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3 **STANDARD OPERATING PROCEDURES (SOP)**
4

5 **POLICY:** OAD recognizes the need to have Standing Operating Procedures (SOP) to efficiently conduct
6 business.
7

8 **PURPOSE:** The SOP is designed to supplement the OAD Bylaws by providing in depth information on
9 procedures that may need to be flexible and up to date. The OAD Bylaws serve as the foundation
10 whereas the SOP serves as a manual on conducting OAD’s business.
11

12 **SCOPE:** The SOP shall apply to all activities of OAD, the Board of Directors and all standing
13 committees.
14

15 **BOARD OF DIRECTORS**

16 *Eligibility:* To be eligible to hold any office s/he must be an OAD member in good standing for two (2)
17 years and must reside in the State of Oregon.

18 *Board of Directors:* The OAD Board of Directors shall comprise of four officers and three (3) Board
19 Members.

20 *Officers:* The OAD officers shall consist of: President, Vice-President, Secretary and Treasurer.

21 *Terms:* All officers shall be elected to serve a two-year term. Board member terms shall be for six years
22 and staggered. One board member shall be elected every two years.

23 *Vacancies:* The board of directors may fill vacancies due to a resignation, death or removal of a board
24 member. Any board member or officer may resign at any time by giving written notice to the
25 Secretary or board of directors. In case of vacancy of the President, the Vice President shall take
26 over the duties of the President until the term ends. In case of vacancy of Vice President,
27 Secretary, and/or Treasurer, the board may appoint a new officer to fill the vacancy till the end of
28 the term. Appointees must be an active OAD member.

29 *Removal:* Any Board member, including officers, who is absent for three consecutive Board meetings in
30 a twelve (12) month period may voluntarily resign or be removed by two-third vote of the OAD
31 board of directors.

32 *Lone Candidate:* When there is only one candidate nominated for an office, the Secretary shall cast the
33 vote of the assembly for the lone candidate at the OAD biennial conference.

34 *Oath of Office:* All newly elected officers and board members shall be sworn in by an outgoing officer by
35 stating the following:

36 **“I HEREBY SOLEMNLY PROMISE TO OBSERVE THE BYLAWS AND STANDARD
37 OPERATING PROCEDURES OF THE OREGON ASSOCIATION OF THE DEAF AND
38 TO PERFORM THE DUTIES OF MY OFFICE TO THE BEST OF MY KNOWLEDGE
39 AND ABLILITY.”**
40

41 **DUTIES OF OAD OFFICERS**

42 The newly elected officers and Board members shall exercise their duties in a timely manner after the
43 close of the OAD biennial conference.

44 All OAD elected officers and Board members shall serve office until the end of the next OAD biennial
45 conference. The outgoing officers shall relinquish books and records and transition with the
46 newly elected officers within thirty (30) days.

47 The *OAD President* shall:

- 48 (a) Preside at all Board of Directors meetings.
- 49 (b) Be an ex-officio member of all committee meetings of which s/he appoints.
- 50 (c) Appoint chairperson for various standing committees with approval of the Board of Directors.
- 51 (d) Break tie votes that would serve the best interest of OAD.
- 52 (e) Prepare the business agenda for all board meetings, including OAD biennial and mini
53 conferences, with the approval of the Board of Directors.
- 54 (f) Preside at the OAD biennial conferences.
- 55 (g) Work with Treasurer to ensure annual reports are filed on time with the Internal Revenue Service
56 (IRS), Oregon Department of Justice and Oregon Secretary of State.
- 57 (h) Ensure all officers and committee chairs submit their reports forty-five (45) days before the
58 OAD biennial conference.
- 59 (i) Ensure all essential materials (i.e., agenda, reports, bylaws, etc.) is ready to release to OAD
60 members thirty (30) days before the OAD biennial conference.
- 61 (j) Represent the state of Oregon at the National Association of the Deaf (NAD) Conference.
- 62 (k) Appoint a delegate in case the OAD President and/or OAD Delegates is unable to attend the
63 NAD conference.

