

**Table of Contents:**

<b>Article I</b>	Name of the organization.....	1
<b>Article II</b>	Object of the organization.....	1
<b>Article III</b>	Membership.....	1-2
<b>Article IV</b>	Dues.....	2-3
<b>Article V</b>	Officers.....	3-7
<b>Article VI</b>	General Meetings.....	7-9
<b>Article VII</b>	Committees.....	9
<b>Article VIII</b>	Parliamentary Authority.....	9
<b>Article IX</b>	Amendments.....	10
<b>Article X</b>	Dissolution.....	10

## **Bylaws for Bay Area Black Deaf Advocates**

### **ARTICLE I – NAME**

**Section 1.** The name of the organization shall be the Bay Area Black Deaf Advocates hereafter referred to as BABDA.

### **ARTICLE II – OBJECTIVES**

**Section 1.** The objectives and general purpose of the organization of BABDA are:

- A. To better inform ourselves and the community about the responsibilities and rights of Black Deaf citizens.
- B. To identify, examine, and disseminate information related to the social, economic, educational, political, and health issues and their impact on the Black Deaf community through the medium of forums, panels, lectures, and workshops.
- C. To promote positive action to improve and enhance the lives of Black Deaf people.
- D. To encourage increased leadership development and job opportunities for Black Deaf persons and to further their potentials.

### **ARTICLE III – MEMBERSHIP**

**Section 1.** Any person supporting or advocating the aims of BABDA as set forth in the bylaws may become a member in good standing upon payment of dues.

**Section 2.** There shall be four (4) classifications of membership in the organization: regular, senior, student and organizational.

- A. Regular Member - Such membership shall be conferred to individuals who are members in a good standing.
- B. Senior Member - Senior citizen member status shall be conferred to individuals at age 55 or older on the date of membership application.
- C. Student Member - Student membership status shall be conferred to individuals enrolled full-time at secondary or postsecondary programs.
- D. Organizational Member - organizational member status shall be conferred to any organization, agency, or group.

#### **2.1** Regular Membership

**2.1.1.** A regular member is defined as a person who has paid dual regular membership dues to BABDA and NBDA.

**2.1.2.** A regular member shall be declared as a member of a local chapter, BABDA, affiliated with the National Black Deaf Advocates (NBDA).

**2.1.3.** The rights of regular membership shall constitute all of the following:

- A. To serve on a local or national board.
- B. To serve on committees.
- C. To hold office.
- D. To have full voting privileges on local and national affairs.
- E. To receive NBDA e-newsletter.

#### **2.2** Senior Membership

**2.2.1.** A senior member is defined as a person who is at least 55 years of age on the date of the application has paid one-half of dual regular membership dues to BABDA and NBDA.

**2.2.2.** A senior member shall be declared as a member of a local chapter, BABDA, affiliated with the National Black Deaf Advocates (NBDA).

**2.2.3.** The rights of senior membership shall constitute all of the following:

- A. To serve on a local or national board.
- B. To serve on committees.
- C. To hold office.
- D. To have full voting privileges on local and national affairs.
- E. To receive NBDA e-newsletter

### **2.3** Student Membership

**2.3.1.** A student member is defined as a person who is a student enrolled full-time at secondary or postsecondary programs on the date of the application and has paid one-half of dual regular membership dues to BABDA and NBDA.

**2.3.2.** A student member shall be declared as a member of a local chapter, BABDA, affiliated with the National Black Deaf Advocates (NBDA).

**2.3.3.** The rights of student membership shall constitute all of the following:

- A. To serve on a local or national board.
- B. To serve on committees.
- C. To hold office.
- D. To have full voting privileges on local and national affairs.
- E. To receive NBDA e-newsletter

### **2.4** Organizational Membership

**2.4.1.** An organizational member is defined as any organization, agency, or group who has paid organizational membership dues to BABDA.

**2.4.2.** An organizational member shall be declared as a member of a local chapter, BABDA.

**2.4.3.** The rights of organizational membership shall constitute all of the following:

- A. To serve on committees.
- B. To choose representatives from its organization to represent at BABDA chapter meetings.
- C. To have full discussion privileges, but no voting rights on local and national affairs.

