

1. ORGANIZATION

1.1 Logo

The logo of the CAD is as illustrated on the cover. Designed by Eldon L Ragland, it was adopted by the CAD at the 1985 biennial convention in Larkspur, Colorado.

The logo of the CAD consists of two circles, between the outer and inner circles: COLORADO ASSOCIATION in the upper left, and: OF THE DEAF, in the lower right, and the words: "Founded in 1904" under the upper inner circle, bisected by two short double-lines to the left of the circle, continuing behind and into the circle, and into three stylistic double-lined peaks in descending height from left to right within the circle, representing the mountains, and ending with a straight line extending in front of and to the right of the circle, representing the plains; between the second and third peaks is an arc, representing the sun, and centered under the three peaks is a columbine, the Colorado state flower.

1.2 Colors

The primary colors of the CAD are purple (columbine and "purple mountain majesties"), white (snow), and yellow (sunshine and "amber waves of grain").

1.3 Publication

In addition to the CAD website <CADeaf.org>, The Deaf Coloradan is a monthly newsletter of the CAD.

1.4 Principal address

The principal address of the CAD is The Veditz Office, [PO Box 370294, Denver CO 80237-5196].

1.5 Seal

The corporate seal of the CAD is inscribed with the full name of the organization: "COLORADO ASSOCIATION OF THE DEAF", the year of incorporation: "1948", and the words: "Colorado" and "Seal".

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**2. OBJECT**

2.1, 2.2 Vision and Mission

"The only constant thing is change." Our objectives and purposes are dynamic rather than static, fluid rather than frozen. With continuing and active participation by members, representatives, and officers, our issues and needs change with the times.

The following, included here for information and reference, are quotes or excerpts from previous CAD mission statements:

1904: "... [T]o promote the advancement of [the] social, intellectual, and moral status of the deaf."

1948: "The object ... is for the purpose of advancement, socially, intellectually, and morally, of the deaf of Colorado; to promote their general welfare and to protect them from unfair legislation."

1983: "The objectives and purposes of the Association shall be to promote the welfare of the deaf of Colorado and to actively promote and advance their educational, vocational, economic, and social standards in any lawful manner. The objectives are intended to be within the scope of Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law)."

1995: "The mission of the Colorado Association of the Deaf (CAD) is to assure that a comprehensive, coordinated system of services is accessible to citizens who are deaf and hard-of-hearing, enabling them to achieve their maximum potential through increased independence, productivity, and integration in areas of social life, education, vocation, and economics."

2.3            Strategy

We accomplish our mission by ensuring:

- (a)    that only deaf individuals hold positions as officers and representatives of the CAD;
- (b)    that parents of deaf children become aware of, and involved in, all facets of deaf life;
- (c)    that professionals, deaf or not, working in our field are of the highest caliber and competency;
- (d)    that employers at-large are made aware of the abilities and capabilities of deaf employees; and
- (e)    that a comprehensive, coordinated system of services, public and private, is accessible to parents of deaf children and to us.

2.4 Areas of intervention

We increase awareness, in the deaf community and among the general public, of the CAD and of our object and activities by:

- (a) communicating through the website and newsletter;
- (b) issuing press/media releases from, or approved by, the president;
- (c) holding local, regional, and annual general meetings;
- (d) networking among the many private and public organizations of, for, and by the deaf in Colorado;
- (e) developing and promoting constantly an awareness of these many issues and needs of the deaf community and of deaf individuals of all ages within that community;
- (f) advocating for our rights as citizens of the United States and of the state of Colorado;
- (g) protecting members of the deaf community from unfair legislation locally and statewide, and nationally through the National Association of the Deaf (NAD);
- (h) assuming or exerting a leadership role when necessary to unite the deaf community and deaf individuals of all ages within that community;
- (i) being vigilant, serving as a "watch-dog" on deaf-related issues, ensuring that every deaf person in Colorado enjoys all the benefits of equal access in the following areas:

education: life-long from preschool to post-college, including programs and services for parents of deaf children and for deaf youth;

employment: from pre-vocational training to school-to-work transition, to employee training and re-training, to the "corridors of power", and so to retirement;

human services: health, social, rehabilitation, etc., as needs arise;

communication: via certified sign language interpreters;

telecommunications: TTY/VP, and relay services;

closed-captioning ("cc"): TV programs, movies, the internet, etc.;

- (j) keeping up with technological developments and advances that arise;

- (k) hiring a general officer (GO) for the management of the affairs of the CAD, and hiring ancillary staff as needs arise to assist the general officer; and
- (l) establishing a CAD home office, to be named The Veditz Office (after the founder and first president of the CAD), and regional offices where feasible.

