

**METRO SOUTH ASIAN DEAF ASSOCIATION
BYLAWS**

Revision
May 16 2020

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Article I - Name

1. The name of the association shall be Metro South Asian Deaf Association, hereinafter referred as MSADA.
2. MSADA shall be incorporated in the **State of Maryland***, USA as a section 501(c)(3) not-for-profit entity.
3. MSADA shall operate within the entire metropolitan Washington DC., Virginia, and Maryland in the United States of America.

Article II - Missions

1. The mission of MSADA shall represent Deaf and Hard-of-Hearing individuals originally descended from at least one of the following South Asian countries: Afghanistan, Bangladesh, Bhutan, India, the Maldives, Nepal, Pakistan, and Sri Lanka.
2. MSADA is committed to share their time, talents, and resources to meet MSADA goals, including:
 - a. to promote Deaf Awareness
 - b. to promote awareness about South Asian countries
 - c. to build and support a strong community
 - d. to support the Youth community
3. MSADA will encourage and support other South Asian Deaf external groups based in the United States to hold social, cultural, fundraising, and educational events. To this end, MSADA will also assist other external groups by managing the external groups' financial transactions.
 - a. The Board must review and approve a proposal(s) when assisting an external group with financial transactions for their event(s).
 - b. The external groups will be responsible for all logistics and related issues.
 - c. MSADA will keep the external group's financial transactions separate from MSADA's own financial transactions.
 - d. In advance of the event, the external group must communicate with the Board a specific plan for the use of any remaining proceeds from the past event.
 1. If any proceeds remain after 5 years from the date of the event, they fall under the purview of MSADA.

Article III - Membership

1. MSADA shall have two types of membership:

a. Board Members

1. A board member is an individual who is elected as, or elected to act as, a representative of MSADA organization.
2. Board members may appoint other Officers as it shall deem desirable to have the authority to perform the duties prescribed from time to time by the Board. Officers must be residents of Washington, D.C., Maryland or Virginia.
 1. Exceptions may be granted with the approval of the Board.
3. The Board members will work with the President, Vice President, Treasurer and Secretary to form the Executive Board to manage the affairs of MSADA.
4. Board members will be allowed to take up to one year leave of absence for reasonable cause. The leave must be approved by the Board.
5. If a former Board member wishes to rejoin as a Board member, the Board shall formally approve such a proposal.

b. Volunteers

1. A volunteer who has served the organization for at least six months is eligible to become a board member provided the Board shall formally approve such a proposal.
2. A volunteer may not need to be a Board member in order to stay in MSADA.

2. Resignations from the Board

1. Resignations of Board members shall be made in writing to the President.
2. Resignation of the President shall be submitted in writing to the Secretary. The Vice President or the Treasurer shall automatically fill a vacancy in the office of the President until the Board elects a new President. A vacancy in any office or committee chair, except that of the President, shall be filled by appointment by the Board to serve until the next election.
3. Deleted.

Article IV - Officers and Committees

1. Officers

a. MSADA shall have 4 officers listed below:

1. President

- The President shall be the principal executive officer of MSADA and shall in general supervise and control the affairs of MSADA. The president shall be the chief spokesperson of MSADA.
- The President shall make recommendations to the Board Members on policies and programs; plan, organize, direct, coordinate, oversee programs and activities of MSADA to carry out the policies and programs approved by the Board members; keep the Board Members fully informed as to the activities of MSADA.

2. Vice President

- The Vice President will perform duties as assigned by the President. He/she will also act as president in his/her absence.
- The Vice President shall be responsible for all updates and changes to Bylaws.
- The Vice President shall work with committees to ensure their progress on their parts.

3. Treasurer

- The Treasurer shall be in charge of all funds of MSADA; receive and give receipts for monies due and payable to MSADA from any sources whatsoever, and deposit all such monies in the name of MSADA in such banks, as shall be selected in accordance with the provisions of these bylaws; and in general perform all the duties incident to the office of treasurer.
- The Treasurer shall require an approval form signed by the President before any purchases can be issued or reimbursed.
- The Treasurer shall generate and present monthly financial reports to a Board meeting.
- Summarized financial reports shall be available to the public.

4. Secretary

- The Secretary shall record the minutes of all the Board meetings; handle the correspondences of MSADA; administrate and schedule meetings.
- The Secretary shall review and sign, with the President, all contracts for MSADA.

2. Committees

a. MSADA shall have various committees for different purpose within the organization:

1. Webmaster

- Is responsible for the design and maintenance of web pages, including graphics, animation and functionality.
- Develops web page infrastructure and application related to pages with more advanced graphics and features.
- Monitors web server and site technical performance.