### **Section 3.** Rights and Privileges

All individual members with the exception of Organizational and Honorary Members shall have full voting privileges and shall be eligible to hold office within BABDA.

### **Section 4.** Expiration of BABDA Membership

Expiration of BABDA membership shall be the same month of the following year from the membership dues.

## **Article IV - DUES**

**Section 1.** Dues for membership shall be paid regularly on or before February 1st of the calendar. The calendar year shall be defined as January 1st through December 31st.

**Section 2.** Dues shall be decided by the BABDA Board and subjected to change according to NBDA guidelines.

**Section 3.** Individuals who pay for their membership dues with a personal check are not members until their checks are cleared. Once the check clears, they will become full members with the reservations of all rights and privileges.

**Section 4.** Fees incurred from returned checks will be the responsibility of the issuer. Individuals who write bad checks will not be allowed to write another check to BABDA for one (1) year and will only use cash or money orders.

**Section 5.** Individuals who pay for their membership dues in a money order, cashier's check, or a personal check will need to make a payable to Bay Area Black Deaf Advocates (BABDA) Organization.

## **ARTICLE V - OFFICERS**

**Section 1.** Founders of BABDA

**1.1** Bay Area Black Deaf Advocates formerly known as OaktownBDA was first incorporated in 1988 in Oakland, CA.

**1.2** Oaktown became the 10th affiliated chapter under the auspices of National Black Deaf Advocates (NBDA).

**1.3** BABDA, formerly known as OaktownBDA, shall always be recognized as honorary members:

Nathie Marbury, Lois Smiley, Brenda Lyons, Delores Radford.

**1.4** The 9th NBDA National Conference was hosted in Oakland, CA on August 16-19, 1990. Its theme was "*Motivation and Perseverance Make Dreams Come True.*"

**1.5** OaktownBDA eventually became an inactive chapter in 1992-1993.

**Section 2.** Reactivation of BABDA

**2.1** OaktownBDA was renamed as Bay Area Black Deaf Advocates (BABDA) in 2011.

**2.2** BABDA was reactivated and recognized by National Black Deaf Advocates (NBDA) during the same year of 2011.

**2.3** The reactivation of BABDA with the first full Board of Directors were:

Lois Smiley, Samuel Holden, Marcelle Esezobor, David Harvey, Philip Smith

**Section 3.** Executive Board

**3.1** The elected officers of BABDA Executive Board are President, Vice President, Treasurer, and Secretary.

**3.1.1.** The President and Vice President of BABDA must be Black and Deaf or Hard of Hearing and a member of Black Deaf community.

**3.1.2** The BABDA Executive Board is expected to follow the BABDA ByLaws in Article V, Section 4: Board of Directors.

**3.1.3.** To be qualified on Executive Board, no person shall be eligible to serve on BABDA Executive Board that has not been a member of BABDA for two consecutive years immediately preceding the election. One person may not hold more than one office or any office position for a local chapter unless it is approved by the Board of Directors.

**Section 4.** Board of Directors

**4.1** The Board of Directors shall be composed of four (4) Executive Board officers of the organization; one (1) Chapter Representative, and four (4) appointed Board Members.

**4.2** The Board must have a Deaf majority in its membership.

**4.3** The elected officers of BABDA Board of Directors are President, Vice President, Treasurer, Secretary, Chapter Representative, Public Relations, Sergeant-at-Arms, Parliamentarian, and Event Coordinator.

**4.4** To be eligible for a Board of Director of BABDA position , the individual must be an active member in good standing for at least one (1) year.

**4.5** Vacancies in office between terms shall be nominated and voted on by the Board of Directors by a majority vote.

**4.6** Nominations of officers shall be made from the floor one month prior to the regular election.

**4.7** A parliamentarian shall be appointed by the President with approval of the Board of Directors.

## **Section 5.** Compensation

**5.1** Officers shall not receive any honorariums or salary from BABDA.

## **Section 6.** Term of Office

**6.1** One term is equivalent to two (2) years.

**6.2** Officers cannot serve more than two (2) consecutive terms.

**6.2.1.** In an event of the bi-annual election if there is no elected officer candidate(s) in that specific position of the BABDA board, then the BABDA officer can serve another term until a successor fills in that position.

