

**Council of American Instructors of the Deaf, Inc.
Restated Constitution**

November 9, 2002

MISSION

The mission of the Council of the American Instructors of the Deaf, Inc. is to establish and to bring together state and regional organizations of teachers of students who are deaf and hard of hearing and support personnel for the purpose of promoting quality education for students.

With a focus on student learning and development, CAID supports its members by:

- establishing, developing and expanding state and regional teacher organizations
- fostering best practices through networking
- sharing current educational, legislative and technological trends
- facilitating opportunities for professional development
- disseminating current information and research
- advocating high quality educational programs and services at the state, regional and national level
- representing the membership on policy issues at the state, regional and federal level

ARTICLE I.

Name, Goals and Authorities of Governance

- 1. Name.** The name of this organization shall be the Council of American Instructors of the Deaf, Incorporated, hereinafter referred to as “CAID.”
- 2. Mission.** The mission of the CAID is set forth above. The CAID shall use all legally permissible power necessary and appropriate to take action to achieve its mission. Nothing in the Restated Constitution and Restated Bylaws shall be construed to prevent the CAID from pursuing objectives which are consistent with its mission.
- 3. Governance.** The CAID shall be governed by these Restated Constitution and Restated Bylaws, and such actions as the Council may take consistent therewith.

ARTICLE II.

Membership

1. Membership eligibility: provisions and limitations.

Membership eligibility is through affiliation of an approved state organization or one of the seven designated CAID regions.

1.1 State Organization:

Membership is open to all active members e.g., teachers and support personnel (Aides, Speech and Language, Specialists, Interpreters, Psychologists, Counselors, etc.) of an approved state organization.

1.2 Regional:

1.2.1 Membership through one of the seven designated regions is open to teachers and support personnel (Aides, Speech and Language, Specialists, Interpreters, Psychologists, Counselors, etc.) who reside in an area without an approved state organization representation on the Council.

2.2.2 Membership through one of the seven designated regions is open to teachers and support personnel (Aides, Speech and Language, Specialists, Interpreters, Psychologists, Counselors, etc.) who are not affiliated with an approved stated organization.

- 2.** The CAID shall not deny membership to individuals on the basis of age, race, color, creed, national origin, disability, gender, or sexual orientation.
- 3.** All rights, title, and interest, both legal and equitable, of members in and to the property of the CAID shall end upon termination of his/her membership.

ARTICLE III.

Officers

The officers of the CAID shall be the President, Vice President, Secretary, and Treasurer. Collectively, the officers shall be known as the Executive Council.

- 1. Qualifications for Officers.** Officers shall be members of the Council at the time of their election. All officers shall maintain full membership in the CAID.
- 2. Elections and Terms of Office.** Officers shall be elected by the Council members for two-year terms. Officers may be re-elected and serve for a maximum of six consecutive years. All elected officers will take office on January 1st following their election.

1.1 A vacancy in the office of President shall be filled by the Vice President until the Council meets to elect a new President.

2.2 Vacancies in the offices of Vice President, Secretary or Treasurer shall be filled by the Council.

ARTICLE IV.

Council Structure

1. Each approved state organization, each region, and each CAID Special Interest Group (SIG) shall hold one seat on the Council.

1.1 Organization. Each approved organization member shall inform the Secretary of the CAID of its Council representative to be chosen in the odd numbered years.

1.1.1 To be considered for a seat on the Council, an organization must have a governance document, an adopted mission statement in keeping with the Mission of CAID, elected representatives and a dues structure.

1.2 Region. A representative for each of the seven CAID regions shall be elected by the individual members of that region in the even numbered years.

1.3 Special Interest Group. (SIG) A representative of each CAID Special Interest Group (SIG) shall be elected by the individual members of that SIG in the odd numbered years.

ARTICLE V.

Executive Committee

1. The President, Vice President, Secretary, and Treasurer shall constitute the Executive Council

ARTICLE VI.

Meetings

1. A regular meeting of the Council shall be held annually. Other Council meetings may be called at discretion of the President or the Executive Council.

2. Additional meetings of the Council may be convened at the discretion of the President or Executive Council.

ARTICLE VII.

Committees

1. The Council may establish standing committees and ad hoc committees as necessary.

ARTICLE VIII.