64 The *OAD Vice President* shall:

- 65 (a) Assume the duties of the President during his/her absence or upon request.
- 66 (b) Serve as chairperson of the law committee, specifically reviewing the OAD Bylaws, SOP and
67 Standing Rules and offer modifications for OAD members to vote on at the OAD biennial
68 conference. OAD members may make motions on the floor to amend or modify or reject any
69 proposed changes.
- 70 (c) Voting cards shall be distributed at the start of the OAD biennial conference. These cards are
71 RED (oppose), Green (favor) and YELLOW (point of order and/or question).
- 72 (d) Print updated versions of the OAD Bylaws, SOP and Standing Rules as they become effective.
- 73 (e) Work with the OAD biennial conference chairperson to ensure that logistics are in place.
- 74 (f) Oversee all standing committees and ensure that they follow OAD Bylaws, SOP and Standing
75 Rules.

76 The *OAD Secretary* shall:

- 77 (a) Retain records of all minutes of the Board of Directors meetings, including the OAD biennial
78 conference and Standing Committees records.
- 79 (b) Distribute the minutes of the last meeting to all board members with notice of the next board
80 meeting ten (10) days prior to the next meeting.
- 81 (c) Act as Pro-tem Chairperson in the absence of the OAD President and Vice President.
- 82 (d) A pro-tem Secretary shall be appointed to record the meeting.
- 83 (e) Keep an up to date record of all OAD members and ensure all members' personal information is
84 safe, secure and kept confidential. Records shall have completed contact information.
- 85 (f) Send out renewal reminders thirty (30) days before memberships expire.
- 86 (g) Be responsible for memberships and ensure correct contact information is provided to the OAD
87 Newsletter editor and membership dues are given to the OAD Treasurer,
- 88 (h) Act as record keeper, including the power to possess and control all papers in the administration
89 of OAD offices.
- 90 (i) Ensure records are transparent for the public to view, including documents required by state and
91 federal laws.
- 92 (j) Provide forms for OAD members to submit motions at OAD meetings.

- 93 (k) Appoint an Assistant Secretary to assist if needed.
- 94 (l) Mail out renewal reminders when memberships are about to expire.
- 95 (m) Keep an updated record of members' addresses, e-mails, and addresses and submit them to the
- 96 OAD Treasurer and Editor.
- 97 (n) Keep track of dates of all OAD members who have deceased and report at the OAD biennial
- 98 conference. A moment of silence shall be done in their memory.
- 99 (o) Collect names, addresses, TTY numbers, Videophone (VP) numbers, e-mail addresses, fax, text
- 100 and other pertinent information of OAD members.
- 101 (p) Update online listings from the previous directory before publishing new directories.
- 102 (q) Contact business establishments to buy advertising space in the OAD website.
- 103 (r) Responsible to send out renewal notices to OAD members whose dues are about to expire.

104 The *OAD Treasurer* shall:

- 105 (a) Be the administrator of all financial matters.
- 106 (b) Receive all monies.
- 107 (c) Maintain a record of all receipts and expenditures.
- 108 (d) Submit a report at each board business meeting and any time called for by the Board of
- 109 Directors.
- 110 (e) Deposit all monies in a local bank.
- 111 (f) Make any necessary payments.
- 112 (g) Collect membership dues.
- 113 (h) Ensure all outstanding balances and debts are paid on time.
- 114 (i) Maintain and report accounting correspondences at Board meetings.
- 115 (j) Cooperate with proper authorities when necessary and file reports on time.
- 116 (k) Notify the Board of such completed filings, or report any problems with filings.
- 117 (l) Provide starter funds to committee chairperson for events. The funds shall be refunded upon
- 118 completion of the event.
- 119 (m) Ensure that all financial books are available for Board members to audit quarterly and thirty
- 120 (30) days before the OAD biennial conference.
- 121 (n) Post the Treasurer's report at the beginning of the OAD biennial conference.
- 122 (o) Create and submit an OAD biennial budget before submitting to the OAD members at the OAD
- 123 biennial conference.
- 124 (p) Appoint an Assistant Treasurer to assist if needed.
- 125 (q) Required to be bonded by a financial institution or insurance company.
- 126 (r) Keep an accurate record of all properties belonging to OAD.
- 127 (s) Responsible for keeping track of where all OAD property is, when acquired, lent out, and/or
- 128 removed from OAD's office.
- 129 (t) Issues a donation \$100.00 annually from OAD on or before May 1st to Camp Taloali.