**6.3** Officers are elected at a bi-annual election meeting in November.

**6.4** All officers must attend and/or participate in at least 2 BABDA events and serve on one standing committee, unless it is adjusted by the BADBA President with the approval from the BABDA Board of Directors.

**6.5** Once elected, the term of position and office shall begin immediately following election and oath.

**6.6** Ongoing transitions serve a transitional role during two (2) months period between the old and new officers shall be enacted and pursued including handing over any pertinent documents, records, other significant items that belong to the properties of BABDA by January 1st every year.

## **Section 7.** General Powers

**7.1** The Board of Directors shall manage the affairs of BABDA.

**7.2** The Board shall have general management of business affairs of the organization.

**7.3** Each Board member is required to release to successor, all BABDA official materials.

## **Section 8.** Advisory Board shall consist of:

- A. One Black parent of a deaf child
- B. One Black interpreter
- C. One legal advisor
- D. One local Black organizational leader
- E. One accountant or financial advisor
- F. One post secondary student
- G. One Black educational administrator

## **Section 9.** Duties of Officers

**9.1 President**

**9.1.1** President shall:

- A. Preside at regular meetings.
- B. Speak for and represent the organization.
- C. Co-sign all checks.
- D. Approve all letters and notices sent by the Secretary.
- E. Sign all legal documents on behalf of the organization
- F. Chair the Executive Committee
- G. Appoint chairs of all standing committees and adhoc committees.
- H. Serve as ex-officio member of all committees.

**9.2 Vice President**

**9.2.1** Vice President shall:

- A. Preside at the meetings in absence of the President.
- B. Assume the duties of President in the absence or when the office of President becomes vacant.
- C. Chair the bylaws committee.
- D. Responsible for having a copy of the bylaws at the general meeting and board meetings.
- E. Co-sign all checks.
- F. Perform other duties of the Vice President as assigned by the President and approved by the Board of Directors.

**9.3 Secretary**

**9.3.1** Secretary shall:

- A. Take and keep the minutes of the meetings of the organization.
- B. Receive and send official correspondence.
- C. Maintain a membership list for the organization including current mailing information.
- D. Notify the members of all regular meetings at least two (2) weeks in advance.
- E. Get President/Vice President's approval before distributing documents.
- F. Perform other duties of the Secretary as assigned by the President and approved by the Board of Directors

**9.4 Treasurer**

**9.4.1** Treasurer shall:

- A. Take and keep the minutes of the meetings of the organization.
- B. Receive dues and other funds, record same, transmit the funds to the organization's bank accounts.
- C. Deposit checks/cash/money order within ten (10) business days.
- D. May select the finance committee.
- E. Co-sign all checks.
- F. Send timely reports to the internal revenue service (IRS) and maintain BABDA incorporation status annually.
- G. Submit the monthly treasurer's report to the President.
- H. Send a partial of each regular member's membership fee to the National Black Deaf Advocates (NBDA) Organization.

- I. Perform other duties of the Treasurer as assigned by the President and approved by the Board of Directors

## **9.5 Chapter Representative**

### **9.5.1 Chapter Representative shall:**

- A. Representative of this organization.
- B. Act as a liaison with the Western Regional Chapter Representative and National Black Deaf Advocates.
- C. Vote on behalf of BABDA chapter
- D. Share BABDA's concerns before National Black Deaf Advocates.
- E. Submit a written summary of BABDA activities to the Western Regional Representative and/or National Black Deaf Advocates (NBDA) Representative.
- F. Provide a quarterly report of BABDA activities and meetings to the Western Regional Representative and/or National Black Deaf Advocates (NBDA) Representative.
- G. Represent BABDA at different events as assigned by the Board of Directors.
- H. Provide reports and information to the NBDA newsletter if requested by NBDA Board of Directors.
- I. Perform other duties of the Chapter Representative as assigned by the President and approved by the Board of Directors

## **9.6 Public Relations**

### **9.6.1 Public Relations shall:**

- A. Manage communication between BABDA and the general public on social media pages or websites.
- B. Represent BABDA with other organizations whose purpose is consistent with the objectives, goals, and mission similar to that of NBDA and BABDA.
- C. Have the approval from the President and Vice President before posting anything on the social media pages or websites.
- D. Perform other duties of the Public Relations as assigned by the President and approved by the Board of Directors.