Publications

1. The *American Annals of the Deaf*, operating under the general authority of the Executive Board (Council) of the Convention of American Instructors of the Deaf (CAID) (restated Constitution of the Council of American Instructors of the deaf as of 1/1/2003) and the Conference of Educational Administrators of Schools and Programs for the Deaf (CEASD) through a Joint *Annals* Administrative Committee shall be the official publication of the CAID.
2. There shall be an official newsletter of the CAID, *News and Notes*.

ARTICLE IX.

Amendments

1. The Restated Constitution and Bylaws may be amended by a simple majority vote of those individuals who are members of a state organization, region and Special Interest Group that comprise the Council of American Instructors of the Deaf, Inc. at the time of the election. Simple majority is defined as fifty-one percent (51%) of active members who cast ballots.

ARTICLE X.

Miscellaneous

1. This corporation is organized exclusively for charitable and educational purposes within meaning of Internal Revenue Code section 501(c)(3) or the corresponding provision of any future United States internal revenue law. Despite any other provision in these articles, the corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that do not further the purposes of this corporation, and the corporation shall not carry on any other activities not permitted to be carried on by (a) a corporation exempt from federal income tax under Internal Revenue Code section 501(c)(3) or the corresponding provision of any future United States internal revenue law, or (b) a corporation contributions to which are deductible under Internal Revenue Code section 170(c)(2) or the corresponding provision of any future United States internal revenue law.

- 1.1** No substantial part of the activities of this corporation shall consist of lobbying or propaganda, or otherwise attempting to influence legislation: this corporation shall not participate or intervene in (including publishing or distributing statements) any political campaign on behalf of any candidate for public office.
- 1.2** All corporate property is irrevocably dedicated to the purposes set forth in Article I. No part of the net earnings of this corporation shall inure to the benefit of any of its directors, trustees, officers, private shareholders or members, or to individuals.
- 1.3** On the winding up and dissolution of this corporation, after paying or adequately providing for the debts, obligations, and liabilities of the corporation, the remaining assets of this corporation shall be distributed to such organization (or organizations) organized and operated exclusively for charitable and/or educational purposes, namely promoting the welfare of deaf and hard of hearing individuals consistent with the mission of the Corporation, which has established its tax-exempt status under Internal Revenue Code section 501(c)(3) or corresponding provision of any future federal internal revenue law.

ARTICLE XI

Effective Date

- 1.** This Restated Constitution and Bylaws shall become effective on January 1, 2003 upon a majority vote of the current organization membership who cast a ballot.

Council of American Instructors of the Deaf, Inc.
Restated Bylaws

November 9, 2002

1. Council Structure and Membership Classification

CAID is structured as a Council of State Organizations, Regions and Special Interest Groups(SIGs).

1.1 Council representation

1.1.1. State Organizations

1.1.2. Regions

1.1.1.1. The seven CAID regions are:

REGION ONE : CT, ME, MA, NH, NY, RI, VT, Puerto Rico

REGION TWO: DE, MD, NJ, PA, VA, WV, DC, Virgin Islands

REGION THREE: IL, IN, KY, MI, MN, OH, WI

REGION FOUR: AR, IA, KS, MO, NE, OK, TX

REGION FIVE: AK, ID, MT, ND, OR, SD, WA, WY

REGION SIX: AZ, CA, CO, HI, NV, NM, UT, Guam

REGION SEVEN: AL, FL, GA, LA, MS, NC, SC, TN

Individual members from outside the USA may pick the region for representation.

1.1.3. Special Interest Groups

1.2 Membership Classification

1.2.1. Full: Individuals currently involved in the education of students with interest in supporting or promoting the mission of the CAID.

1.2.2. Retired: Individuals who have retired from the field of education.

1.2.3. Student: Individuals enrolled full time in a professional preparation program related to deafness.

1.3 Membership Year

The membership year is a calendar year.

1.4 Membership Dues

- 1.4.1** The Council shall establish a structure of dues applicable to all membership classifications through an affiliated state organization or region.

2. Officers

2.1 President: The President shall:

- 2.1.1.** Chair all Council meetings
- 2.1.2.** Have general care and oversight of the affairs of the CAID subject to the approval of the Council.
- 2.1.3.** Serve as an *ex-officio* member of all CAID committees.
- 2.1.4.** Serve as a non-voting member of the Joint *Annals* Administrative Committee
- 2.1.5.** Serve as a voting member of the Council on Education of the Deaf.
- 2.1.6.** Manage the affairs and records of the organization during the tenure of office.
- 2.1.7.** Appoint committee chairs.