131 **DUTIES OF OAD BOARD MEMBERS**

- 132 The OAD Board of Directors shall comprise of four officers and three (3) Board Members.
- 133 The OAD Board shall have general management of the financial affairs of OAD.
- 134 The OAD Board shall carry out the wishes of OAD as they can be determined.
- 135 The OAD Board shall have authority to use any available funds, except those listed in the budget, for
- 136 purposes intended to promote the interests of OAD and its members.
- 137 A majority vote of all members of the OAD Board shall be required to pass any motion or special request
- 138 involving the expenditure over one hundred dollars (\$100.00).
- 139 Six (6) OAD Board members shall constitute a quorum at the board meeting except on the suspension of
- 140 an OAD member or of an OAD officer.
- 141 The OAD Board shall meet 30 days before a conference to go over all arrangements and programs to
- 142 make sure that everything possible has been done to make the conference a success. In case the

143 OAD Board is unable to hold a meeting and the situation warrants it, a vote on the issue in
144 question shall be allowed.

145 The OAD President, through the OAD Secretary, shall submit the issue in question to all members of the
146 OAD board members. Each OAD board member shall notify the OAD Secretary by e-mail
147 whether s/he votes for or against such issue in question. The OAD President shall be notified of
148 the results by the OAD Secretary. The OAD Secretary shall then file all e-mail correspondence
149 pertaining to the vote and retain same until the next conference.

150 The OAD Board shall not change the date or place of the Host City for the OAD biennial conference
151 unless, for sufficient reason, the OAD Board considers the date or place not to be in the best
152 interests of OAD.

153 The OAD Board shall be responsible for appointing or contracting a skilled website technical expert.
154 His/her position shall be assigned as the OAD Web Master.

155 The OAD Web Master shall focus on Internet services, Web designing and programming, Web log (blog),
156 video log (vlog), and data management. S/He shall maintain and update the official OAD
157 Website. The webmaster is not required to be a member of OAD. There shall be no term
158 limitations.

159 During regular OAD board meetings, the OAD Board shall allow any current paid OAD member to voice
160 his/her opinion. The OAD member shall not be allowed to make a motion or vote.

161

162 **ORDER OF BUSINESS FOR OAD BOARD MEETINGS**

- 163 1) Roll call
- 164 2) Call to order
- 165 3) Minutes of previous board meeting
- 166 4) Correspondence
- 167 5) Officers' reports
- 168 6) Standing Committee Chairperson report
- 169 7) Any comments from OAD members
- 170 8) Unfinished business
- 171 9) New business
- 172 10) Announcements
- 173 11) Adjourn

174

175 **ORDER OF BUSINESS FOR OAD BIENNIAL CONFERENCE**

176 Opening Ceremony (Friday)

- 177 1) President's welcome message
- 178 2) Introduction of OAD officers
- 179 3) Introduction of VIP visitor(s) and Guest Speaker(s)
- 180 4) Necrology
- 181 5) Officers' Reports
- 182 6) Standing Committees' Reports
- 183 7) Recess until the next day

184 Regular OAD Biennial Meeting (Saturday)

- 185 1) OAD Board of Directors Roll Call
- 186 2) Pledge of Allegiance
- 187 3) Call to Order
- 188 4) Introduction of VIP visitor(s) not present for the opening ceremony
- 189 5) Correspondence
- 190 6) Officers' Reports (if any absent the day before)
- 191 7) Standing Committees' Reports (if any absent the day before)
- 192 8) Unfinished Business
- 193 9) Bylaws

- 194 10) Budget
- 195 11) New Business
- 196 12) Nominations and elections of Officers
- 197 13) Swearing in of Officers
- 198 14) Call for next Conference site
- 199 15) Announcement
- 200 16) Adjournment

201 All OAD officers and standing committee reports shall be submitted in writing to the OAD Secretary
202 sixty (60) days prior to the date of an OAD biennial conference. Reports must be composed and
203 prepared to be printed in the program book for the conference. If an officer or chairperson fails to
204 submit their report on time, s/he shall have it read during the opening session of the conference.
205

206 **OAD NEWSLETTER EDITOR**

207 OAD President shall appoint OAD Newsletter Editor.

208 OAD Newsletter Editor's duties shall include the following:

- 209 (a) Publish e-newsletters and other items of interest to OAD members.
- 210 (b) Print all approved minutes of the most recent board meeting in the next edition of the OAD e-
211 Newsletter.
- 212 (c) May appoint as many members at large as needed to assist her/him.
- 213 (d) Publish OAD e-newsletter four (4) times a year; January, April, July and October.
- 214 (e) Send OAD e-newsletters to current paid OAD members, State Deaf Associations, and to agencies
215 or organizations as requested.
- 216 (f) Responsible to receive updated e-mail addresses from the OAD Secretary or Treasurer and
217 distributing the e-newsletters.
- 218 (g) Responsible to mail hard copies to OAD members who request them.
- 219 (h) Save and archive copies of the OAD newsletter on disk or hard drive.
- 220 (i) Send nonmembers a copy of an OAD e-newsletter for fifteen dollars (\$15.00) for-eight (8) issues
221 for two (2) years.
222

