Washington State Association of the Deaf
Policy and Procedures Manual
2025 Edition

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Article 1. Purpose

Section 1. Purpose.

The Policy and Procedures Manual is designed to supplement the WSAD bylaws by providing in-depth information on what appropriate procedures to execute in the most efficient and effective manner. WSAD bylaws serve as a foundation, whereas the Policy and Procedures Manual serves as a guide for the board to conduct WSAD's business.

Section 2. Policy and Procedure Manual Changes.

The board may propose changes to the Policy and Procedures Manual but all Policy and Procedures Manual changes must be approved by a majority of WSAD members during an annual general meeting or at the biennial conference.

Section 3. Policy and Procedure Manual Application.

The Bylaws and the Policy and Procedures Manual shall apply to all activities of WSAD, including Board meetings, officers, trustees, members-at-large, membership coordinator, and to all WSAD committees.

Section 4. Conflict.

Any statement and/or procedure within this Policy and Procedures Manual which conflicts with the WSAD Bylaws or the WSAD Articles of Incorporation are superseded by the applicable WSAD Bylaws and WSAD Article of Incorporation articles and sections.

Article 2. Committees

Section 1: Finance Committee

The President shall appoint active members to serve on the Finance committee responsible for reviewing and authenticating financial transactions. The committee members are vetted and approved by a majority vote of the Board. The Vice-President oversees the Committee and the Treasurer is a member of this committee.

a. A General Fund annual budget shall be developed, tracked, and reported to the Board.

b. A Biennial General Fund budget shall be developed, tracked, and reported to the Board and the Conference.

c. The Web designer shall be budgeted for and paid for the web designer expenses.

Section 2: Nominating Committee

The President shall appoint active members to serve on the election nominating committee responsible for reviewing and verifying candidates' qualifications from the active members.

Section 3. Conference Fund Committee

The Vice-President oversees this committee funding the annual/biennial WSAD conferences and submitting reports at the end of the WSAD conferences. This committee shall receive $2,000.00 seed money from the Endowment Funds with the approval of the Board.

Article 3. Funds

Section 1: General Fund

The General Fund shall be primarily used for general expenditures within the approved budget authorized by the general membership of the Association at a conference. The Treasurer may draw upon and expend up to two thousand dollars ($2,000.00) for any purpose not in the approved budget but subject to the Executive Board's approval. All annual membership dues, affiliation fees and net proceeds from any conference or other Association activities not borrowed from Endowment Funds shall be deposited in the General Fund.

Section 2: Endowment Fund

The Endowment Fund is held in trust and shall be managed by the Trustees for the purpose of accumulating sufficient funds for:

a. Expenses related to the establishment of a residential facility for elderly deaf persons;

b. Any expenditure to safeguard the rights and interests of deaf citizens in the State of Washington;

c. All monies withdrawn or transferred from the Endowment Fund shall be used to benefit and further the Association;

d. The Endowment Fund shall not be used for any loan purpose.

Section 3. Donations and Bequests

a. All donations and bequests not specifically identified by the donor or by the general membership at a conference shall be immediately deposited into the Endowment Fund.

b. Any non-designated or unrestricted donations or bequests shall be automatically deposited into the Endowment Funds.

c. Unless otherwise decided by the general membership at a conference (so long as such a decision does not violate any restrictions on the original donation/bequest), all dividends and interest earned from investments, capital gain distributions, and net proceeds from sales of securities shall be automatically reinvested back into the Endowment fund.

Section 4. Approved Withdrawals or Transfers

The custodian or the assistant custodian shall carry out the approved withdrawal or transfer of the endowment fund with the knowledge of, and the direction, from the board.

Article 4. Travel Expenses

Section 1. Reimbursements

Members of the Board, executive board, trustees, and members of standing committees shall be reimbursed for the cost of their vehicle fuel only for attending no more than four meetings per year. Trips to conferences shall not be reimbursed. All meetings (committees, board, special and otherwise) at the conference site are not reimbursed. NAD registration costs and NAD conference fees for NAD delegates are reimbursed.

