

Hearing Loss Association of America
Westchester Chapter
(Also known as HLAA- Westchester Chapter)
BYLAWS

Created 1984

Updated: 1992; 1998; 2002; 2006; 2008; 2009; 2013; 2015

ARTICLE I: NAME

HEARING LOSS ASSOCIATION OF AMERICA -WESTCHESTER CHAPTER, ALSO REFERRED TO AS HLAA-WESTCHESTER CHAPTER, IS A VOLUNTEER AND NON-PROFIT TAX EXEMPT GROUP WITH 501(c)3 STATUS. THIS LOCAL CHAPTER WAS ORGANIZED IN FEBRUARY, 1983 IN COMPLIANCE WITH THE RULES OF THE NATIONAL ORGANIZATION, (FORMERLY KNOWN AS SELF HELP FOR HARD OF HEARING PEOPLE OR SHHH) IN THESE BYLAWS, "CHAPTER", "BOARD" AND "EXECUTIVE COMMITTEE" ARE ALL UNDERSTOOD TO REFER TO THE HLAA-WESTCHESTER CHAPTER.

ARTICLE II: PURPOSE

THE PURPOSE OF HLAA-WESTCHESTER CHAPTER IS TO:

- A. PROVIDE INFORMATION AND EDUCATIONAL PROGRAMS REGARDING ALL ASPECTS OF HEARING LOSS.
- B. OFFER SUPPORT TO PEOPLE WITH HEARING LOSS, THEIR FAMILIES AND FRIENDS.
- C. EDUCATE THE PUBLIC TO BECOME AWARE OF AND UNDERSTAND THE DIFFICULTIES OF THOSE WITH HEARING LOSS IN COPING AND COMMUNICATING WITH OTHERS.
- D. TO ENCOURAGE THOSE WITH HEARING LOSS TO PARTICIPATE IN EVERYDAY LIFE ACTIVITIES TO THE FULLEST.

ARTICLE III: FUNCTIONS

- A. PROMOTE PROGRAMS WHOSE MISSION IS TO INTEGRATE PEOPLE WITH INFORMATION RELATING TO HEARING LOSS.

- B. COME TOGETHER TO SUPPORT, REACH OUT TO THOSE WITH HEARING LOSS, AND ENCOURAGE THEM TO HELP THEMSELVES.

- C. EXCHANGE IDEAS AND INFORMATION ON HOW TO COPE WITH HEARING LOSS IN THEATRES, AIRPORTS, HOSPITALS, PUBLIC BUILDINGS AND LARGE GATHERINGS.

- D. ADVOCATE FOR MORE ACCOMMODATIONS FOR THOSE WITH HEARING LOSS-SUCH AS TELECOMMUNICATIONS, ASSISTIVE LISTENING DEVICES INCLUDING CAPTIONING IN THEATERS, MOVIES, HOUSES OF WORSHIP, COURTHOUSES, SCHOOLS, PUBLIC MEETINGS, ETC.

- E. PROMOTE LEGISLATION THAT IS IN THE INTEREST OF THOSE WITH HEARING LOSS.

- F. COOPERATE WITH OTHER CHAPTERS, ORGANIZATIONS AND AGENCIES ON MATTERS OF MUTUAL CONCERN.

- G. DEVELOP EDUCATIONAL AND SOCIAL PROGRAMS AND ACTIVITIES FOR THOSE WITH HEARING LOSS.

- H. TO SECURE THE FUNDING NEEDED TO DELIVER THE ABOVE MISSION TO ADDRESS THE NEEDS OF OUR MEMBERSHIP AND THE COMMUNITY.

ARTICLE IV: CHAPTER MEMBERSHIP

A MEMBER IN GOOD STANDING IS ONE WHO IS CURRENT IN PAID DUES TO WESTCHESTER CHAPTER AND TO NATIONAL HEARING LOSS ASSOCIATION OF AMERICA.

1-THE ANNUAL CHAPTER DUES COVER FROM INITIAL DATE OF PAYMENT TO THE FOLLOWING YEAR.