223 **STANDING COMMITTEES**

224 Immediately after the OAD biennial conference, the OAD President shall appoint the chairpersons within
225 60 days, and announce in the upcoming issue of the OAD newsletter the chairpersons of the OAD
226 Standing Committees to serve until the selection of his/her successor at the next OAD biennial
227 conference.

228 Each newly appointed Chairperson shall submit a list of names of his/her Committee members to the
229 OAD President within 90 days following the close of the OAD biennial conference unless
230 otherwise noted.
231

232 **OAD BIENNIAL CONFERENCE COMMITTEE**

233 The OAD biennial conference committee shall be responsible for planning for the OAD biennial
234 conference, to be held in odd years, for the purpose of electing OAD Board of Directors and for
235 the transaction of business.

236 The OAD Board of Directors shall approve the location of the next OAD biennial conference prior to the
237 close of the current OAD biennial conference.

238 The OAD biennial conference chairperson shall be appointed by the OAD President within 60 days of the
239 close of the OAD biennial conference.

240 The OAD biennial conference chairperson and committee members may be from the host city.

241 The OAD biennial conference chairperson shall work collaboratively with the OAD Vice President to
242 plan for the two (2) day OAD biennial conference.

243 The OAD biennial conference committee may consist of two (2) OAD members.

244 The OAD biennial conference shall be held every odd-numbered year, preferably the last weekend of
245 June.
246 At least one year before the OAD biennial conference, the OAD biennial conference chairperson is
247 responsible to setting up the agenda for workshops, guest speakers, meetings, breaks, lunch
248 breaks, menu and program books to cover the full two (2) day OAD biennial conference event.
249 The OAD biennial conference program book is to include the order of business of the day.
250 The OAD biennial conference chairperson shall check on all committee's activities to be sure proper pre-
251 conference arrangements are being made.
252 The OAD biennial conference chairperson shall report on the status of the pre-conference to the OAD
253 Board on a regular basis.
254 The development of a well-planned entertainment agenda or program is required to be approved by the
255 OAD Board.
256 Publicity of the OAD biennial conference shall be published as a flyer and/or in the OAD newsletter and
257 OAD website at least six (6)-months before the conference.
258 The OAD biennial conference committee determines the conference registration fee, with approval by the
259 OAD Board.
260 The OAD biennial conference registration fee shall apply to everyone attending the OAD biennial
261 conference, including honorary OAD members.
262

263 **FINANCE COMMITTEE**

264 The Finance committee is responsible for oversight of OAD's budget. The OAD Treasurer and Assistant
265 Treasurer cannot be part of the Finance committee.
266 The Finance committee shall consist of three (3) OAD members. Additional members may be on the
267 Finance committee as long as it is odd numbered.
268 The Finance chairperson shall be appointed by the OAD President.
269 The Finance chairperson shall appoint two (2) OAD members.

270 Duties:

- 271 (a) Audit the Treasurer's books four times during the biennial year, 30 days before each OAD board
272 meeting.
- 273 (b) Initial audit is to be done within 30 days after the OAD biennial conference, and the last audit is
274 to be done within 30 days before the business meeting of the next OAD biennial conference.
- 275 (c) Prepare the budget for the next biennium and present it at the OAD biennial conference.
- 276 (d) Monitor the OAD Endowment fund:
 - 277 1. The OAD Endowment Fund before interest is accumulated shall have a total of \$50,000
278 in the account before it can be used by OAD as it deems necessary. The interest earned
279 shall be paid to the OAD Treasury on an annual basis.
 - 280 2. All OAD endowment monies shall be invested by the Finance Committee, preferably in
281 a financial institution.
- 282 (e) Prepare a report on the OAD Endowment fund 30 days before the OAD biennial conference.
- 283 (f) Handle all OAD memorial monies obtained from gifts and bequeaths.
- 284 (g) The OAD monies shall be deposited into a financial institution.