- Works closely with the Secretary or any officer to ensure timely posting of necessary information and updates.
2. Scholarship Chair
 - Oversees and maintains scholarship online applications on MSADA's website.
 - Works closely with the Treasurer on scholarship distributions.
 - Prepare and handle all aspects of communications regarding scholarship.
 3. Events Chair
 - Conducts planning, implementation and follow-up for events.
 - Manages all aspects of volunteer committees and volunteer coordination.
 - Coordinates event logistics, publicity, including public relations, advertising and collateral material design, production and distribution.
 - Is responsible for the development and fulfillment of the events and marketing budgets including logistics coordination and event ticket sales.
 - Annual Events including but not limited to:
 - Sri Lankan New Year
 - Retreat (Occasional Event)
 - Holi Festival
 - Garba Festival
 - Summer Picnic
 - Deaf Desi Dandiya
 - Diwali and Eid
 - Christmas Party
 - Youth Activities
3. Removal from MSADA organization or position
 - a. Board member(s) or officer(s) may be removed for failure of carrying out their duties or for reason by 2/3 votes of board members after the quorum (3/4 of board members being present) is met.

Article V - Board Meetings

1. Meetings of the Board may take place as follows:

a. Place of Meetings

1. The meetings of the Board Members shall be held at a place designated by the Board or via a video conference.

b. Types of Meetings

1. **Regular Meetings.** Board meetings shall be held at such times as the Board Members shall determine.
2. **Special Meetings.** Special meetings of the Board may be called at any time by the President or two (2) or more Members.

c. Quorum.

At all meetings, a majority of the total Members shall constitute a quorum for the transaction of business.

d. Voting of Members.

The voting of the majority of Members at a meeting at which a quorum is present shall be the act of the Board.

1. In case of an immediate decision when there's no meeting, voting may be done electronically.

2. Order of Business will be formed as follows:

- a. Reading of Minutes
- b. Officers' Report
- c. Committees' Reports
- d. Unfinished Business
- e. New Business
- f. Elections
- g. Announcements

Article VI - ELECTIONS

1. Term
 - a. The Electoral Committee shall be responsible for conducting all MSADA elections.
 - b. The Officers shall be elected by the members of MSADA for each term.
 - c. The terms of the Officers shall be for three years.
 - d. Deleted
 - e. Officers shall be eligible for multiple terms in an office. Officers may not concurrently hold any other officer position.
 - f. Board members have no term limit.
 - g. Election of officers will be held following this schedule every 3 years:
 1. President & Vice President (2016, 2019, so on ...)
 2. Treasurer (2017, 2020, so on ...)
 3. Secretary (2018, 2021, so on ...)
2. Voting
 - a. Voting takes place during the month of November.
 - b. Any candidate may make a statement to the Board regarding the candidate up to five minutes.
 - c. Ballots should be cast marked with the name of a candidate or with the word "abstain." A candidate can withdraw at any time from subsequent votes. More than 3/4 board members must attend to vote to meet the quorum. If there are less than 3/4 board members, voting must be postponed, but no later than December 15th.
 - d. In the case, there are more than two candidates running and none receive a majority of votes, the vote is rerun with only the candidates receiving the two highest vote counts eligible. (This may result in more than two candidates being eligible.). The vote is retaken in the case of a tie (either for first or second place on the result). A new call for a candidate is made and the voting process restarts in the case where there is a single candidate but that candidate does not receive enough votes.
 - e. Voting will be by secret ballot. Results of voting scores shall be announced via email or orally/signed at the meeting. The meeting shall record the candidates nominated for each position and the elected
3. Nominations
 - a. Nominations take place during the month of September.
 - b. Nominations must be submitted by a board member at the meeting. A candidate who fails to be elected for a position may be nominated for a subsequent position.
 - c. Self nomination is permitted.
 - d. A candidate may request that the statement made to the Board in respect of their candidate be recorded in the minutes of the meeting.
4. Casual Vacancies
 - a. if an officer is vacated, the position may be filled at a subsequent regular meeting of the Board meeting using the election procedures.

Article VII – MISCELLANEOUS

1. Electronic Media

- a. Regular updates shall be made to the organization’s website.
- b. The official URL address of the website shall be “msada-dc.org”.
- c. MSADA shall use the communication methods including but not limited to email, text, and social media (e.g. Facebook, Twitter) for official communication updates.
- d. MSADA shall follow the Social Media Guidelines.

2. Authorization

- a. MSADA shall maintain and provide upon request electronic copies of all reports of the Board members, and such matters as may be of interest to the general public.

3. Dissolution

- a. Should the Organization be dissolved, all assets of the organization will be transferred to another organization certified as 501 © (3) by the IRS and voted by the MSADA Board members.
- b. All funds collected by the organization will be used for charitable work as per guidelines established by the IRS under 501 © (3).

4. Parliamentary Authority

- a. The current edition of Robert’s Rules of Order shall be the Parliamentary Authority of association.

5. Bylaws Amendments

- a. These bylaws may be altered, amended or repealed and new bylaws may be adopted by a two thirds majority of the full Board Members Board of Directors at any regular meeting or at any special meeting, provided that at least 10 day’ written notice is given of intention to alter, amend or repeal and to adopt new bylaws at such meetings.

Article VIII – REVISIONS HISTORY

Created on January 22, 2005

Updates:

1. March 2006
2. August 2007
3. December 2010
4. July 22 2011
5. February 7 2015
6. July 25 2015
7. November 19 2016
8. May 16 2020