2-MEMBERS WHO HAVE PAID HLAA NATIONAL AND HLAA-WESTCHESTER CHAPTER DUES WILL BE ENTITLED TO VOTE AT CHAPTER ELECTIONS AND ON OTHER ISSUES.

3-ALL CHAPTER MEMBERS ARE ENCOURAGED TO JOIN THE NATIONAL ORGANIZATION OF HLAA.

A. RIGHTS OF MEMBERS IN GOOD STANDING:

1-TO ATTEND ALL CHAPTER FUNCTIONS.

2-TO SPEAK, DEBATE AND VOTE AT CHAPTER MEETINGS.

3- TO VOLUNTEER TO SERVE ON ANY COMMITTEE.

4- TO SUGGEST AMENDMENTS TO THE BYLAWS AS NEEDED.

5- TO RECEIVE THE CHAPTER NEWSLETTERS, FLYERS, ELECTRONIC COMMUNICATION AND OTHER INFORMATION.

6- TO HOLD ANY OFFICE IF DULY ELECTED OR APPOINTED BY THE PRESIDENT.

7- PROFESSIONAL ADVISORS ARE APPOINTED BY MAJORITY VOTE OF THE BOARD AND MAY ATTEND BOARD MEETINGS AND PARTICIPATE IN DISCUSSIONS, BUT IS A NON-VOTING MEMBER.

B. IF ANY MEMBER OR OFFICER PERSISTS IN INTOLERABLE BEHAVIOR IN VIOLATING THE VALUES AND DISPLAYS DISLOYALTY AGAINST THE ORGANIZATION, THAT MEMBER OR OFFICER IS PUT ON NOTICE THAT HE OR SHE CAN (OR WILL) BE SUSPENDED OR REMOVED FROM OFFICE OR MEMBERSHIP BY A MAJORITY VOTE OF THE BOARD.(Robert's Rule Book of Order).

ARTICLE V: CHAPTER

- A. HLAA-WESTCHESTER CHAPTER. IS GOVERNED BY THESE BYLAWS AND THE BYLAWS OF THE HEARING LOSS ASSOCIATION OF AMERICA, BASED ON THE LATEST EDITION OF ROBERT'S RULES OF ORDER.
- B. 1. THE CHAPTER BOARD SHALL MEET A MINIMUM OF FIVE (5) MEETINGS A YEAR OR MORE OFTEN AS MAY BE REQUIRED.
2. ANY EXECUTIVE COMMITTEE MEMBER MAY REQUEST A SPECIAL MEETING THROUGH THE PRESIDENT WHO THEN WILL NOTIFY THE EXECUTIVE COMMITTEE.
- C. 1. HLAA-WESTCHESTER CHAPTER SHALL HOLD A MINIMUM OF FIVE (5) GENERAL MEETINGS AND/OR FUNCTIONS A YEAR.
2. MEETING DATES MAY BE CHANGED UPON THE DECISION OF THE MAJORITY OF THE EXECUTIVE COMMITTEE.

ARTICLE VI: EXECUTIVE COMMITTEE

- A. 1- THE EXECUTIVE COMMITTEE OF HLAA-WESTCHESTER CHAPTER SHALL CONSIST OF THE PRESIDENT, VICE PRESIDENT(S), IMMEDIATE PAST PRESIDENT, SECRETARY, AND TREASURER. ALL OFFICERS SHALL BE ELECTED BY THE MAJORITY VOTE OF THE MEMBERS FOR A TERM OF TWO YEARS. THE OFFICERS ELECTED SHALL ASSUME THEIR POSITION AT THE ANNUAL MEETING IN JUNE.