285 OAD Budget:

- 286 (a) OAD shall operate on a biennial budget.
- 287 (b) The fiscal year begins immediately following the close of the OAD biennial conference.
- 288 (c) The finance committee shall prepare a budget with the approval of the Board of Directors 30
289 days before the OAD biennial conference.
- 290 (d) The finance chairperson shall present the budget at the OAD biennial conference for final
291 approval by the members.
- 292 (e) The budget, as approved by the members in the OAD biennial conference, shall not be subject
293 to revision in any form except in times of emergency.

- 294 (f) When a section in the budget falls short, the Board of Directors must approve to transfer funds
295 from another section.
- 296 (g) Each section of the budget shall adhere strictly to the amount of funds allotted it.
- 297 (h) Any committee overrunning its budget without prior approval from the Board of Directors shall
298 be responsible for making up the deficit.
- 299 (i) Funds left over or unused by a section at the end of the biennium shall be returned to the
300 general fund for reallocation.

301
302 **EDUCATION COMMITTEE**

303 The purpose of the OAD Education committee shall be responsible for ensuring that OAD's values on the
304 acquisition, usage and preservation of American Sign Language (ASL) is paramount and enriched
305 in all K-12 education programs and services in the state of Oregon.

306 The Education committee shall consist of three (3) OAD members.

307 The Education chairperson shall be appointed by the OAD President.

308 The Education chairperson shall appoint two (2) OAD members at large.

309 Additional OAD members may be appointed as needed.

310 Duties:

- 311 (a) The Education Committee shall be responsible for developing guidelines for scholarships and
312 scholastic awards presented by the OAD.
- 313 (b) The scholarships and scholastic awards involve fundraising, recruitment and reviewing
314 candidate applications.
- 315 (c) The Education committee shall present the award recommendations to the OAD Board for final
316 approval.
- 317 (d) A scholarship award shall be for \$750.00, presented by OAD each spring to one deaf or hard of
318 hearing Oregon high school senior. The winner shall be presented with a Certificate of
319 Award, with the scholarship being awarded directly to the institute of higher education when
320 the scholarship winner enrolls.
- 321 (e) To qualify for the OAD scholarship, the candidate must:
 - 322 a. Be deaf or hard of hearing.
 - 323 b. Have a GPA of 3.2 or better.
 - 324 c. Demonstrated outstanding leadership or service in the community while attending
325 high school in Oregon.
 - 326 d. Submit a written or videotaped essay on a topic of his/her own choice.
 - 327 e. Plan to enroll in an institution of higher education.

328 The President, Vice President, Secretary, and/or Treasurer of the Jr. NAD/SBG at OSD and any regional
329 programs may attend the biennial OAD Conference with registration fees paid by OAD.

330
331 **LEGISLATION COMMITTEE**

332 The purpose of the Legislation committee is to preserve, protect, and promote the civil rights of deaf and
333 hard of hearing Oregonians.

334 The Legislation committee shall consist of at least three (3) OAD members.

335 The Legislation chairperson shall be appointed by the OAD President.

336 Two (2) or more OAD members at large shall be appointed by the Legislation chairperson.

337 Legislation chairperson shall be registered as a state lobbyist with the state of Oregon.

338 Duties:

- 339 (a) Inquire into all legislative issues affecting the welfare of the deaf and hard of hearing at large.
- 340 (b) Research pertaining legislations and issues.
- 341 (c) Lobby on legislative bills and issues affecting the welfare of the deaf and hard of hearing at
342 large.

- 343 (d) Track active legislative bills and/or issues.
344 (e) Report to OAD on all efforts done by the Legislation committee.
345 (f) Obtain legislative records from the State Archives on current legislative activities done in the
346 state of Oregon on issues pertaining to deaf and hard of hearing civil rights. All records shall
347 be placed in the OAD library.
348

349 **LAW COMMITTEE**

350 The purpose of the Law committee is to critique, review, and evaluate OAD Bylaws and SOP and ensure
351 OAD policies are in compliance to current standards.

