HLA-WA STANDING RULES

REVISED 11/2010

These standing rules are intended to supplement the HLA-WA Bylaws (see Article XI Standing Rules) with the goal of facilitating the operation of the Association, the Officers, the Board of Trustees, the Committees, and special-function Coordinators/Managers. Committee chairs (except Ad-hoc Committees) are members of the Board of Trustees; the special-function Coordinators/Managers need not be Board members but should be members of HLAA.

1. President
   a. Require quarterly reports from committee chairs. These reports should be no more than one page in length and should focus on the committee activities and progress relative to the functions of the committee.
   b. Monitor committee activities and progress, communicating with committee chairs, as necessary, and report to the Board of Trustees on a periodic basis.
   c. Represent HLA-WA at activities outside of HLA-WA. As an alternative, designate a representative or approve committee selections to represent HLA-WA. The President is encouraged to maintain a speaker pool of 2 to 3 people to assist in speaking responsibilities for HLA-WA.
   d. On an ongoing basis, keep the Vice-President apprised of significant information, correspondence, and events.
   e. Attend National Convention.

2. Vice President
   a. Act as an ex-officio member of all HLA-WA committees.
   b. Act as a member of the President’s speaker pool.
   c. Act as Finance Committee chair.

3. Treasurer
   a. Perform duties as specified in the HLA-WA bylaws.
   b. Provide Newsletter Editor with quarterly donation list prior to printing each issue.
   c. Provide newsletter subscriptions/renewals to Database Manager.
4. Secretary

a. Maintain and distribute meeting minutes as specified in HLA-WA bylaws.
b. Administer the IRS and incorporation documents and keep current (Treasurer may assist).
c. Administer the HLA-WA Bylaws and keep current.
d. Administer the HLA-WA Standing Rules.
e. Maintain the HLA-WA list of committees and their memberships.
f. Act as custodian of the above documents.
g. Keep inventory of equipment current (may delegate action but keep an inventory copy).

5. State Chapter Coordinator (s)

a. Perform duties as specified in the HLA-WA bylaws.
b. Attend National Convention.

6. Nominating Committee

a. Screen candidates for the Board of Trustees with the following objectives in preparing the slate for election:

   1) Familiarity with HLAA.
   2) Diversity in skills among the candidates and the Board.
   3) Diversity in geographic representation within the state.

b. At the soonest practical opportunity, the Nominating Committee chair requests nominations from general membership through personal recruitment, HLA-WA web site, e-mail, and state newsletter.

c. Nominating Committee chair sends each nominee a letter of invitation, including the following information: requirement of HLAA membership, Board responsibilities, and payment compensation.

d. Nominating Committee develops a list of all qualified nominees and then develops a slate of candidates, numbering no more than the number of open Board positions.

e. Nominating Committee chair gives candidates' names to the Database Manager to verify nominees are all HLAA members.

f. Nominating Committee provides the newsletter editor with candidates' names, pictures, and bios by August 1 so the newsletter committee can produce ballots.
g. Nominating Committee counts ballots and presents a slate of proposed Board members to the general membership at the annual meeting.

h. Nominating Committee arranges for someone (if desired) to perform installation of new Board members prior to the new Board meeting at the annual meeting.

i. Nominating Committee presents a slate of officers to the new Board for their consideration.

7. Finance Committee

a. The composition will be the Executive Committee, as well as anyone else working specifically on grants.

b. Assign an internal Auditor to periodically monitor the Treasurer’s records and operation.

c. Ensure that an internal audit is conducted annually and the results reported to the Finance Committee and the Board of Trustees.

d. Review and monitor financial statements and results for HLA-WA.

e. Review HLA-WA treasury status to determine if reimbursement for annual HLAA Convention attendance costs by the President and Chapter Coordinator (s) is feasible. If feasible, authorize the Treasurer to reimburse the President and Chapter Coordinator (s) (or their substitutes) for registration fee, economy airfare (or other economy travel mode), and lodging for the days encompassing the Convention dates. Preferably, this determination of feasibility should be completed during annual budget preparation in order to allow personal planning by the President and Chapter Coordinator (s) (or their substitutes).

8. Newsletter Committee

a. Nominate an editor and obtain the approval of the Executive Committee.

b. Newsletter Committee must assist the Treasurer and/or Finance Committee in preparing the annual budget for the newsletter production and distribution.

c. Editor determines newsletter proofreaders.

d. Executive Committee approves the general format and reviews general content of each newsletter.

e. Determine number of copies requested by Outreach Committee. Obtain Treasurer approval to print outreach copies, if quantity exceeds budgeted numbers.

f. Editor, Newsletter Chair, and Database Manager coordinate electronic mailing of newsletter and distribution list to printer for publication.

g. Newsletter Chair and Treasurer will monitor Bulk Mail and Returned Mail accounts and add funds, when needed.

h. Produce and arrange mailing of Board membership ballots.
   a. Promote hearing access to public facilities.
   b. Act as a resource of information concerning hearing access to all facilities and events.
   c. Participate in government groups involved in access for hard of hearing people.

10. Chapter Development Committee
    a. Committee consists of Chapter Coordinator(s) and anyone else interested in promoting chapter development and mentoring chapters.
    b. A Chapter Coordinator shall be the chair of the committee.
    c. Committee develops a resource list of programs and speakers for chapters.

11. Outreach Committee (inactive in 11/2010)
    a. Take a proactive role by reaching out to the community at large with information and guidance about hearing loss.
    b. The segments of the community at large which are served should include employers, schools, legislative bodies, seniors, children, hearing health professionals, and emergency response personnel.
    c. Provide the Newsletter Committee with number of complimentary (outreach) newsletters to be printed well in advance of each outreach event.
    d. Maintain HLAA display board, tablecloth, and outreach materials.
    e. Develop a statewide list of conferences and health fairs where HLAA might have a display or do a workshop.

12. Correspondence/Membership Coordinator
    a. Responsible for picking up (or delegating) at least weekly, the incoming mail to HLA-WA.
    b. Respond to correspondence dealing with membership, nominal donations, inquiries, etc. Route monies (with explanation for each) to the Treasurer, membership and newsletter information to the database coordinator, and unusual donations and correspondence to the President. The President should respond personally to any donation over $100.
    c. Maintain a record of incoming correspondence and its disposition.

13. Webmaster Coordinator
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a. Maintain HLA-WA website as directed by Executive Committee.

b. Keep up the domain name and coordinate payment with Treasurer.


a. Establish an annual calendar of meetings with the assistance of the Executive Committee.

b. Schedule and secure meeting locations and times.

c. Arrange for necessary ALS, captioning, refreshments, physical materials, etc. and coordinate with President.

d. Communicate upcoming meeting information to the Board of Trustees. Note: the annual general membership meeting is announced in the newsletter.

15. Database Manager

a. Maintain, in a current status, the database of information pertinent to HLA-WA activities—names, addresses, contributions, membership status, newsletter status, and other supporting and anecdotal information.

b. Request information from other coordinators, committee chairs, and officers, as necessary to maintain the database.

16. Ad Hoc Committees as required and determined by the Executive Committee.


b. HAIL.

c. ODHH training (including Sprint contract training).

d. Ears, Hearing & Beyond.

e. Walk4Hearing.

f. Grievance Committee (Bylaws Article IX).

g. Hospital Kit.