## **9.7 Sergeant-at-Arms**

### **9.7.1 Sergeant-at-Arms shall:**

- A. Keep the records of members' attendance at the general meetings.
- B. Turn in the records of attendance at monthly general meetings to the Secretary after each meeting.
- C. Control unruly members and non-members.
- D. Perform other duties of the Sergeant-at-Arms as assigned by the President and approved by the Board of Directors.

## **9.8 Parliamentarian**

### **9.8.1 Parliamentarian shall:**

- A. Review agenda before the meeting.
- B. Assist and advise the President during the meeting to maintain a smooth and organized outcome.
- C. Assist with the coordination of motions and resolutions as requested.

- D. Perform other duties of the Parliamentarian as assigned by the President and approved by the Board of Directors.

### **9.9 Event Coordinator**

#### **9.9.1 Event Coordinator shall:**

- A. Responsible for every aspect of event planning.
- B. Plan, coordinate, execute, and review special and regular events for BABDA.
- C. Research, propose, and secure possible venues for functions as budget, geography, accessibility, apparel, availability.
- D. Host a minimum of 2 BABDA recurring events and 1 special event per year
- E. Provide a report to both general (regular) and board meetings to collect and/or share information about the BABDA events (past and future)
- F. Perform other duties of the Event Coordinator as assigned by the President and approved by the Board of Directors.

### **9.10 Membership Director**

#### **9.10.1 Membership Director shall:**

- A. Sends reminders to renew membership.
- B. Presents membership status at the general (regular) meetings and BABDA events.
- C. Maintain a membership list for the organization including current mailing information.
- D. Provide a report to general (regular) and board meetings to recognize the new members.
- E. Develop the membership forms for BABDA.
- F. Hand out the BABDA and NBDA applications (paper and/or online) and collect all of the applications at the end of general meetings.
- G. Feeds all the member information on the Google Forms, Google Documents, and/or Google Sheets.
- H. Perform other duties of the Membership Director as assigned by the President and approved by the Board of Directors.

## **Section 10. Resignation and Impeachment**

### **10.1 Resignation**

**10.1.1** Any officer may resign by written notice to the President.

### **10.2 Impeachment**

**10.2.1** Elected or appointed Board Members may be removed after due process hearing for failure to carry out their duties or for good and sufficient reason by a two-thirds (2/3) vote of the Board of Directors.

## **ARTICLE VI - GENERAL (REGULAR) MEETING**

### **Section 1. General (Regular) Meetings**

**1.1** General (regular) membership meetings will be held each month. Notice of meeting location shall be emailed to members and shared to members and non-members on social media pages (Facebook, Instagram, Youtube, etc) at least two (2) weeks prior to the meeting date.



**1.2** General (regular) meetings will be held at least 4 times (Winter, Spring, Summer, Fall) of the calendar year from January through December except July and August.

**1.3** General (regular) meeting dates and times will be determined by the majority of the Board of Directors.

## **Section 2.** Executive Board Meetings

**2.1** Executive Board meetings will be held at least once a month. Meeting date and time will be determined by the majority of the Executive Board members.

**2.2** The Executive Board may request a special meeting or an emergency board meeting with the BABDA Board of Directors at least 48 hours prior to the meeting.

**2.3** The Executive Board must seek the approval from the majority of the Board of Directors if the meeting is in less than 48 hours prior to the meeting.

## **Section 3.** Board of Directors Meetings

**3.1** The Board of Directors meetings will be held at least once a month.

**3.2** In case of the General Meetings in the same month as The Board of Directors' meeting, the Board of Directors may meet a week before the general meeting.

**3.3** The Board of Directors including the Executive Board can request a special meeting or an emergency board meeting with the BABDA Board of Directors at least 48 hours prior to the meeting.

**3.4** The Board of Directors including the Executive Board must seek the approval from the majority of the Board of Directors if the meeting is in less than 48 hours prior to the meeting.