352 The Law committee shall consist of three (3) OAD members.

353 OAD Vice President shall be the chairperson.

354 OAD Vice President may appoint two (2) OAD members at large.

355 Duties:

- 356 (a) Review the OAD Bylaws and SOP at least six (6) months before each OAD biennial
357 conference.
358 (b) Suggest changes that will clarify and/or update OAD bylaws to current standards.
359 (c) Accept motions from the OAD members to amend, delete or modify the OAD bylaws. The
360 motions are to be in writing and presented to the committee on the floor before the new
361 business session of an OAD biennial conference.
362 (d) The Law Committee does not have the right to reject any proposed motions or amendments.
363 The rights remain in the hands of the assembly.
364

365 **OREGON YOUTH AMBASSADORS PROGRAM**

366 The purpose of OYAP is to oversee and manage leadership programs for deaf and hard of hearing youths
367 age 17 to 29 years old and living in the state of Oregon. Oregon Youth Ambassadors shall
368 represent OAD.

369 OYAP chairperson shall be appointed by the OAD President.

370 OYAP chairperson shall select a committee to help manage the Oregon youth ambassador program. Each
371 member of the committee shall have duties to manage the OYAP in areas that include but are not
372 limited to: fundraising, outreach, guideline development, youth leadership training, and
373 mentorship.

374 OYAP funds are to be kept separate from the OAD's regular funds.

375 OYAP chairperson is required to submit a financial report on a quarterly basis to OAD Board.

376 OYAP chairperson and its committee shall create its own standing rules (guidelines) and share with the
377 OAD board.
378

379 **FUNDRAISING COMMITTEE**

380 The purpose of the Fund Raising committee is to seek funds to meet the approved two-year budget set at
381 the OAD biennial conference.

382 Fund Raising committee shall consist of a chairperson appointed by the OAD President.

383 Fund Raising chairperson shall appoint at least two (2) OAD members.

384 Duties:

- 385 (a) Develop and create fund raising plans include actions plans with timelines.
386 (b) Implement annual Deaf Fest in the fall.
387 (c) Create at least one (1) fund raising event per year.
388 (d) Write and distribute request for donation letters prior to the events, preferably a year for major
389 events; several months for smaller events.
390 (e) Submit final detailed financial reports with profit/loss for every event that is held to the OAD
391 board.
392 (f) Turn in to the OAD Treasurer any profits earned from a fundraising event.

393 **AWARDS COMMITTEE**

394 The purpose of the Awards committee is to determine the awardees for the OAD Awards given at the
395 OAD Biennial Conference.

396 The Awards committee shall consist of three (3) OAD members.

397 Awards chairperson shall be appointed by the OAD President.

398 Awards chairperson shall distribute the Nominations for OAD Awards to all OAD members.

399 Two (2) OAD members shall be appointed by the Awards chairperson.

400 Duties:

- 401 (a) The Awards chairperson shall select committee members after the award nominations have
402 been received.
- 403 (b) Awards committee members shall not be named as nominees.
- 404 (c) The Awards chairperson shall distribute to all OAD members the Call for Nominations for
405 OAD Awards sixty (60) days prior to the OAD biennial conference.
- 406 (d) The Awards Committee shall determine the recipients for Outstanding Man, Outstanding
407 Woman, the NAD Golden Hand, Outstanding OAD Member, Distinguished Service, and
408 Certificate of Recognition.
- 409 (e) The OAD President shall select the nominee for the President's Award and inform the Awards
410 chairperson.
- 411 (f) All honorary lifetime memberships shall be determined by the award committee. Consider
412 lifetime memberships for individuals deserving of this award.

413 Guidelines of the Awards:

- 414 (a) There shall be seven (7) award categories given at the OAD biennial conference.
- 415 (b) The awards shall be:
 - 416 a. Distinguished Service Award.
 - 417 b. Outstanding Woman Award.
 - 418 c. Outstanding Man Award.
 - 419 d. Outstanding OAD Member Award.
 - 420 e. President Award.
 - 421 f. National Association of the Deaf Golden Hand Award.
 - 422 g. Certificates of Recognition/Appreciation.
- 423 (c) The following criteria must be met by each award recipient:
 - 424 a. Awardee must be a resident of the State of Oregon.
 - 425 b. There shall be no restriction on a recipient's ability to hear.
 - 426 c. The achievement for which the recipient is being honored must have occurred within the
427 two calendar years before the OAD biennial conference.
 - 428 d. No person or organization may be honored with more than one award at a given conference
429 except for recipients of the NAD Golden Hand Awards.

430 Nominations for award candidates must be submitted to the OAD Award Committee chairperson by
431 February 28 of the year of the state biennial conference.