2.5 Affiliations

The CAD has been affiliated with the NAD since 1938.

Affiliation dues and requirements vary from year to year.

For purposes of affiliation with, and any dues to, the NAD, only CAD resident (i.e., in-state) individual regular members are counted; the following members are not counted:

- associate (i.e., out-of-state),
- junior (high school student),
- supporting,
- honorary, and
- organizational.

2.6 Tax exemptions

1. Internal Revenue Service (IRS)

The CAD was granted 501(c)(3) exemption in 1949 (further confirmed by notice dated 3 May 1990): I.R.S. 501 (c) (3).

2. Colorado Department of Revenue (CDR)

The CAD was granted sales tax exemption in February 4<sup>th</sup>, 2010.

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**3. MEMBERSHIP**

3.1 Affiliate organization members are in one of two sub-categories:

- (a) of, for, and by the deaf (i.e., deaf-related), or
- (b) non-deaf-related.

3.2 Corporate organization members are defined according to their number of paid employees:

- (a) small: fifteen (15) or fewer employees;
- (b) big: sixteen (16) or more employees.

3.3 The designated "contact person" or official of each organizational member will receive pertinent CAD mailings.

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**4.            STRUCTURE**

4.1            The CAD is a statewide organization from the mountains to the plains. A strong community-based membership with regional representation and an active executive committee form of association works best in a state the size and composition (both in terms of geography and population) of Colorado.

4.1.1         Members

The authority and activities of the CAD shall reside in its individual regular members.

4.1.2         Officers (XO)

The four (4) officers of the CAD, comprising the XO, are elected at the AGM.

4.1.3         At-large representatives

The five (5) at-large representatives are elected, at the AGM (see bylaws, 4.5 et seq.).

4.1.4         The board of directors (BOD)

The four (4) officers and the five (5) at-large representatives comprise the BOD.

4.2            Responsibilities

In addition to those listed in the bylaws:

4.2.1         The president shall

- (a)    be the primary delegate to regional and national meetings of the NAD;
- (b)    co-opt members as managers of programs and other "special interest groups";
- (c)    be subject to the advice and consent of the XO and/or the BOD; and
- (d)    have no vote at meetings in which the president is the chair.

4.2.2         The vice president shall

- (a)    serve as the president when the president is absent, incapacitated, removed, or deceased;
- (b)    chair the bylaws committee (see 6.1.2 Standing Rules & Bylaws 4.2.3 (b));
- (c)    chair the grievance/complaints sub-committee (see 4.2.2(A) Standing Rules);

- (d) assume other duties as assigned by the president, the XO, and/or the BOD.

4.2.2(A) GRIEVANCE/COMPLAINTS SUB-COMMITTEE *OF THE BYLAWS COMMITTEE*

Procedural steps

1. If there be a grievance or complaint concerning any officer, representative, committee, member, or activity, such grievance or complaint must be made in writing.
2. Grievances and complaints shall be addressed to the vice president.
3. Within thirty (30) days of receipt of such grievance or complaint, the vice president shall convene a special meeting (or meetings) of the sub-committee, inviting both parties or sides.
4. The bylaws committee shall resolve the matter within sixty (60) days, of receipt of the grievance or complaint.

Provisos

- (a) If the vice president be the subject of the grievance or complaint, such shall be addressed to the president who will convene a meeting of, and chair, the bylaws committee.
- (b) If the president feel there be a conflict of interest or personalities involved, the bylaws committee, excluding the president and the vice president, shall appoint a chair pro-temp from among themselves and proceed with steps 3 and 4.
- (c) Other members of the bylaws committee who are involved participants, pro or con, in a given grievance process are excused from serving on this committee in this instance.

