations and agencies.

### **Section 2.0 Membership and Elections Committee**

2.1 The Membership and Elections Committee is a standing committee of the Association.

2.2 The Membership and Elections Committee shall consist of a Chair and two other Association members, all elected by the membership of the Association.

2.3 The Committee shall be responsible for overall administration and management of matters pertaining to membership. Specific responsibilities shall include the following:

2.3.1 Recruit members for the Association.

2.3.2 Establish and implement policies and procedures for the processing of applicants for membership and the renewal of continuing membership.

2.3.3 Maintain and disseminate lists of current membership.

2.4 The Committee shall be responsible for overall administration and management of Elections as specified in Article IV of the By-Laws. Specific responsibilities shall include the following:

2.4.1 Solicit nominations from Association members for each office scheduled for elections.

2.4.2 Prepare a ballot and disseminate to members.

2.4.3 Monitor mailing and receipt of absentee ballots for members unable to attend the annual meeting.

2.4.4 Hold elections at the annual meeting.

2.5 The committee members shall be elected in odd-numbered years for a two-year term of office.

### **Section 3.0 Publications Committee**

3.1 The Publications Committee is a standing committee of the Association.

3.2 The Publications Committee shall consist of an Editor/Committee Chair and two other Association members, all elected by the membership of the Association.

3.3 The committee shall be responsible for overall administration and management of matters pertaining to publications of the Association. Specific responsibilities include the following:

3.3.1 Publish and distribute the minutes of the annual meeting, including committee reports.

3.3.2 Publish and distribute at least one newsletter annually.

3.3.3 Provide, publish and disseminate other materials as directed by the Executive Committee.

3.4 The committee members shall be elected in even-numbered years for a two-year term of office.

#### **Section 4.0 Awards Committee**

- 4.1 The Awards Committee is a standing committee of the Association.
- 4.2 The Awards Committee shall consist of a Committee Chair and two other Association members, all elected by the membership of the Association.
- 4.3 The committee shall be responsible for overall administration and management of matters pertaining to awards given by the Association. Specific responsibilities include the following:
  - 4.3.1 Solicit nominations from Association members for each award.
  - 4.3.2 Determine award recipients.
  - 4.3.3 Present awards at the annual meeting.
- 4.4 The committee members shall be elected in odd-numbered years for a two-year term of office.

#### **Section 5.0 Legislative Committee**

- 5.1 The Legislative Committee is a standing committee of the Association.
- 5.2 The Legislative Committee shall consist of a Committee Chair and two other Association members, all elected by the membership of the Association.
- 5.3 The committee shall be responsible for overall identification and dissemination of information and resources pertaining to pending or implemented legislation, or court cases, relevant to the Association.
- 5.4 The committee members shall be elected in even-numbered years for a two-year term of office.

#### **Section 6.0 Program Committee**

- 6.1 The Program Committee shall consist of the President-elect, who shall chair the Committee, Local Arrangements Chair, and at least two members selected by the Chair.
  - 6.2 The Committee shall be responsible for overall planning, management, and conduct of the annual meeting. Specific responsibilities shall include the following:
    - 6.2.1 Determine the dates and select the location of the meeting for approval by the Executive Committee.
    - 6.2.2 Make arrangements for accommodations and meeting activities.
    - 6.2.3 Plan the schedule and program for the meeting.
    - 6.2.4 Publish and distribute information about the meeting to all members.
    - 6.2.5 Set a meeting fee and other charges, to be approved by the Executive Committee.
- Manage  
the attendance process.

#### **Section 7.0 Special Committees**

- 7.1 Special ad hoc committees may be established by the Executive Committee.
- 7.2 Specification for special committees (e.g. charges and responsibilities, committee membership, duration of the committee) shall be determined by the Executive Committee.

#### **Section 8.0 General Responsibilities of Committees**

8.1 Each committee shall establish internal policies and procedures regarding meetings and communications, rules of order, and committee member responsibilities. These policies and procedures shall be made available to the Executive Committee and to Association members upon request.

8.2 Each committee shall report its business and activities at the annual meeting, via a written report to the Executive Committee and a presentation to the membership. Additional reports shall also be submitted at the request of the President and the Editor/Chair of the Publications Committee.

### **Article VI The Annual Meeting**

The Association shall hold an annual meeting at such time and place as determined at the business meeting of a preceding year.

### **Article VII Amendments**

Amendments to the Constitution may be initiated by the Executive Committee or by a Regular member of the Association via a written proposal submitted to the Executive Committee, at least sixty (60) days prior to the annual meeting. Proposed amendments shall be distributed to all Regular members at least thirty (30) days prior to the annual meeting and shall be presented for discussion and action at the meeting. A two-thirds vote of Regular members present at the annual business meeting shall be required for adoption.

### **Article VIII Governance**

#### **Section 1.0 Voting**

All Association business shall be conducted and concluded during regular business meetings at an annual meeting, unless the membership present decides that a mail ballot on an item should be conducted.

#### **Section 2.0 Parliamentary Procedures**

The President shall appoint a Parliamentarian prior to the Annual Meeting. The parliamentarian serves only to advise the Chair with the Chair making the ruling.

#### **Section 3.0 Quorum**

A quorum for any regular business meeting shall consist of 50% plus one (1) of the members registered for and on-site of an annual meeting.

#### **Section 4.0 Special Cases**

The authority in matters not specifically attended to in the Association Constitution and By-Laws shall be the most recent revision of Robert's Rules of Order.

### **Article IX Dissolution**

In the event of dissolution of the Association, the assets of the Association shall be contributed to the Council on Education of the Deaf (CED).