

TABLE OF CONTENTS

1.0 INTRODUCTION	1
2.0 MEMBERSHIP	3
2.1 CATEGORIES OF MEMBERSHIP	3
2.1.1 ACTIVE MEMBERS.....	4
2.1.2 ASSOCIATE MEMBERS	4
2.1.3 HONORARY MEMBERS.....	4
2.1.4 ORGANIZATIONAL MEMBERS	5
2.2 MEMBERSHIP POLICIES	5
2.3 DUES POLICIES	6
2.4 MEMBERSHIP PROCEDURES	6
2.4.1 Procedure for Awarding Honorary Membership..	6
2.4.2 Procedure for Removing Membership from Disruptive Members	7
3.0 BOARD OF DIRECTORS.....	10
3.1 OFFICERS	10
3.1.1 President. The President shall:.....	10
3.1.2 Vice President. The Vice President shall:	13

3.1.3 Treasurer. The Treasurer shall:	13
3.1.4 Secretary. The Secretary shall:.....	14
3.2 BOARD POLICIES	15
3.2.1 Board Requirements. The Board shall:.....	15
3.2.2 Board Member Requirements. Board members shall:.....	17
3.2.3 Board General Policies:	18
3.3 BOARD PROCEDURES	19
3.3.1 Procedure for filling vacancies on the Board other than the President.....	19
3.3.2 Procedure for removing a Board Member other than the President	19
3.3.3 Procedure for removing the President	20
4.0 MEETINGS.....	22
4.1 MEETING POLICIES.....	22
4.1.1 Parliamentary Procedure	22
4.1.2 Policies on Meeting Minutes	22
4.2 BUSINESS MEETINGS OF THE GENERAL MEMBERSHIP	23
4.3 BOARD MEETINGS	24

4.4	REGIONAL MEETINGS	25
4.5	MEETING PROCEDURES	25
4.5.1	Procedure for Recording Minutes by Consensus	25
4.5.2	Procedure for Removing Disruptive Members ..	26
4.5.3	Procedure for Preparing for a Board Meeting ...	26
4.5.4	Procedure for Passing Motions Between Board Members	29
5.0	FISCAL.....	33
5.1	FISCAL POLICIES	33
5.1.1	General Policies.....	33
5.1.2	Policies Regarding Reallocating Funds and Unexpected Expenditures	34
5.1.3	Financial Report Policies	35
5.1.4	Reimbursement Policies	35
5.1.5	Fundraising Policies.....	36
5.1.6	Policy related to Accepting Honorarium.....	37
5.1.7	Fiscal Policy Relating to Bequests.....	37
5.2	FISCAL PROCEDURES.....	37
5.2.1	Procedure for Developing the Budget.....	37

5.2.2	Procedure for Board Approval of Reallocation and Unbudgeted Expenditures.....	38
5.2.3	Procedure for Reimbursement.....	38
5.2.4	Procedure for Expenditures	39
6.0	COMMITTEES	40
6.1	COMMITTEE POLICIES	40
6.2	STANDING COMMITTEES	41
6.2.1	Executive Committee. The Executive Committee shall:.....	41
6.2.2	Law Committee. The Law Committee shall:	42
6.2.3	Policy Committee. The Policy Committee shall:	42
6.2.4	Home Office Committee. The Home Office Committee shall:	43
6.2.5	Multimedia Committee. The Multimedia Committee shall:	43
6.2.6	Award Committee.	44
6.3	COMMITTEE PROCEDURES.....	45
6.3.1	Procedure for Nominations and Elections.....	45
6.3.2	Procedure for Election	46

6.3.3 Procedure for Revising the Policy and Procedure Manual	52
7.0 SUPPORT SERVICES PROVIDERS	53
7.1 GENERAL POLICES FOR SSPs	53
7.2 POLICIES REGARDING SSPS AND BOARD MEETINGS.....	53
7.3 POLICIES REGARDING SSPS AT AADB CONFERENCES.....	54
7.4 SSP COORDINATOR	55
8.0 DEAF-BLIND AMERICAN	56
8.1 POLICY FOR MEDIA REQUIREMENTS.....	56
8.2 DESCRIPTION OF THE DBA MAGAZINE	57
8.3 CONTENTS OF EACH ISSUE	58
8.4 ARTICLES REQUIRED IN SPECIFIC ISSUES	59
8.5 THE DBA COVER	60
8.6 DBA POLICIES.....	60
8.7 THE EDITOR.....	61
8.8 COPYRIGHT POLICIES.....	62
8.8.1 Policies related to the DBA and E-News.....	62

8.8.2 Policies related to reprinting articles from other publications	62
8.8.3 Policies related to reprinting personal writings..	63
8.8.4 Policies related to informational matters	64
8.8.5 Photographs & Artwork.....	66
8.8.6 Websites	66
8.8.7 Personal Writings.....	67
8.8.8 Other Websites	68
8.8.9 Copyright Information	68
9.0 AWARDS AND RECOGNITION.....	69
9.1 AWARDS.....	69
• Laura D. Bridgman	69
• John J. Murphy Memorial Award.....	69
• Peter J. Salmon Memorial Award.....	70
• AADB	70
9.2 AWARDS POLICIES	70
9.3 AWARDS PROCEDURES.....	71
9.3.1 Procedure for Selecting Award Recipients	71
10.0 CONFERENCES.....	73

10.1	CONFERENCE POLICIES	73
10.2	POLICIES FOR CHILDREN AT CONFERENCES	73
10.3	POLICIES RELATED TO MENTAL HEALTH AND MEDICAL SERVICES AT AADB CONFERENCES.....	75
11.0	MISCELLANEOUS	76
11.1	LOGO POLICIES.....	76
11.2	WEB SITE POLICIES	76
11.3	CRISIS MANAGEMENT PROCEDURE	76
12.0	PROGRAM MANAGER AND HOME OFFICE	77
12.1	DUTIES OF THE PROGRAM MANAGER.....	77
12.2	PREPARING FOR A BOARD MEETING	78
12.3	HANDLING REIMBURSEMENTS	79
12.4	MAINTAINING AND PROVIDING FINANCIAL RECORDS	79
12.5	HELP PREPARING BUDGETS.....	80
12.6	PREPARING FOR ELECTIONS.....	80
12.7	DISTRUBUTING MATERIALS	81
12.8	MISCELLANEOUS	82
12.9	PROCEDURE IF PROGRAM MANAGER POSITION BECOMES VACANT	82