4.2.3 The secretary shall

- (a) be responsible for giving notice of CAD meetings;
- (b) keep an accurate record of the proceedings (Minutes) of meetings of the executive committee, the board of directors, the annual membership, and any special;
- (c) chair the C.A.D. awards and recognition program sub-committee, and direct the program at the annual general meeting
- (d) chair the annual Eva B Arnold Fraser Memorial Student/Athlete Awards program
- (e) maintain the archives and history of the CAD, and update the presidential listing on the website;

THE COLORADO ASSOCIATION OF THE DEAF  
STANDING RULES (APPROVED AS OF 20 SEPTEMBER 2010)

- (f) update the "in memoriam" listing;
- (g) make the necrology report at the annual general meeting;
- (h) be the custodian of the CAD seal;
- (i) assume other duties as assigned by the president, the XO, or the BOD; and
- (j) co-opt, if needed, a CAD member as assistant secretary, subject to approval of the CAD executive committee. The assistant secretary shall serve as the secretary in the absence, or at the request, of the secretary at meetings.

The secretary shall be directly responsible for any action or error, by commission or omission, of the assistant secretary.

4.2.3(A) The CAD Awards and Recognition Program

Purpose

The awards and recognition program, first established in 1983 under then president Eldon Ragland's administration, are made to identify and focus attention on outstanding and innovative services or programs that benefit members, individually and/or as a whole, of the deaf community of Colorado.

The conferring of an award or a recognition shows the CAD's appreciation for, or approval, endorsement, or recognition of, outstanding achievements or accomplishments made by a Colorado individual, business, organization, or institution annually at AGMs.

Program

This program is a sub-committee of the AGM committee:

chaired by the secretary, and

composed of the BOD,

whose purposes and duties include

- (a) requesting nominations for awards listed below requests, including nomination forms, to be published on the website and in the newsletter);
- (b) consideration and determination of these nominations;
- (c) recommendation of individuals for honorary memberships in the CAD; and
- (d) arranging the awards and recognition program at the AGM.

Dates: starting no later than 60 days before the AGM, and concluding after the end of the awards and recognition program.

Categories

The four (4) award categories, listed in alphabetical order, are:

1. THE C.A.D. Distinguished Service Award  
TO a Colorado individual, business, or organization  
FOR providing a distinguished, outstanding, unique, or unusual service of benefit to the deaf community.
2. THE C.A.D Education Award  
TO a Colorado individual or institution  
FOR making meritorious or original contributions in working with K-12 grade deaf students.
3. THE C.A.D. Employer's Award  
TO a Colorado business or industry  
FOR making original or note-worthy efforts to hire employees who are deaf and to accommodate their needs.
4. THE C.A.D. Golden Hand Award  
TO a Colorado individual or group of individuals  
FOR exceptional voluntary service to the deaf community and/or to the CAD.

Guidelines

Nomination for CAD awards can be made by any person or persons.

Each nomination shall have the following information:

1. the award category name,
2. the name of the nominee, including the nominee's mailing address and phone number with area code,
3. your reason(s) - please be specific! - for making the nomination, AND
4. your name and signature, including your mailing address and phone number with area code.
5. Nominations may be made by letter or on the form provided (see next page). This form may be photo-copied. However, it is requested that there be ONE NOMINEE PER LETTER OR FORM, PLEASE!
6. Please send your nominations to:

The CAD Secretary  
The Veditz Office  
P.O. Box 370294  
Denver, CO 80237-5196

Selection

The final selection of awardees is made by the BOD meeting in executive session. Note: Selection shall be based on real merit; not all categories need be awarded.

Deadline

The deadline for nominations shall be thirty (30) days prior to the opening date of the AGM.

**THE COLORADO ASSOCIATION OF THE DEAF: [YEAR] ANNUAL AWARDS**

**NOMINATION FORM**

Date: \_\_\_\_\_  
Note: Deadline is »> mm/dd/yy «<

CATEGORY: \_\_\_\_\_  
Name of award category

NOMINEE: \_\_\_\_\_  
Name of individual/business/organization/or institution

\_\_\_\_\_  
Nominee's area code and phone number

\_\_\_\_\_  
Nominee's mailing address

\_\_\_\_\_  
City/State/ZIP code

REASON(S) FOR NOMINATION: \_\_\_\_\_

\_\_\_\_\_  
(Use other side of page if more space be needed.)