2- ALL ELECTED OFFICERS MUST BE MEMBERS IN GOOD STANDING OF THE CHAPTER AND OF NATIONAL HLAA
- B. AN OFFICER, IF ELECTED, MAY SERVE FOR TWO (2) YEARS WITH A POSSIBILITY OF RE-ELECTION FOR A CONSECUTIVE SECOND TERM OF TWO (2) MORE YEARS. NO OFFICER SHOULD SERVE IN THE SAME POSITION FOR MORE THAN A MAXIMUM OF TWO CONSECUTIVE TERMS (4 YEARS).

C. AN OFFICER MAY BE REMOVED FROM OFFICE UPON A MAJORITY VOTE OF THE BOARD IF:

- 1- THE OFFICER IS UNABLE TO ATTEND TO HIS/HER DUTIES OR OTHERWISE HAS NOT ATTENDED TO HIS/HER DUTIES.
- 2- HE/SHE, WHILE IN OFFICE, ENGAGES IN CONDUCT DEEMED BY THE BOARD TO BE DETRIMENTAL TO THE PURPOSES AND FUNCTIONS OF THE ORGANIZATION.
- 3- HE/SHE FAILS TO ATTEND THREE CONSECUTIVE BOARD MEETINGS WITHOUT NOTIFICATION TO THE PRESIDENT OR SECRETARY.

D. DUTIES OF THE OFFICERS:

1. PRESIDENT-

- SHALL PRESIDE AT ALL MEETINGS OF THE EXECUTIVE COMMITTEE, BOARD AND GENERAL MEMBERSHIP.
- SHALL COMPOSE AND DISTRIBUTE AGENDAS FOR ALL EXECUTIVE, BOARD AND GENERAL MEETINGS.
- SHALL BE AN EX-OFFICIO MEMBER OF ALL COMMITTEES EXCLUDING THE NOMINATING COMMITTEE.
- SHALL APPOINT INTERIM OFFICERS AS NEEDED UPON NOTIFICATION OF THE EXECUTIVE COMMITTEE.
- SHALL SOLICIT AND APPOINT CHAIRPERSONS OF ALL STANDING AND SPECIAL COMMITTEES DETERMINED BY THE BOARD AS NEEDED.

2. VICE PRESIDENT(S)-

- SHALL ASSIST PRESIDENT IN ALL HIS/HER DUTIES AND SHALL TEMPORARILY PERFORM THE DUTIES OF THE PRESIDENT WHEN HE/SHE IS ABSENT.

3. SECRETARY-

a. RECORDING SECRETARY:

-SHALL TAKE AND RECORD THE MINUTES OF ALL EXECUTIVE, BOARD AND SPECIAL MEETINGS.

-THE MINUTES SHALL BE EMAILED WITHIN A REASONABLE AMOUNT OF TIME AFTER EACH MEETING, FOR REVIEW BEFORE APPROVAL AT THE NEXT BOARD MEETING.

-SHALL MAINTAIN A PERMANENT RECORD OF THESE MINUTES TO BE TRANSFERRED TO THE NEXT ELECTED RECORDING SECRETARY.

b. CORRESPONDING SECRETARY:

-SHALL HANDLE OUTGOING CORRESPONDENCE AS REQUIRED AND KEEP A COPY OF ALL LETTERS TO BE HANDED OVER TO THE NEXT ELECTED CORRESPONDING SECRETARY. THIS IS AN OPTIONAL POSITION.

4. TREASURER-

SHALL HAVE CUSTODY OF ALL THE CHAPTER'S FUNDS.

-SHALL KEEP FULL AND ACCURATE ACCOUNTS OF ALL RECEIPTS AND DISBURSEMENTS FOR AUDIT.

ALL CHECKS DRAWN ON CHAPTER FUNDS SHALL BE SIGNED BY EITHER THE TREASURER, PRESIDENT OR VICE-PRESIDENT.

-SHALL MAKE REPORTS ON THE CHAPTER'S FINANCIAL CONDITION AND ALL TRANSACTIONS TO THE PRESIDENT AND THE BOARD UPON REQUEST. -SHALL DEPOSIT ALL MONIES IN THE NAME AND TO THE CREDIT OF THE CHAPTER IN DEPOSITORIES AS MAY BE DESIGNATED BY THE BOARD.

