

# Ohio Deaf Friends of the Library Bylaws

## ARTICLE I - Name and Purpose

### Section 1. Name

The name of the organization shall be Ohio Deaf Friends of the Library, Inc. (ODFL)

### Section 2. Nonprofit

ODFL shall be a nonprofit organization incorporated under the laws of the State of Ohio.

### Section 3. Purpose

**Mission:** Ohio Deaf Friends of the Library is to advance the quality of deaf resources for the Deaf, Hard of Hearing, and DeafBlind communities by promoting deaf awareness, fundraising, and literacy in Ohio.

**Vision:** To serve as a one-stop center for deaf related information and resources for Ohioans who are Deaf, Hard of Hearing, DeafBlind, and Hearing communities.

Ohio Deaf Friends of the Library is organized exclusively for charitable and educational purposes. Specifically, the purpose shall be:

1. To operate exclusively for charitable purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code and its Regulations as they now exist or they may be hereafter amended.
2. To establish library and community partnerships in order to provide services and programs that enhance accessibility, equality, and preservation of the many aspects of Deaf Cultures.
3. To engage in any lawful act, activity or business not contrary to and for which a charitable nonprofit corporation may be formed under Chapter 1702 of the Ohio Revised Code.

4. To maintain a leadership role for other organization with common interests, advocate and support in all projects that will advance the dignity, respect, and welfare of the Deaf/Hard of Hearing/DeafBlind, etc.

## **ARTICLE II - Membership Section**

### Section 1. Individual

1. Anyone who currently holds a local library card is automatically an active member and has voting rights.

a. Documentation will need to be provided to the Secretary within 60 days of the elections of new officers and representatives. A copy of your library card will meet this requirement.

2. Anyone who does not hold a local library card is considered an associate member. Associate members will not have voting rights.

### Section 2. Affiliation of other Organizations

ODFL shall accept any organization(s) in the State of Ohio, as an associate member, who provides services to Deaf, Hard of Hearing, DeafBlind. Associate members will have no voting rights.

### Section 3 Membership defined

The membership year shall be for a lifetime.

## **ARTICLE III Board Members.**

### Section 1. Board Members

ODFL shall have ten (10) positions within the Board, consisting of President, Vice-President, Secretary, Treasurer, Five (5) Regional Representatives, and Past President.

All ODFL Board members shall be residents in the State of Ohio.

## Section 2. Officers' Duties

### President:

The President must have an active library card at his/her local library and be in good standing during their two (2) years term in office.

- a. Shall preside at all meetings of the Board, attend any committee's meetings, and attend any other official meeting.
- b. Shall prepare and submit report to all Board officers, and propose new agenda to secretary one week prior to regular meeting.
- c. Shall appoint such committees and representatives as may be deemed necessary in conducting the work of the ODFL.
- d. Shall countersign all checks with the Treasurer.

### Vice-President

The Vice-President must have an active library card at his/her local library and be in good during their two (2) years term in office.

- a. Shall fill the office of the President, when the President is, for any reason, unable to perform duties.
- b. Shall chair the bylaws committee.
- c. Shall act as activity coordinator, be responsible for workshops, obtain speakers, and conduct fund raising.

### Secretary.

The Secretary must have an active library card at his/her local library and be in good standing during their two (2) years term in office.

- a. Shall maintain list of all the active members' and associates' names and email addresses for the purpose of emailing out meeting minutes.

- b. Shall prepare meeting agenda with the President one week prior to regular meeting and send to all Board members via email.
- c. Shall attend all meetings of the Board and record meeting roll calls
- d. Shall, within fourteen (14) business days after the conclusion of all meetings, send copies of said meeting minutes to all Board members via email.
- e. Shall maintain and safeguard all copied recorded meeting minutes.

### Treasurer

The Treasurer must have an active library card at his/her local library and be in good standing during their two (2) years term in office.

- a. Shall have custody of all records of monies belonging to the ODFL.
- b. Shall keep an account of all monies received and provide receipts for the same.
- c. Shall submit a financial report to all Board members via email before each Board meeting.
- d. Shall submit an audited report of ODFL finances to the Board every quarter and a year following the ending of the last fiscal year with two auditors.
- e. Shall countersign all checks with the President.

### Past President

The Past President must have an active library card at his/her local library and be in good standing during their two (2) years term in office.

- a. Shall automatically become a member of the Board and have voting rights.
- b. Shall be entitled to all privileges of the Board and to act as an advisory member to the Board.
- c. Shall assist regional representatives in recruitment and communication with supporters, and community organizations that pertain to each regional representative in all five (5) regions.