FROM: \_\_\_\_\_  
Your name: Please print

\_\_\_\_\_  
Your area code and phone/VP/TTY number

\_\_\_\_\_  
Your email address

\_\_\_\_\_  
Your mailing address

\_\_\_\_\_  
City/State/ZIP code

\_\_\_\_\_  
Your signature

Please mail to the CAD Secretary before \_\_\_\_\_.

4.2.3(B) The Eva B Arnold Fraser Memorial Outstanding Student-Athlete Awards

Purpose: Begun in 1978, the primary purpose of these awards is to recognize annually two outstanding deaf students, one male and one female, at the Colorado School for the Deaf and the Blind (CSDB) who make good passing grades, do well in sports, and show evidence of discipline and utmost sportsmanship. Names are engraved on the Eva Arnold Fraser Memorial plaque hanging in the hallway of the Gottlieb Gym at CSDB.

A secondary purpose of these awards is to promote good relations between the CAD and the CSDB.

Selections are made by the secretary and the CSDB athletic director, and other individual invited by the selectors.

Awards are presented during the annual sports ceremonies at the CSDB.

4.2.4 The treasurer shall

- (a) be responsible for the following CAD funds and accounts:  
the general fund, for day-to-day expenses,  
the contingency fund, for emergencies as may arise,  
the George W Veditz Endowment Fund,  
the Memorials/Scholarships/Awards Fund  
other funds or accounts as may be designated,  
keeping secure the federal and state tax documents and numbers;
- (b) serve as chair of the finance committee;
- (c) collect all membership dues (individual and organizational), and deposit same to the general (checking) fund;
- (d) maintain the membership (individual and organizational) mailing list;
- (e) collect all donations to the CAD, and deposit same to the contingency (savings) fund, or to other funds as specified by the donor(s);
- (f) pay all reasonable and documented expenses incurred by officers and other authorized persons as noted under expenses and compensation;
- (g) sign all checks drawn on funds (all checks to be counter-signed by one of the other three officers),
- (h) provide a monthly financial report for approval by the BOD prior to publication on the website and in the newsletter;
- (i) prepare, for submission at the AGM or at a special general meeting called for the purpose, a budget which shall include the dues structure (see finance committee);
- (j) assume other duties as assigned by the president, the XO, and/or the BOD; and
- (k) co-opt, if needed, a member as assistant treasurer, subject to approval of the XO.

The assistant treasurer shall serve as the treasurer in the absence, or at the request, of the treasurer at meetings.

The treasurer shall be directly responsible for any action or error, by commission or omission, of the assistant treasurer.

4.2.4(A) The CAD George W Veditz Endowment Fund:

Purpose

Memorializing George W. Veditz, this fund shall be used for special or major projects of the CAD as may be proposed by the membership.

Conditions

1. As additional gifts and donations are made the principal of this fund will increased from time to time.
2. Interest from this fund shall go toward the principal of this fund.
3. Any other use of the principal must be approved by the membership at an AGM.

4.2.4(B) The CAD Memorials/Scholarships/Awards Fund:

Purpose

This fund shall be used to pay for awards and scholarships funded or granted by the CAD.

Conditions

"In memoriam" donations shall be deposited to this fund (unless the donor(s) otherwise specify), and the names and dates of birth and death of each memorialized will be added to the listing under this fund (see "IN MEMORIAM" on the CAD website under HISTORY).

- 4.3            Responsibilities of the XO
- 4.3.1        In addition to those listed in the bylaws, the primary purpose of the executive committee is to:
- (a)    advise and assist the president;
  - (b)    transact the routine or day-to-day business of the CAD;
  - (c)    refer the results of audits by the auditing committee to the BOD;
  - (d)    take emergency action as needed on behalf of the CAD, the deaf community, and any deaf individual(s);
  - (e)    authorize withdrawals from the contingency fund, subject to approval of the BOD when the need arises;
  - (f)    ensure that planning for the AGM and other events are well in hand, on time, and under budget; and
- 4.3.2        Further, providing funds are available, and subject to the approval of the BOD, the XO is empowered to:
- (a)    rent, lease, or purchase space for a home office (i.e., The Veditz Office), and for local offices; and
  - (b)    hire a person, or personnel, to manage the affairs of the CAD, including the CAD office(s).
- 4.3.3        All actions of the XO shall be subject review by and approval of the BOD.