-SHALL PREPARE AND PRESENT AN ANNUAL FINANCIAL REPORT TO THE GENERAL MEMBERSHIP DATED FROM JANUARY 1st TO DECEMBER 31st OF THE PRIOR CALENDAR YEAR BY THE JUNE MEETING.

-SHALL SERVE AS LIAISON /REPRESENTATIVE FOR HLAA-WESTCHESTER CHAPTER TO FILE IRS 990 AND CHAR 500 FORMS ANNUALLY.

THESE RESPONSIBILITIES INCLUDE THE TRANSFER IN CASE OF DEATH, RESIGNATION, RETIREMENT, OR REMOVAL FROM OFFICE OF ALL BOOKS, PAPERS, VOUCHERS, MONEY, TAX DOCUMENTS, AND OTHER PROPERTY BELONGING TO THE ORGANIZATION WHATSOEVER IN HIS/HER POSSESSION OR UNDER HIS/HER CONTROL TO AN INTERIM TREASURER APPOINTED BY THE PRESIDENT.

ARTICLE VII: THE HLAA WESTCHESTER CHAPTER BOARD

- A. THE BOARD SHALL CONSIST OF THE IMMEDIATE PAST PRESIDENT, ALL ELECTED OFFICERS AND COMMITTEE CHAIRPERSONS AS NECESSARY. THE IMMEDIATE PAST PRESIDENT SERVES AS AN OFFICER WITH VOTING PRIVILEGES AND SHALL BE RESPONSIBLE FOR CHAIRING THE NOMINATING COMMITTEE.
- B. THE BOARD SHALL MEET A MINIMUM OF FIVE (5) TIMES A YEAR AT A LOCATION SCHEDULED FOR EACH MEETING.
- C. ATTENDANCE BY A MAJORITY OF THE BOARD MEMBERS, IMMEDIATE PAST PRESIDENT, ALL ELECTED OFFICERS AND COMMITTEE CHAIRS ELIGIBLE TO VOTE CONSTITUTES A QUORUM OF SIMPLE MAJORITY (50% PLUS ONE (1)).

- D. THE ELECTED OFFICERS CAN MEET OR COMMUNICATE BY ELECTRONIC COMMUNICATION TO MAKE DECISIONS WITHOUT CONVENING WITH THE ENTIRE BOARD. ANY OFFICER AND/OR BOARD MEMBER WISHING TO RAISE AN ISSUE BY EMAIL MUST DO SO THROUGH THE PRESIDENT, WHO WILL DISCUSS IT WITH THE EXECUTIVE COMMITTEE. THE SECRETARY SHALL RECORD ALL DISCUSSION IN PRINTED AND ELECTRONIC FORMAT.
- E. MEETINGS ARE OPEN TO ALL MEMBERS IN GOOD STANDING. ONLY BOARD MEMBERS (OFFICERS AND APPOINTED COMMITTEE CHAIRS) MAY DEBATE AND VOTE. NON BOARD MEMBERS MAY DEBATE IF INVITED TO DO SO BY THE PRESIDENT.
- F. ALL BOARD MEMBERS MUST BE MEMBERS OF HLAA- WESTCHESTER AND NATIONAL HLAA.

ARTICLE VIII: NOMINATIONS AND ELECTIONS

- A. THE PRESIDENT SHALL APPOINT A NOMINATING COMMITTEE OF LEAST THREE (3) MEMBERS IN GOOD STANDING BY MARCH OF THE ELECTION YEAR. THE IMMEDIATE PAST PRESIDENT IS ALWAYS THE CHAIR.
- B. THE SLATE SHALL BE READY AT LEAST 60 DAYS IN ADVANCE OF THE ELECTION DATE. PRESENTED BY THE NOMINATING COMMITTEE AT A GENERAL MEETING THEREAFTER, IT SHALL REMAIN POSTED ON THE HLAA WESTCHESTER CHAPTER WEBSITE, AND IN EVERY NEWSLETTER, FOR AT LEAST 60 DAYS UNTIL THE ELECTION TAKES PLACE.
- C. IN ADDITION, ANY MEMBER IN GOOD STANDING MAY BE NOMINATED FROM THE FLOOR.
- D. OFFICERS WILL BE ELECTED BY A MAJORITY VOTE OF THE MEMBERS IN GOOD STANDING PRESENT AT THE JUNE MEETING.