Section 2. Vouchers:

a. Vouchers for fuel reimbursements shall be submitted to the Treasurer, the Custodian or committee chairs within thirty (30) days of such meetings.

b. Vouchers for fuel reimbursements for round trips shall be reimbursed for mileage minus one hundred (100) miles and shall be one-third (1/3) of the standard state mileage rate rounded to the nearest cent. Documentation shall be a printed copy of the mileage from any Internet-based map sites using the member's home address as the starting point.

Section 3. Lodging

The Association shall cover state conference lodging cost expenses for the President.

The Association may cover lodging expenses for the NAD Delegates.

Article 5. Official Publication

Section 1: Publication

WSAD shall have an official publication - Washington State Association of the Deaf eNews which shall be disbursed by email to active members. It shall be sent to all active and associate members at least twice a year. The method of delivery shall be done according to the convenient methods available to and as determined by the Editorial Staff.

Section 2: Editor:

The President shall appoint an editor for the eNews with the approval of the Executive Board.

Section 3: Policy

All policies of the eNews shall be consistent with the aims and objectives of the WSAD.

Article 6. Duties of the officers

Section 1: The President shall:

a. Be the principal officer of WSAD

b. Preside at all meetings of the WSAD Board and the Executive Board.

c. Perform such other duties as appropriate to this office.

d. Enforce order and strict observance of by-laws and rules.

e. Be the ex-officio member of all committees except for the Nominating Committee.

f. Have access to books of accounts, statements and other official documents.

g. Countersign checks, drafts and notes drawn by the Treasurer.

h. Search for to acquire a web designer to handle the internet WSAD website.

Section 2: The Vice President shall:

Preside over regular and special meetings in the absence of the President, or whenever the President is personally involved in the debate or argument.

Section 3: The Secretary Shall:

a. Keep all accurate records and minutes of all WSAD meetings (board, regular, special, conference and executive);

b. Conduct all official correspondence;

c. Notify members of all WSAD meetings;

d. Keep a list of all members of the WSAD and their classifications and addresses, and the list shall not be copied or loaned without permission of the Board;

e. Keep an accurate attendance record of all active members at all types of meetings;

Section 4. The Treasurer shall:

a. Receive and collect all monies and dues of the WSAD

b. Submit a financial report at each regular meeting.

c. Sign all checks, drafts and notes drawn by the WSAD with the countersignature of the President.

d. Keep an accurate account of each member and group and give the Secretary a copy.

e. Shall prepare a written quarterly report of all financial transactions of WSAD and a statement of all liabilities and assets.

f. May consult with an accountant, a bookkeeper, or a Certified Public Accountant (CPA) regarding Internal Revenue Service (IRS) mandatory annual tax forms.

g. Shall prepare and file with the IRS any and all mandated annual tax forms.

Section 5: The Members-at Large shall:

a. Follow WSAD bylaws policies and legal requirements;

b. Serve as liaison by connecting the board with active members, share concerns and feedbacks, promote WSAD, and help recruit new members;

c. Attend WSAD board meetings, discussions, and vote on matters;

d. Complete special projects or tasks assigned to them by the WSAD board;

e. Form and/or serve on WSAD committees and support their work;

f. Contribute to long-term planning for WSAD’s future;

g. Help evaluate WSAD’s progress;

Article 7. Executive Board

Section 1. Meetings

The Executive Board shall meet at least once every year.

Section 2. Expenditures over $2,000.00

The purchase or sale of property, contract, and expenditures valued over two thousand $2,000.00 dollars shall be subject to the approval of the membership either at the general/special meeting or by mail/email vote before the Executive Board could transact the business.

Section 3. Expenditures under $2,000.00

The Executive Board have the authority to approve the transaction during the Executive Board meeting up to two thousand dollars ($2,000.00) per calendar year based on available WSAD general funds.

