



POLICY MANUAL

As approved at the
2005 Biennial RAD Conference
Washington, DC

Disclaimer: The Policy Manual is an administrative tool with detailed policies and procedures for the Board to operate between conferences. This document is to be known as the “Board Policy Manual” as is generally used by many other non-profit organizations

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I. MEMBERSHIP

The membership fees shall be arranged for both Chapter and Individual Associate) members:

1. Chapter:

- A) The biennial fee shall be USD or Canadian\$150.00.
- B) The chapters shall be notified of the membership dues three (3) months in advance.
- C) The membership fee not paid within six (6) months past the due shall automatically be excluded from the Alliance.
- D) The chapter shall be required to submit to the Alliance the names of all of its officers and members.

1A. New Chapter:

- A) The biennial fee shall be USD or Canadian \$ 60.00.
- B) The chapters shall be notified of the membership dues three (3) months in advance.
- C) The membership fee not paid within six (6) months past the due shall automatically be excluded from the Alliance.
- D) The chapter shall be required to submit to the Alliance the names of all of its officers and members.

2. Individual (Associate):

- A) The membership fee of USD\$25.00 shall be paid in advance every calendar year.
- B) The Individual (Associate) member shall be notified of membership dues three (3) months in arrears.
- C) The membership due not paid within sixty (60) days after the notification shall automatically be excluded from the Alliance.

II. MEETINGS

1. A special meeting may be called by certified mail to the chapters by the Executive Board at least thirty (30) days in advance.
2. A request for a special meeting must be ratified by thirty percent (30%) of the chapters through certified mail ninety (90) days in advance.
3. A) If no report was submitted from an Executive Board member, a certified mail of reprimand shall be sent with demand that the report be submitted within (60) days.
B) No report submitted beyond the deadline, the position of such delinquent Executive Board member shall automatically become vacant.
4. The Board of the Alliance shall give at least 45 days public notice before holding a Board meeting and that the notice itself shall contain the time, place, and agenda of the meeting.
5. That will not affect the recent conference bid winners.
6. Each chapter shall submit to the Secretary of the Alliance proposed amendments to the Bylaws at least 120 days prior to each conference and that the Secretary of the Alliance shall distribute to each chapter a copy of any and all proposed amendments to the Bylaws at least 90 days prior to each conference for review and consideration.
7. Newly ratified motions, amendments and/or revisions designated for any

of three legal documents must be inserted into any of those pertinent legal documents within one hundred twenty days (120) after the conference.

8. No deletions, insertions and alternations will be allowed on the original copies of all the motions, amendments or revisions in any way after they are ratified.

III. BOARD

1. Vice President shall be invited to any newly formed chapter to assist with the establishment and the expenses shall be the responsibility of the new chapter.
2. Nominations for RAD Man / Woman of the Year shall be submitted to the RAD Secretary 30 days before the conference
3. The current version of RAD ByLaws shall be displayed on the RAD website.
4. Valid causes for removal
 - a. Continued gross or willful neglect of the duties of the office.
 - b. Failure or refusal to disclose necessary information on the matters of the Alliance business.
 - c. Unauthorized expenditures, signing of checks, or misuse of Alliance funds.
 - d. Unwarranted attacks on a member of the Board, or refusal to cooperate with other members of the Board.
 - e. Misrepresentation of the Alliance and its Board to outside persons or organizations.
 - f. Conviction of felony during his/her term.
5. A. Each Board member, not including Executive Board should make it a goal to raise or donate an amount equal to or more than \$500 per year to RAD during his/her term.
B. Board members who meet this goal shall receive a free combo tickets and 1/2 hotel accommodations at the conference by RAD.
6. The President of the Alliance shall submit an annual "State of the Alliance" report through email to the members of the deaf, deaf-blind, hard of hearing, late-deafened LBGTIQQ community.

The President shall make a status report on the following:

- Accomplishments, milestones, and completed;
 - Completed and uncompleted tasks, and goals;
 - Short and long term(s) vision of the Alliance.
7. The Secretary shall file all original motions and amendments and submit copies to the Historian within 30 days after the conference.

IV. FISCAL POLICY

1. The fiscal year shall begin on the July first (1st) to the end of June

thirtieth (30th).

2. All checks (\$150 or more) must be signed in the name of RAD Treasurer and RAD President to maintain the finance within the corporation.
3. RAD Treasurer is to use service of a certified public accountant (CPA) for tax and audit purpose, and due to IRS 501(c)(3) as well.
4. The Board shall authorize the appropriate money from the operating fund and to ensure that the current expenditures of the Alliance shall not at any time exceed the regular income for each fiscal year.

V. CONFERENCE

1. A) A money order of US\$50.00 must be sent to the secretary by the bidding chapter(s) through registered mail thirty (30) days before the conference.
B) A bidding chapter from foreign country must send an equivalency of the United States fifty dollars (US\$50.00).
2. Non-winning chapter bids shall be refunded in full.
3. The winning bidder must submit the hotel agreement to the RAD Board within 60 days after the conclusion of the conference. After 60 days without the submittal, the 2nd winner will be chosen.
4. An incapacity of the conference plans by the host, an emergency meeting shall be called for by the Alliance Executive Board to determine an ad-hoc committee and take authority over all the aspects of the conference.
5. The conference committee shall submit the conference price list for an approval from the Alliance Executive Board before proceeding.
6. Registration nametags are mandatory at all the conferences of the Alliance.
7. The conference publication shall be in English and French.
8. The conference host shall send a list of registrants and addresses to the Secretary for future contact or correspondence by mail.
9. Conference host shall submit a financial and evaluation summary reports to RAD and chapters (6) – six months after the conclusion of the conference.
10. RAD shall keep all financial reports and records of past and current conferences for credit history.
11. Hotel reference letter from the general manager shall be sent to the RAD Secretary within 30 days after the conference.
12. No one time workshop and/or event shall be scheduled during the delegate meetings.
13. RAD Pageant contest is limited to one night only.
14. The documentation translator shall be appointed within during the

conference otherwise the current translator shall automatically assume the duty until the next conference.

VI. COMMITTEES

1. A financial committee shall consist of the treasurer and three (3) auditors.
2. The financial reports shall be audited by the financial committee every (6) months.
3. The other committees appointed by the president to carry on the assigned tasks.
4. A Deaf Lesbian Outreach Task Force shall be set up.
5. A fundraising project committee shall be created.
6. A Deaf-Blind Funds Committee shall be set up.

VII. PAGEANT

1. The pageant expense limit was raised to the maximum of \$2,500.00.
2. The host chapter shall provide titleholders complimentary combo tickets.
3. The pageant committee of RAD shall:
 - a. develop pageant program
 - b. invite special performers and guest speakers.
 - c. coordinate pageant shows.
4. The Pageant Director appoint to the current pageant committee the current title winners of Mr. RAD, Ms.RAD, Miss RAD, Mr Drag King and two individuals from local area where the conferences will be held at in the future.