### Five (5) Regional Representatives

The Regional Representatives must have an active library card at his/her local library and be in good standing during their two (2) years term in office. The maximum terms a representative may serve is two consecutive terms (up to 2 years each term). The Five (5) Regional Representatives are selected based on the regions (Northwest, Northeast, Central, Southwest, and Southeast.)

- a. Shall attend all meetings.
- b. Shall contact all main libraries and as many of the branch libraries in the region they represent. If possible, the representative may join the local "Friends of the Library".
- c. Shall inform the Ohio Deaf History Month Coordinator regarding any issues, concerns and proposals related to Ohio Deaf History Month.
- d. Shall attend Deaf events, community events, or fairs in his/her region to promote the ODFL and to share information.
- e. Shall write a summary report for each quarterly (4) meeting. The Representatives shall also write a summary report for each quarterly newsletter.

### Section 3 Vacancy

A member shall be appointed by President to fill aboard's position with the majority of the Board's approval by vote via e-mail.

#### Section 4. Removal

The President shall have the power to remove an officer or Region Representative with the majority of the Board's approval by two-third (2/3) vote via electronic mail.

#### Section 5. Resignation

Any office representative may resign at any time by submitting a written letter of resignation to the Board. Once the Board has been notified of his/her intent to resign, he/she is required to send a formal letter of resignation within seven (7) business days.

Should it be a conflict, the President shall call an emergency meeting to resolve any issue.

### **ARTICLE IV- Meetings**

Board officers and Regional Representatives shall attend regular meetings four times per calendar year.

- a. The President shall set the date(s), time(s) and location(5) of meeting(s) in advance, and shall be in an agreement by the majority of the Board members with at least two (2) weeks notice. The President may also authorize conducting meetings via Video Conference or Zoom, etc. at his/her discretion.
- b. There must be five (5) active members in the meeting to meet a quorum to conduct any official business for voting.
- c. Without having a physical meeting when possible scheduled, the business shall proceed with electronic voting as an alternative method. The following rules and procedures for electronic voting (known as e-vote) shall be outlined in the Policy and Procedures Manual.
- d. Any board member failing to attend three (3) consecutive meetings without good and sufficient reason may be removed from office by the President with the majority of the Board's approval by vote via electronic mail.

- e. The President may call a special/emergency meeting with the majority of the Board's approval by vote via electronic mail within 48 hours of any meeting.

## **ARTICLE V - Committees**

### Section 1. Appointment

The president shall have the authority to appoint any members (s) in good standing for any standing committee and ad hoc committee with the majority of the Board's approval by vote via electrical mail.

### Section 2. Standing and AdHoc Committees

The member(s) of the standing committee shall vary depending on the needs of the ODFL. The Chairperson of the committee is required to submit a summary report to the President and Secretary.

## **ARTICLE VI- Elections**

Every two years, ODFL shall hold elections following the last regular meeting at the end of the calendar year. Board Officers and five (5) Regional Representatives shall be elected during the election meeting either physical in person or in a virtual format.

## **ARTICLE VII - Non-Discrimination**

For public purposes, ODFL shall not discriminate in membership and activities from age, color, creed, disability, race, ethnicity, national origin, religion, gender, sociology-economic class, sexual orientation, or political affiliation

## **ARTICLE VIII - Parliamentary**

Section 1. The President shall appoint a Parliamentarian who has parliamentary training or is knowledgeable of Robert's Rules of Orders.

Section 2. Robert's Rules of Order, a newer version, (RRONR) shall be applied, and the rules of parliamentary procedure, as outlined in Robert's

Rules of Order shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with the bylaws or the special rules of order of the Board.

## **ARTICLE IX - Dissolution**

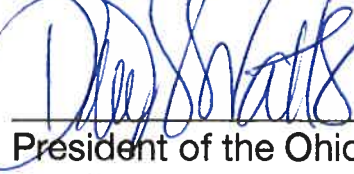
Section 1. ODFL may be dissolved by a vote of two-thirds (2/3) of the eligible voting members in attendance and voting during a regular or special meeting of the membership or electronic referendum.

Section 2. Upon dissolution, all assets remaining after disposition of liabilities shall be donated to the Ohio History Center for the Deaf Collection in the State Library of Ohio, Columbus, Ohio.



## Agreement/Certification

President and Secretary certify that the aforementioned is a true and correct copy of the Bylaws of the Ohio Deaf Friends of the Library, duly adopted by the Boards.



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President of the Ohio Deaf Friends of the Library  
Dawn K Watts



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Secretary of the Ohio Deaf Friends of the Library  
Christine Stepien

## Oath of Officers

I hereby promise to observe and uphold the Constitution and Bylaws of the ODFL, to promote its welfare, and to protect it from those who would willfully harm it. I will, at all times, discharge the duties of my office to the best of my ability, so help me God.

Official Date: February 23, 2023  
ODFL EIN 82-2041298