

BYLAWS OF
THE HEARING LOSS ASSOCIATION OF AMERICA
CENTRAL OKLAHOMA CHAPTER

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ARTICLE I

NAME

The name of this chapter is the Hearing Loss Association of America Central Oklahoma Chapter (HLAA COC), a non-profit organization. We are incorporated as Hearing Loss Association of Oklahoma City, Inc.

ARTICLE II

PURPOSE

The purpose of HLAA COC is to:

- A. Provide support and education to people with hearing loss and their families and friends on how best to understand hearing loss
- B. Foster public and private programs aimed at alleviating the misconception(s) of hearing loss
- C. Engage in free and open communication with all concerned in finding a common basis of fellowship and understanding
- D. Encourage people with hearing loss to participate fully in everyday life activities

ARTICLE III

FUNCTION

The function of HLAA COC shall be to:

- A. Develop and promote educational and social programs designed to integrate people with hearing loss into all aspects of society
- B. Come together in fellowship, empathy and concern based on common experiences and encouraging them to accept their hearing loss
- C. Provide and exchange information relating to the nature, complications and possible remedies of hearing loss
- D. Establish advisory services for assistance and guidance for people with hearing loss
- E. Cooperate with other organizations and institutions, providing them with information enabling them to understand hearing loss, and other matters of mutual concern
- F. Represent people with hearing loss before state governmental bodies

ARTICLE IV

MEMBERSHIP

Provision for membership:

- A. Membership is open to any person willing to support the purposes and functions of the organization.
- B. National membership is encouraged, but not required, unless a member is an officer or Board member.

C. Rights of members

1. To hold office and/or serve on committees in the local chapter when duly elected or appointed.
2. To participate in all discussions concerning the Chapter to make and/or amend motions, and vote on them.
3. To serve as a delegate to national conventions.

ARTICLE V
GOVERNANCE

Rules of Conduct:

- A. HLAA COC shall be governed by these bylaws and those of the Hearing Loss Association of America.
- B. Regular meetings shall be held once each month, unless otherwise decided by the membership or the Board of Directors. A general meeting shall be held in August for the purpose of installing new officers and conducting other business, as required.
- C. ***Robert's Rules of Order***, latest edition, shall govern the conduct of all meetings of the membership and the Board of Directors when they are not in conflict with the local and national bylaws.

ARTICLE VI
BOARD OF DIRECTORS

- A. Board Membership:
 1. The Board of Directors shall consist of the following members: Chairperson, Vice-Chairperson, Secretary, Treasurer, Past Chairperson, Newsletter Editor, Webmaster and two At-Large members.
 2. With the exception of the Newsletter Editor and Webmaster, members of the Board shall be elected by a simple majority of members present at the election-year May meeting. They shall be elected for a two-year term and shall serve no more than two (2) consecutive terms in the same office.
- B. Board Officers:
 1. Each member of the Board shall be a member in good standing of both the Chapter and the National organization. Failure to maintain good standing shall be grounds for removal from the Board.
 2. Board members shall elect the designated Board officers from within the Board membership at the first Board meeting in September of the election year.
 3. The Board shall meet periodically with a quorum of at least 50% of the total Board members. Board meetings shall be open to the general membership; however, only Board members will be allowed to vote on motions presented at the Board meeting.
- C. The Board shall be responsible for budget and financial planning.

- D. The Board shall appoint citizens of the local community to serve on an Advisory Board, which will advise the Board on corporate fund-raising projects and other matters deemed necessary.
- E. Duties of the Board officers are as follows:
 - 1. Chairperson:
 - a. Shall preside at all Board meetings.
 - b. Shall appoint Chairpersons for all committees as determined by the Board
 - c. Shall, in the event of a tie vote, cast the deciding vote.
 - d. Shall submit to the Board any motions for amendments submitted to him/her by the membership.
 - e. Shall be responsible for reporting to the Board any measures needed by the membership.
 - f. Shall, with the other officers, plan programs for the Chapter and make necessary arrangements.
 - g. Shall plan the agenda for all Board meetings.
 - h. Shall appoint a Nomination Committee of three (3) people selected from the membership to present a slate of Board Candidates for an upcoming election.
 - 2. Vice-Chairperson
 - a. Shall assist the Chairperson in all administrative duties.
 - b. Shall temporarily perform the duties of the Chairperson when the Chairperson is absent.
 - 3. Secretary
 - a. Shall keep minutes at all Board meetings and maintain correspondence as required.
 - 4. Treasurer
 - a. Shall maintain records of all receipts and disbursements for the Chapter.
 - b. Shall provide a report to the Board as requested by the Board.
 - c. Shall provide an annual report if requested by the Board.
 - 5. Vacancy replacements shall be decided by the Board

ARTICLE VII

AMENDMENTS TO THE BYLAWS

Requirements:

A. Amendments may be proposed by motion, by any member in good standing, at any regular meeting of the Chapter. If the motion is seconded and passed, all members shall be notified of the proposed amendment before the next scheduled Board meeting. Approval of any amendment shall require a two-thirds (2/3) majority vote of the Board at the next scheduled Board meeting.

ARTICLE VIII

FINANCIAL

Requirements:

- A. The fiscal year of HLAA COC shall be January 1 to December 31.
- B. The annual financial report shall be audited as directed by the Board.
- C. Individual and family membership suggested annual donation (dues) to be set by the Board.
- D. In the event that HLAA COC dissolves or ceases to function, all remaining funds and assets shall be used to pay off any outstanding debts and the remainder of funds and assets shall be given to the National Office.

ARTICLE IX

ANNUAL MEETING AND EXPIRATION OF TERMS OF OFFICE

- A. Annual Meeting:
An annual meeting of the general membership shall be held at the August meeting. Time and location will be determined by the Board.
- B. Time of Expiration of Terms of Office:
Terms of office shall expire at the conclusion of the Annual Meeting.

ARTICLE X

GRIEVANCE PROCEDURE

Conditions: Individuals or a group of members shall have the right to present signed or unsigned grievances for action and decision by the Board.

- A. Grievances shall be included on the agenda for the next Board meeting. If it is agreed that they should be pursued, it shall be discussed in an Executive Session. If an investigation is required the Board shall appoint a committee of three (3) to conduct an investigation and report in writing at the next Board meeting, or at a special meeting, as the Board determines.
- B. Approval of the Board or Committee recommendation shall be binding, except that the action may be appealed to the Executive Committee National Office within sixty (60) days.

Acknowledged:

Chairperson, Board of Directors
Hearing Loss Association of America
Central Oklahoma Chapter

Secretary, Board of Directors
Hearing Loss Association of America
Central Oklahoma Chapter

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