4.4 Responsibilities of the at-large representatives

4.4.1 Each representative shall:

- (a) maintain, to the best of his or her ability, contact with members, individual and organizational;
- (b) be responsible for hosting (finding location, making arrangements, and other details) one BOD meeting in his or her locality each year; and
- (c) appoint a member to be the assistant representative, subject to approval of the XO.

This appointment must be made in writing, signed by both the representative and the assistant, and such writing given to the secretary.

The assistant representative shall serve as the representative in the absence, or at the request, of the representative at BOD meetings.

The representative shall be directly responsible for any action or error, by commission or omission, of the assistant representative.

Should both the representative and the assistant representative attend a BOD meeting, only the at-large representative may vote; however, both representatives may have voice.

- (d) At-large representatives may be assigned other duties by the XO and/or the BOD.

4.5 Responsibilities of the board of directors (BOD)

The BOD is composed of the four (4) officers and five (5) at-large representatives.

In addition to those listed in the bylaws, the primary purpose of the BOD is to:

- (a) provide direction to the XO;
- (b) oversee the actions of the XO;
- (c) choose the secondary (and additional, if applicable) CAD delegate to NAD regional and national meetings (delegates to be chosen from among the BOD);
- (d) act on results of audits by the Auditing Committee;
- (e) authorize withdrawals from the George W Veditz Endowment Fund (such authorizations to be made ONLY in cases of extreme necessity), subject to approval of the membership at an AGM or special general meeting called for the purpose.
- (f) determine the finalist for each of the awards and recognition categories (see 4.2.3 (A) Standing Rules.)
- (g) determine the finalist for the CAD Memorials/Scholarship Awards and recognition category (see 4.2.4 (B) Standing Rules.)

4.6 Chapters and Regions:

Discontinued.

5. **MEETINGS**

5.1 Annual general meeting

5.1.1 Agenda/Order of business

Roll call; confirmation of quorum;

The pledge to the Flag;

Opening remarks, if any;

Minutes of previous meeting(s);

Reports of:

officers:

president,

vice president,

secretary,

treasurer, and in even-numbered years,

NAD delegate(s), and

CAD candidate to Miss Deaf America Ambassador program;

Representatives;

Committees:

standing committees:

auditing,

bylaws, and

finance;

special committees (if any, or as needed).

Unfinished business;

New business including --

selection of site(s) and date(s) of the next two  
annual meetings.

nominations and elections of officers and  
representatives (see 4.7.5(A));

swearing-in (bylaws 4.5.5) of newly- or re-elected  
officers and representatives.

Adjournment.

5.1.2 Within thirty (30) days of the AGM, the signature authority  
for all CAD bank accounts and funds shall be updated by all  
four (4) officers together.

5.2 Special general meetings

A special general meeting may be called as and when necessary for  
a specific purpose upon thirty (30) days notice by the president,  
or the XO, or at least three representatives, OR an announcement  
with the signatures of at least twenty-five (25) "in good  
standing" regular individual members.

NOTICE of a special general meeting shall contain the following details:

date, start (and end) time, address of the meeting site, the purpose of the special meeting, and the name(s) and signature(s) of the person(s) calling for the special meeting.

5.3 Regular board of directors meetings

Notice, indicating date(s), time(s), place, and agenda, of each regular meeting shall be given to each BOD member (bylaws 4.4.1), and to each committee chair and manager by the secretary no less than thirty (30) days in advance. Such notice may be given through on the website and in the newsletter.

The agenda shall be drawn up by the XO.

5.4 Special board of directors meetings

A special meeting may be called upon fifteen (15) days notice by the president, or the XO, or at least three (3) representatives.