E. IF THERE IS MORE THAN ONE NOMINEE FOR OFFICE, ELECTION SHALL BE BY CLOSED BALLOT AT THE JUNE MEETING.

ARTICLE IX: RULE OF ORDER

THE LATEST EDITION OF ROBERT'S RULE OF ORDER SHALL PREVAIL WHENEVER AN ISSUE OCCURS THAT IS NOT COVERED BY THESE BYLAWS. A COPY OF SUCH BOOK SHALL BE ON HAND AT ALL MEETINGS.

ARTICLE X: AMENDMENT PROCEDURE FOR BYLAWS

AMENDMENTS MAY BE PROPOSED BY A MOTION TO THE PRESIDENT BY ANY MEMBER IN GOOD STANDING .THE PRESIDENT WILL REFER THE SUGGESTION TO THE BYLAWS COMMITTEE FOR REVIEW AND PRESENTATION AT THE NEXT EXECUTIVE COMMITTEE MEETING. IF THE MOTION IS SECONDED AND PASSED, ALL CHAPTER MEMBERS SHALL BE NOTIFIED BY MAIL/EMAIL OF THE PROPOSED AMENDMENT, AND IT SHALL BE POSTED ON THE WEBSITE AT LEAST ONE MONTH PRIOR TO A VOTE AT THE NEXT GENERAL MEETING. AN APPROVAL OF ANY AMENDMENT WILL REQUIRE A MAJORITY VOTE OF THOSE MEMBERS PRESENT AND IN GOOD STANDING. FUNDAMENTAL CHANGES MUST BE FORMALLY APPROVED BY THE NATIONAL ORGANIZATION BEFORE A VOTE IS TAKEN.

ARTICLE XI: FINANCIAL

- A. THE FISCAL YEAR OF THE HLAA-WESTCHESTER CHAPTER, INC. SHALL BE FROM JANUARY 1ST THROUGH DECEMBER 31ST.
- B. THE ANNUAL FINANCIAL REPORT OF INCOME AND EXPENSES SHALL BE PRESENTED IN JUNE AT THE YEAR END MEETING AND AS RECOMMENDED BY A MOTION BY MEMBERS OF THE GENERAL MEMBERSHIP WHEN NEEDED.

C. THE COST OF YEARLY DUES SHALL BE PRESCRIBED BY A VOTE OF THE BOARD AND THE GENERAL MEMBERSHIP AND SHALL NOT EXCEED THE AMOUNT OF HLAA NATIONAL DUES.

D. IN THE EVENT THE LOCAL CHAPTER DISSOLVES OR CEASES TO FUNCTION, ANY REMAINING FUNDS AND ASSETS SHALL BE GIVEN IN TOTAL TO THE TO HEARING LOSS ASSOCIATION OF AMERICA NATIONAL OFFICE.

ARTICLE XII: MISCELLANEOUS

ALL PROPERTY, INCLUDING FLOPPY DISKS, CD- ROMS, MAILING LISTS, AUDIO-VISUAL EQUIPMENT, ETC. HELD BY A CURRENT ELECTED OFFICER AND/OR A COMMITTEE CHAIRPERSON IS THE PROPERTY OF HLAA-WESTCHESTER CHAPTER. ALL PERSONAL AND FINANCIAL INFORMATION CONTAINED THEREIN IS TO REMAIN CONFIDENTIAL, IS NOT TO BE DISTRIBUTED, AND IS TO BE RETURNED TO HLAA-WESTCHESTER CHAPTER UPON COMPLETION OF TERM SERVED.