432 Members of the Awards Committee may submit additional nominations for awards.

433 The Outstanding Man and Outstanding Woman, Distinguished Service Award, President Award, and
434 Outstanding OAD Member Award shall be in the form of Plaques or other suitable awards of
435 equal value determined appropriate by the Awards Committee. All other awards shall be given in
436 the form of certificates.

437 All awards shall be announced and presented at the OAD Biennial Conference in the following order:

- 438 (a) Recognition/Appreciation.
- 439 (b) Distinguished Service Award.
- 440 (c) NAD Golden Hand Award.
- 441 (d) President Award.

- 442 (e) Outstanding OAD Member Award.
- 443 (f) Outstanding Man Award.
- 444 (g) Outstanding Woman Award.

445 Banquet fees for Outstanding Man, Outstanding Woman, Outstanding OAD Member, President, and
446 Distinguished Service awards presented by the Award Committee are to be reimbursed by OAD
447 for award winners who have not purchased combo tickets.

448 The purpose of OAD awards shall be defined as follows:

- 449 (a) Distinguished Service Award: This award is given to an individual (either deaf or hearing) or
450 an organization that has made a direct difference in the deaf community. The contribution of
451 this individual or organization need not be related to OAD.
- 452 (b) President Award: This award for meritorious service given to an individual member of OAD
453 chosen by the OAD President and submitted to the Awards Committee. The OAD President
454 should show no political bias or favoritism in making his or her choice.
- 455 (c) Outstanding OAD Member Award: This award is given to an individual member of OAD
456 who represents the qualities of OAD through his or her remarkable efforts or activities.
- 457 (d) Outstanding Man Award: The award is given to a man who has served the deaf community
458 by contributing his time and effort towards the improvement of OAD and the lives of the deaf
459 in Oregon.
- 460 (e) Outstanding Woman Award: The award is given to a woman who has served the deaf
461 community by contributing her time and effort towards the improvement of OAD and the
462 lives of the deaf in Oregon.
- 463 (f) Certificates of Recognition/Appreciation Award: This certificate shall be given to one or
464 more individuals or organizations who have volunteered outstanding service to OAD and/or
465 the Oregon deaf and hard of hearing Community.

466 NAD Golden Hand Award Nominations Rules:

- 467 (a) Purpose: The NAD Golden Hand Award is to identify a person or organization making
468 meaningful changes for the deaf community in Oregon. This award can be awarded to the
469 individual or organization currently actively involved in a service for the betterment of the
470 deaf and hard of hearing people in their community. The Awards Committee shall pick one
471 winner for this award and submit this name to the NAD at least 60 days before the OAD
472 conference. The remaining nominees shall automatically be given the
473 Recognition/Appreciation Award.
- 474 (b) Any individual or organization which has served the deaf community in Oregon very much
475 shall be considered for the award. The individual or organization must be a volunteer.
- 476 (c) Individuals or groups who are paid for activities for which they are nominated shall not be
477 qualified. Programs under auspices of organizations with paid staff may be nominated, but
478 the extent of salaried activities must be clearly indicated in the nomination statement.
- 479 (d) No one who serves on the panel of judges may submit entries.
- 480 (e) An individual or group may submit as many separate entries as desired.
- 481 (f) Volunteer activities must be performed within the state or local community.

482 Outgoing OAD Officers:

- 483 (a) OAD shall reimburse the banquet fees for the following outgoing OAD officers:
484 The OAD President, Vice President, the Secretary, the Treasurer, Board Members and the
485 Editor of the OAD newsletter, providing that they were present during the business sessions
486 of the OAD biennial conference.
- 487 (b) OAD shall present the outgoing OAD President an engraved honorary gavel at the
488 OAD biennial conference banquet.

489 MEMBERSHIP DUES

490 OAD shall have authority to change membership dues as may be deemed necessary.
491

492 Membership dues in arrears after three (3) months shall not be penalized for back pay, but may be
493 admitted as a new member and not be nominated for office for two (2) years.
494 Honorary OAD members with lifetime membership shall pay the required fees while attending an OAD
495 biennial conference.
496 Individual membership dues shall be thirty dollars (\$30.00). Dues shall be effective for two (2) years.
497 Any corporation wishing to become an affiliate OAD member shall pay Affiliate dues of \$100.00
498 annually.
499 Any 501(c) (3) non-profit organization wishing to become an Affiliate OAD member shall pay Affiliate
500 dues of \$50.00 annually.
501 Chestnut Lane residents shall receive free lifetime OAD memberships by request as long as they live in
502 the facility.
503 Incoming high school seniors across Oregon who are deaf, deafblind, hard of hearing, and/or deaf-plus
504 shall receive two years free OAD membership.
505