5.5 Executive committee meetings

Meetings, regular and special (**PURPOSE, SCHEDULE, NOTICE, and AGENDA** included), may be called by contact (mail, phone, fax, email) among all officers as often as deemed necessary by any member of the XO for the purpose of routine business.

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**6. STANDING AND SPECIAL COMMITTEE MEETINGS**

Responsibilities of the committees -- GENERAL INFORMATION

The chair of each committee shall be appointed by the president, subject to approval of the XO and/or the BOD.

Each committee shall consist of at least three (3) CAD members, including the chair.

Each committee shall include, in any order, the words: Chaired by ..., composed of ..., whose purpose and duties include ..., a start date, and an end date.

Each committee chair or designated committee member shall, if requested by one of the officers, attend the BOD meetings but shall have no vote.

Other committees, standing and special, may be established by the president, or the XO, and/or the BOD, or the membership at a regular annual or special general meeting.

Unless otherwise covered in these bylaws and/or standing rules, meetings (including SCHEDULE, NOTICE, AGENDA, QUORUM, and MINUTES or record of proceedings) of all committees, standing and special, and programs and "special interest groups" shall be left to the discretion of each; however, each is required to send a copy of the proceedings of each committee meeting to the secretary.

6.1 Responsibilities of the standing committees

In addition to those listed in the bylaws, the primary purpose of the standing committees are as follows:

6.1.1 The auditing committee

chaired by a presidential appointee, subject to approval of the XO,

composed of three (3) or more members co-opted by the chair, none of whom shall be an officer or representative,

whose quorum shall consist of the chairman and no less than two (2) of the committee members, and

whose purpose and duties include auditing each calendar quarter (ending in March, June, September, and December) and at any time at the discretion of any auditing committee member, the books of:

the treasurer,

the AGM committee,

the "Miss Deaf Colorado Ambassador" [formerly "Miss Deaf Colorado") program,

The Deaf Coloradoan, and

any other events, programs, activities, etc., and

other books as requested by

the president,

the XO, and/or

the BOD; and

reporting the results of audits at the next regular meeting of the BOD, and/or at the next regular AGM, whichever occurs first;

settling any financial disputes as may arise; and

recommending, when deemed necessary, the services of a certified public accountant (CPA).

Dates: Continuous at the request, and during the term, of the president, subject to the approval of the BOD.

6.1.2

The bylaws committee

chaired by the vice president,

composed of at least six (6) CAD members,

whose purpose and duties include

reviewing the bylaws and any proposed changes to the bylaws,

recommending adoption or rejection of proposed changes, and

keeping files of past CAD bylaws, and other organization bylaws  
for reference.

Dates: Starting immediately after the election of officers at  
the AGM, and concluding after the following AGM consideration of  
the committee report.

6.1.3 The finance committee

chaired by the treasurer, and

composed of at least three (3) CAD non-officer members, co-opted by the treasurer and approved by the XO, each member residing in a different locality of the state,

whose purpose and duties include

- (a) preparing, for submission by the treasurer at the AGM or at a special meeting called for the purpose, a budget, including recommendations for (a) a dues structure (see A below) and (b) compensation for expenses (see B below);
- (b) addressing other requests for information of a financial nature, including fundraising;
- (c) liaising with the auditing committee;
- (d) pursuing funds to:
  - support the object and mission of the CAD from sources, both public (local, state, tribal, and federal) and private (corporate and individual);
  - support The George W Veditz Endowment Fund
  - hire a general officer (GO) for the management of the affairs of the CAD under the direction of the BOD and the supervision of the XO; and
  - hire ancillary staff as needed to assist the GO; and
- (e) assuming other financial tasks as may be assigned or requested.
- (f) Financial consultant: From time to time as needed, the finance committee, with the approval of or at the request of the XO, the BOD, or the membership, shall seek the advice of a certified financial consultant concerning the CAD budget, investment plans, and other monetary considerations.

Dates: Starting after one AGM, and concluding after the following AGM.

A. Dues structure

Sixty (60) days prior to the AGM, the treasurer shall recommend a dues structure for consideration by the membership, to take effect, if adopted, on 1 September following the AGM.