## **Section 4.** Order of Business

**4.1** Order of Business shall be:

**4.1.1** Call of Meeting to Order

**4.1.2** Roll Call

**4.1.3** Approved of Meeting Minutes of the Previous Meetings

**4.1.4** Officers' Reports:

- A. President
- B. Vice President
- C. Treasurer
- D. Secretary
- E. Chapter Representative
- F. Public Relations
- G. Event Coordinator

**4.1.5** Committee Reports

**4.1.6** Unfinished (Old) Business

**4.1.7** New Business

**4.1.8** Recognition of Visitors and New Members

**4.1.9** Announcements

**4.1.10** Adjournments

**2.2** Quorum of Meetings

**2.2.1** A quorum is established when a minimum of one-third (1/3) active BABDA members, in good standing, are present at general meetings.

**2.2.2** A quorum is established when there are two-thirds (2/3) of BABDA Board of Directors in good standing is present at the Board of Directors meetings.

**Section 5.** Voting Rights

**5.1** Each regular, senior, or student member is entitled to one vote.

**5.2** Votes may be cast by secret ballot or show of hands. Voting for election of BABDA Board of Directors has to be through the secret ballot. The voting procedures will be reviewed and determined by the BABDA President and BABDA Vice President.

**5.3** There shall be no proxy voting.

**Article VII - COMMITTEES**

**Section 1.** Standing Committees and its Functions

**1.1** The Standing Committee shall be included the Bylaws Committee, Finance/Fundraising Committee, Membership Committee, and Auditing Committee.

**1.2** The Standing Committee and their functions may be established (a) by the BABDA President subject to the approval of the Board of Directors or (b) by vote at regular membership meetings.

**1.3** The chairperson of each committee may select other members subject to approval by the President as long as the chairperson shall be a member of BABDA in good standing.

**1.4** All standing committees shall submit a committee report at general meeting and give the Secretary the written report for general meeting minutes.

**1.5** The terms of standing committee members shall be one year or until a successor is chosen.

**Section 2.** Bylaws Committee

**2.1** Shall clarify all conflicts in the BADBA Bylaws.

**2.2** Shall recommend adjustments or amendments in BADBA Bylaws.

**Section 3.** Finance/Fundraising

**3.1** Shall develop and recommend budget to the membership.

**3.2** Shall explore resources for funds to support the organization.

**3.3** Shall investigate (or seek) grants and/or sponsors.

**Section 4.** Membership

**4.1** Shall maintain the list of members' names, addresses, and voting status.

**4.2** Shall recommend ways to increase membership.

**Section 5.** Auditing Committee

**5.1** Shall select three (3) members.

**5.2** Shall examine all financial reports with the Board of Directors supervision.

**5.3** Shall submit financial reports to be made at the following general meeting.

**5.4** Shall audit of the financial reports of the organization shall be at every six (6) months.

**Article VIII - PARLIAMENTARY AUTHORITY**

**Section 1.** In Parliamentary Procedure Robert's Rule of Order, current edition shall be the authority unless otherwise provided in these bylaws. These bylaws will be in effect until amended as provided in Article IX.

**Article IX - AMENDMENTS**

**Section 1.** Amendments

**1.1** The Bylaws may be amended upon affirmative vote of two-thirds (2/3) of the voting members present at BABDA general (regular) meetings

**Section 2.** Suspension

**2.1** Any provisions of these Bylaws may be suspended in unforeseen and urgent circumstances by a two-thirds (2/3) vote of the (a) BABDA members or (b) the BADBA Board of Directors present at the general (regular) meetings.

**Article X - DISSOLUTION**

**Section 1.** Assets and Liabilities.

**2.1** Upon dissolution of Bay Area Black Deaf Advocates (BABDA), all assets and liabilities after the payment of existing debts shall be sent to the headquarters, National Black Deaf Advocates (NBDA). In the event NBDA is dissolved, the assets and liabilities shall be distributed to 501 (c)(3) organizations with goals and objectives consistent to those of BABDA and NBDA.

Revised on 5/10/2020  
Approved by BABDA Board of Directors 2019-2020 on 5/10/2020