506 **EXPENSES OF OAD OFFICERS, BOARD MEMBERS, AND STANDING COMMITTEES**

507 OAD shall defray the cost for a single lodging room for the OAD President in attendance at the OAD
508 biennial conference and other OAD business meetings.
509 The travel expenses of the OAD President, Vice President, Secretary, Treasurer and three (3) Board
510 members to the OAD biennial conference shall be reimbursed by OAD.
511 Any OAD officer who does not attend the OAD biennial conference shall not be entitled to receive
512 reimbursement.
513 Federal mileage reimbursement rate shall be applied.
514 Standing Committees Expenses:
515 (a) The expenses of a standing committee shall be reimbursed by OAD.
516 (b) The expenses shall include travel, postage, and any other expenses necessary to carry out
517 the purpose of the standing committee.
518 The chairperson of a standing committee shall present a written expense account to the Board of
519 Directors.
520

521 **OAD DELEGATE**

522 The purpose of the OAD Delegate(s) are to represent OAD at the National Association of the Deaf
523 (NAD) Council of Representatives (CoR).
524 Numbers of Delegates:
525 (a) OAD shall follow the NAD guidelines for number of delegates based on numbers of OAD
526 members. Delegates shall be elected to represent OAD at the NAD conference.
527 (b) The OAD President is the primary delegate for OAD.
528 Qualifications:
529 (a) The candidates must be a full time resident in the state of Oregon and must be a member of
530 OAD for at least four (4) years before s/he can be given consideration as an OAD delegate.
531 (b) OAD delegates must remain a resident of Oregon until his/her report has been presented at the
532 OAD biennial conference.
533 Election:
534 (a) If a second or third OAD delegate is selected, an alternate delegate shall also be elected. The
535 decision shall not be altered or changed in any manner by a subsequent action of the Board of
536 Directors.
537 (b) The OAD delegate may be replaced by a two-thirds (2/3) vote if s/he moves out Oregon; fails to
538 attend OAD board meetings; and/or is otherwise unable to perform the duties of OAD
539 delegation.

- 540 (c) In the event the elected OAD delegate, the alternate delegate and the OAD President are unable
541 to attend the NAD Conference, the OAD President is empowered to select a replacement or call
542 for an emergency meeting for the members to vote for the replacement to represent OAD.
543 (d) The Board of Directors shall have the authority to disqualify an elected individual as a delegate
544 for acts or behavior, it deem injurious to OAD. Should the Board of Directors disqualify an
545 individual, it shall submit a list of three new individuals to the OAD President to choose from
546 to represent OAD.
547 (e) This list shall be prepared only if there is just cause to remove one or both OAD delegates. If
548 the delegate is disqualified, but not the alternate, then the alternate is to represent OAD with no
549 action being required of the OAD Board of Directors.

550 Reimbursement:

- 551 (a) Subject to available funds and appropriate conduct, reimbursement with proof of receipts for
552 NAD Conference shall be covered for lowest air fare, six (6) nights' accommodation, early bird
553 combo tickets and \$25.00 per diem for meals for each elected OAD delegate.
554 (b) OAD members may increase the amount of allowance by vote, but shall not be allowed to
555 decrease the amount.
556 (c) The authority to adjust delegate funds for expenses shall remain in the hands of the OAD
557 members, not in the hands of the OAD Board of Directors.

558 Presentation:

- 559 (a) The OAD delegate(s) must attend all OAD Board meetings.
560 (b) The OAD delegate(s) have no voting privileges at OAD Board meetings.
561 (c) Within 30 days after the NAD Conference, OAD Delegate(s) shall present a written report to
562 the OAD Board of Directors and to the Editor for publishing in the next newsletter.
563

564 **AD HOC COMMITTEES**

565 The OAD President may appoint ad hoc committees to perform specific tasks that are not needed on an
566 ongoing, permanent basis.

567 Ad hoc chairpersons shall be appointed by the OAD President, with committee members chosen by the ad
568 hoc chairperson.

569 Once the objective is met, the ad hoc committee is disbanded.

570 Such examples of ad hoc committees but not limited to these:

- 571 (a) Inventory.
572 (b) Consumer Education.
573 (c) Publicity.
574 (d) Others as needed.