B. Compensation

The treasurer will pay all reasonable and documented expenses incurred by officers and other authorized persons doing business on behalf of the CAD. Reimbursement will be made for the following:

(a) Travel (Transportation):

If driving, board members shall be compensated in full by mileage and/or gasoline receipts for round trips to CAD-related regular and special meetings.

If flying (or traveling by train or bus), ticket shall be at the lowest available regular round-trip air fare, upon submission of receipts. Cost of travel by bus or train, or self-drive, shall not exceed the lowest available round-trip air fare.

(b) Lodging (Room):

At the lowest available room rate, upon submission of actual receipts; lodging shall be covered on-site -- not en route to or from the site, site being in excess of 100 miles from home.

(c) Meals (Board/Food):

In-state -- not covered.  
Out-of-state -- partial coverage, amount to be budgeted annually by the finance committee, for attendance at deaf-related meetings, conventions, conferences, etc., as approved by the BOD,

(d) Registration fees:

Actual required fees for attendance at deaf-related meetings, conventions, conferences, etc., NOT including CAD-sponsored events.

(e) Supplies/Postage:

For office and related purposes, upon submission of actual receipts.

(f) Disputes:

In case of disputes concerning validity of claims made after purchase and/or "dollar amounts", the matter will be referred with supporting documentation (receipts, etc.) to the auditing committee whose decision shall be final.

(g) Fiscal year:

The fiscal year of the CAD is 1 January to 31 December.

6.1.4 The A.G.M. committee

A regular AGM shall be held in August/September for the purpose of:

commemorating the founding of Colorado, the "Centennial State" (100 years after the founding of the United States, on 1 August 1875);

honoring the birthday, 13 August 1861, of CAD founder and first president, George W Veditz;

reviewing and responding to the reports of the officers, representatives, and committees of the CAD over the past year; making known the plans and policies desired for the coming year(s);

electing officers and at-large representatives (see Bylaws 4.5); and

enjoying fellowship and reunions made possible by such statewide gatherings.

This committee shall be:

chaired by the presidential appointee, and

composed of as many members as the committee chair deem necessary, including the chair of each sub-committee of the AGM committee,

whose purpose and duties include total planning for all AGM and special general meetings.

Dates: Starting after one AGM, and concluding after the following AGM.

NOTICE of regular AGMs, indicating date(s), time(s), place, host, and agenda must be given no less than ninety (90) days in advance by the CAD secretary.

Such notice may be given through on the website and in the newsletter.

6.1.4(A) Nominations and elections sub-committee

chaired by a member, non-candidate for office, appointed by the president; and

composed of at least three (3) members, non-candidate for office, each residing in a different locality, co-opted by the chairman, whose purpose and duties include

1. soliciting nominations for office (solicitations to be announced on the website and in the newsletter),
2. verifying qualifications of candidates,
3. preparing ballots, and
4. conducting the annual election proceedings.

6.2 Special committees (also known as Ad Hoc committees, select committees, or task forces):

From time to time, a special committee to deal with a specific issue may be established by the president, or the XO, or the BOD, or a member motion at the AGM.

Each special committee shall consist of a chair and at least two (2) members; be charged with a specific task; and have a start date and an end date.

6.3 Programs; "special interest groups"

The president, subject to the approval of the XO and/or the BOD, may appoint a manager to be responsible for a program or a "special interest group" of the CAD.

Each such appointee may attend BOD meetings, but shall have no vote, and may co-opt a CAD member or members to assist in the program or group activity.

Committee chairs and appointees of programs and "special interest groups" are non-voting members of the BOD; accordingly, their numbers do not count towards the quorum on the board.

6.3.1 The CAD website: <CADeaf.org>

- (a) Editor: Appointed by the president, subject to approval of the XO.
- (b) Contents: As determined by the XO and/or the BOD.
- (c) Frequency: Updated as needed.

6.3.2 The CAD newsletter: The Deaf Coloradan

- (a) Editor: Appointed by the president, subject to approval of the XO and the BOD.
- (b) Contents: At the editor's discretion and subject to approval of the XO.
- (c) Frequency: Monthly.