2.2 Vice President: The Vice President shall:

- 2.2.1.** Perform the duties of the President during the President's absence.
- 2.2.2.** Coordinate national and regional meetings

2.3 Secretary: The Secretary shall:

- 2.3.1.** Document and disseminate the minutes of meetings of each Council meeting within 30 days of the meeting date.

2.4 Treasurer: The Treasurer shall:

- 2.4.1.** Direct and monitor the financial affairs of the CAID and insure that an annual audit is conducted and taxes are filed.
- 2.4.2.** Develop and disseminate the yearly budget
- 2.4.3.** Develop and disseminate quarterly reports
- 2.4.4.** Work with the Office Manager in cross-referencing monthly bank records

3. Council Members

3.1 Functions. The Council shall have the power to make decisions and take actions consistent with the provisions of the CAID's Constitution and Bylaws.

- 3.1.1.** It shall, upon recommendation of the President, approve or reject for cause applications for membership, and make assignments to membership classes, in accordance with Council guidelines.
- 3.1.2.** It shall authorize an independent audit annually of the CAID's financial activities.

4. CAID Office

- 4.1 Establishment and Location.** The CAID shall maintain a home office in a location approved by the Council.

4.2 Management. The activities of the CAID office shall be directed by the President in conjunction with the Council.

5. Office Manager

5.1 The Council shall contract to hire an Office Manager who shall provide clerical support for the CAID under the direction and supervision of the President. The contractual arrangement for an Office Manager may be full time or part-time according to the needs of the CAID organization.

5.2 The Office Manager shall:

5.2.1. Be responsible for conducting the day-to-day business of the CAID, under the direction of the President.

5.2.2. Serve as a source of information for inquiries.

5.2.3. Provide a written report to the Council describing the activities of the office since the previous meeting.

5.2.4. Maintain membership lists, provide renewal notices, and furnish each member with evidence of membership.

5.2.5. Cross-reference the financial records submitted by the Treasurer

5.2.6. Perform such other duties as may be assigned by the President.

5.3 The CAID is an equal opportunity employer.

6. Committees

6.1 The CAID shall have the following standing committees chaired by a Council member appointed by the President. They are:

6.1.1. The Council of Organizational Representatives for National Issues Concerning People Who Are Deaf or Hard of Hearing (COR): The President shall appoint an individual to represent CAID on COR committee. The representative must vote according to the wishes of the Council.

6.1.2. Council on Education of the Deaf (CED): Two (2) individuals, one of whom is the President, shall represent CAID on this committee. The President serves as a voting member on this committee for the duration of his/her term of office. The other member, appointed by the President, shall serve for a three (3) year term. Representatives must vote according to the wishes of the Council.

6.1.3. Joint Annals Administrative Committee (JAAC): The President shall appoint three (3) members for a two (2) year term, representing the CAID to serve with representatives of the Conference of Educational Administrators Serving the Deaf. The President serves *ex-officio* on the JAAC for the duration of his/her term of office. The Committee shall be responsible for the management, fiscal support, and editorial policy of the Annals and shall elect its editor(s) who shall perform such duties as may be prescribed. Appointment(s) of the editor(s) shall be for terms of three (3) years, and shall be renewable. The President shall join the President of the CEASD in appointing the Chairperson of the Committee.

7. Special Interest Groups (SIG's)

Special Interest Groups may be established to coordinate the development of content specific activities for the membership.

7.1 Deaf Studies

7.2 Mathematics Teachers

7.3 Program Supervisors/Coordinators/Consultants (PSCC)

7.4 Success Within the Mainstream (SWIM)

7.5 Teachers of English & Language Arts (TELA)

8. Parliamentary Authority

8.1 The rules contained in the current edition of Robert's Rule of Order Newly Revised shall govern CAID in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order that CAID may adopt.

9. Dissolution

9.1 Upon dissolution of the CAID after payment of all valid debts and obligations, all assets shall be distributed as directed by the Council to any organization involved in promoting the welfare of deaf and hard of hearing individuals.

Approved by CAID Board of Directors

11/9/2002

Rochester, NY