Section 4. Duties

The Executive Board shall:

a. Monitor general funds, properties, and records of WSAD;

b. Have the power to purchase or sell properties.

c. Accept gifts, bequests, or grants for the work of the WSAD;

d. Prepare grants for projects related to the purposes of the WSAD;

e. At its discretion, hire, contract with, remove or suspend any contractee of the WSAD;

X. At its discretion, hire, contract with, remove or suspend any web designer contract with the WSAD;

f. Determine the duties, salaries, and benefits of employees and contractors;

g. Afford the cost to bond for the offices of President and Treasurer and to authorize the necessary monies to secure such bond;

h. Carry out the mission of WSAD appropriately;

I. Make decisions by majority vote in cases of interpretation differences of the bylaws;

J. Appoint an active member to be the membership coordinator.

The membership coordinator shall:

a. Shall organize and manage all tasks and deadlines related to membership dues;

b. Shall work closely with the Treasurer and the Executive Board as needed;

c. Shall maintain an accurate and confidential membership list;

d. Shall actively recruit new members

e. Shall assist with registration at all meetings and verify current membership status;

f. Shall process membership forms, renewals, and related membership paperwork;

g. Shall manage inventory and orders of WSAD items;

Section 5. Authority

The delegation by the Executive Board of any power or authority shall not relieve the Board of any responsibility to exercise prudent judgment in the management of the WSAD, its financial affairs or to make inquiries into the

Article 8. Resignation or Vacancy

Section 1: Resignation of an officer

Any officer or a representative of the Board who submits a letter of resignation from his or her duties of office or representation to the Board shall be reviewed and approved by the Board.

Section 2: Absences

An officer or a representative of the Board who misses three consecutive meetings in a row without an approved excuse from the Board shall be reviewed and approved by the Board to have vacated their office and their duties.

Section 3. Vacancy.

a. A vacancy occurring in any office or a member-at-large shall be temporarily filled by an active member selected and approved by a majority vote of the full WSAD board, and shall finish out the remainder of the officer’s term.

b. A vacancy occurring in the office of the President shall be filled by either vice president after a majority vote of approval from the full WSAD board, and shall finish out the remainder of the President’s term.

Article 9. Removal from Office or Board

Section 1: Reason:

Removal of an elected person or a representative ("accused") may proceed in case of misconduct during duty, misuse of WSAD finance or property, conviction of felony, or abandonment of duty, or conflict of interest.

Section 2: Procedure:

A motion for removal of the accused may be submitted to the special or general meeting by any elected board member or by any WSAD member with signatures of seven other WSAD members with the reason or reasons for removal.

Section 3: Notification:

The accused being charged for removal must be notified by both certified mail, return receipt requested, and a separate letter mailed through the United States Postal Service and given at least 14 business days to prepare for his or her defense before a special or general meeting is called to vote on the removal.

Section 4. Evidence:

The evidence by accuser and by the accused must be presented, discussed and examined during the general or special meeting for removal. Evidence may be in the form of witnesses, document, or in the form of physical proof.

Section 5. Review:

The active members at the general or special meeting shall appoint an impartial person to chair the process for removal. It is preferred but not required that the impartial person is an active member.

Section 6. Action:

A motion for removal must be approved by a 2/3 (two-thirds) majority of the active members present at the general or special meeting.

Article 10. Policy and Procedures Manual Amendments

Section 1: Proposed amendments to the Policy and Procedures Manual shall be submitted to the Board.

Section 2: The proposed Policy and Procedures Manual amendments shall be delivered by appropriate methods to the active members thirty (30) days before the conference.

Section 3: The proposed Policy and Procedures Manual amendments shall be accepted by a majority vote of the active members at the conference. The approved Policy and Procedures Manual amendments shall become effective after the adjournment of the conference.

Article 11. Recognition

The following named organizations had invested their time and funds with WSAD during WSAD's long history. We respect their input and advice and we shall remain doing so.

- Washington State Deaf Senior Citizens
- Northwest Rainbow Alliance of the Deaf
- Washington - American Sign Language Teachers Association

Provenance History
of
WSAD policy and Procedures Manual Revisions

2025 - Approved October 18, 2025 by members at Tacoma, WA
2024 - Approved November 16, 2024 by members at Vancouver, WA