6.3.3 The Colorado Deaf Ambassador (Formerly Miss Deaf Colorado)

- (a) Manager will be appointed by the president
- (b) Job description:

Position Summary

Develop and manage a comprehensive program for school-age youth, and young adults. As manager of this program, this individual will be responsible for coordinating the development and implementation of the two-year program, fundraising events, leading to the summer program at the AGM in odd-numbered year.

Responsibilities

- (a) Be fully responsible for every part of the state program from the day chosen to the day of release by the CAD board of directors.
- (b) Set the two-year budget (with assistance from CAD treasurer and the state program (SP) treasurer, including the years of the state and the year of national programs).
- (c) Set the program date with the approval of the CAD board of directors. The program must be held in August in odd-numbered years.
- (d) Choose as the state program chair and/or the Miss CAD Ambassador (MCAP) advisor as needed.
- (e) Instruct the pageant committee.
- (f) Encourage contestants and coaches.
- (g) Assist the state winner in preparing for the NAD Miss Deaf America Ambassador (MDAP) which will be hereafter called the national program.
- (h) Appoint the program personnel.
- (i) Work closely with CAD board of directors in selecting a chaperone for Miss CAD Ambassador for the national program.
- (j) Work closely with MCAP advisor.

- (k) Order/buy decorations and flowers for stage.
- (l) Work closely with MDCA advisor.
- (m) Order/buy sashes and crown.
- (n) Order/buy flowers to be presented to contestants, corsages/boutonnieres for the master/mistress of ceremonies, judges, auditors, interpreters, state program manager and state program chair.
- (o) Other duties as assigned.

6.3.4 Youth Programs

- (a) Manager will be appointed by the president
- (b) Position Summary
- (c) Develop and manage comprehensive youth programs for school age youth, young adults, and families. As manager of Youth Program, this individual will be responsible for coordinating the development and implementation of daytime, after school, after-work, weekend, and summer youth programs that integrate the resources of technology-literacy, sexual abstinence, tobacco education, sports, employment, cultural awareness, parenting skills, and leadership into program activities.
- (d) Responsibilities
- (e) Design a cohesive and comprehensive youth development program for youth ages fifteen through twenty-one, utilizing the resources of the community.
- (f) Develop and implement planning to ensure the effective coordination and integration of programs and resources.
- (g) Provide support to executive officers in the areas of planning, management, program execution, and communications.
- (h) Collaborate with youth and adult education services to ensure the effective coordination of program schedules and related events for youth.
- (i) Assist with funds development for educational programs and youth programs.
- (j) Foster relationships among local schools, universities, businesses and other community youth and education services to enhance the development of youth programs.
- (k) Other duties as assigned.

7. **AMENDMENTS:** (See Bylaws 7).
- 7.1 Unlike the CAD articles of incorporation, the CAD bylaws have been continually revised to meet changing times and changing needs. Following is a listing of dates of such documents (plus some that are undated) in the CAD files: 1904 (the original), 1948, 1963, 1969, 1971, 1974, 1983, 1986, 1987, 1988, 1989, 1990, 1991, 1994, 1995, 1997, [1999], 2001, [2003], [2005], [2007], and [2010].
- 7.2 Quoting President George Washington, in his farewell address:  
"The basis of our political systems is the right of the people to make and to alter their constitutions of government."
- 7.2.1 Procedure
- (a) Requests for amendments to the bylaws must be made in writing any time to the bylaws committee by any member, or the XO, or the BOD, or the bylaws committee itself.
  - (b) The bylaws committee will review request(s), and issue recommendations.
  - (c) Recommendations will be issued on the website and in the newsletter.
  - (d) The CAD membership will vote on these recommendations at an AGM, or at a special general meeting called for this purpose.
  - (e) If adopted by the CAD membership, the provisions of the revised bylaws take effect immediately and bear the date of adoption.
  - (f) Within 30 days of adoption, a copy of the revised bylaws will be posted on the website and in the newsletter.

**8. PARLIAMENTARY AUTHORITY:**

Unless otherwise covered in these standing rules, bylaws, and procedures, the latest edition of *Robert's Rules of Order Newly Revised* (RONR), shall govern CAD proceedings.

9.           **DISSOLUTION**

(see Bylaws 9).