

ARTICLE 6 - OFFICERS

SECTION 1 REQUIREMENT FOR OFFICERS – Only Deaf individuals may be Officers of MAAD, which is consistent with the requirements of the USADSF, USADB, NSAD, and any other naaD. All individuals seeking to be Officers of MAAD must be members of bona fide Club Members in good standing. These MAAD elected officers shall not assume other responsibilities except for their duties as stated in the Bylaws.

SECTION 2 PRESIDENT/COMMISSIONER – The President/Commissioner shall have the following duties:

- A. Serving as the chief executive and spokesperson of the MAAD;
- B. Presiding at all regular and special meetings of the MAAD Board of Delegates and the MAAD Executive Board;
- C. Supervising the business of the MAAD Executive Board;
- D. Signing checks as needed;
- E. Serving as an ex-officio member on all MAAD committees and players councils;
- F. Representing MAAD at applicable naaD meetings;
- G. Giving the Annual State of the Region address at the Basketball Meeting;
- H. Appointing a neutral person to serve as Parliamentarian at Board of Delegate meetings; and
- I. Performing other duties of the office, and as assigned by the Board of Delegates, including serving as Past President/Commissioner, after the elected term expires.

SECTION 3 VICE PRESIDENT/DEPUTY COMMISSIONER – The Vice President/Deputy Commissioner shall have the following duties:

- A. Fulfilling all the duties of the President/Commissioner in the absence of the President/Commissioner;
- B. Chairing the MAAD Bylaws Committee;
- C. Presiding at any MAAD meeting where the MAAD Bylaws and its Players Council Rules and Regulations are affected;
- D. Publicizing the activities of the MAAD, including all MAAD Tournaments, to other leading publications of the Deaf;
- E. Distributing one copy of the current MAAD Bylaws and proposed amendments annually by May 1st to:
 1. The Secretary of each MAAD Club Member, by certified mail, to be shared with all relevant leaders of that Club Member;
 2. All elected Officers of MAAD;
 3. All MAAD Past Presidents/Commissioners, upon request; and
 4. The Internal Revenue Service, by certified mail; and
- F. Performing other duties of the office, as assigned by the Board of Delegates, including but not limited to ruling on all bylaws questions arising between meetings of the MAAD Board of Delegates;

SECTION 4 SECRETARY – The Secretary shall have the following duties:

- A. Conducting all official MAAD correspondences;
- B. Keeping accurate records of the meetings of the Board of Delegates, the Players Councils, and the Executive Board;
- C. Sending the following documents:
 1. MAAD delegate forms and notification of meetings of the Executive Board, Board of Delegates, and Players Councils,
 2. Minutes of all MAAD meetings to each secretary and delegate of Club Members, to all Executive Board members, and to all Past Presidents/Commissioners within sixty (60) days of the meetings;

3. MAAD membership renewals to all Club Members on or before October 1st of each year; and
4. Official MAAD/naaD athletic registration forms to all Club Members by the appropriate deadline for each sport, specifically before November 1st or whenever available for Basketball and before May 1st or whenever available for Softball;
- D. Providing a summary of the activities of the MAAD Board of Delegate to the appropriate naaD at least fifteen (15) days before each national Tournament;
- E. Providing the names and addresses of the newly elected MAAD Officers, within ten (10) days of their election, to the appropriate naaD;
- F. Serving as Chair of the Bylaws Committee in absence of the Vice President/Deputy Commissioner; and
- G. Performing other duties of the office, as assigned by the Board of Delegates.

SECTION 5 TREASURER – The Treasurer shall have the following duties:

- A. Depositing all MAAD funds in federally insured checking and saving accounts pursuant to any specific instructions in the Bylaws or Rules and Regulations;
- B. Holding receipts, deposit slips, and other evidence of revenue;
- C. Issuing check(s) for all payments for legitimate MAAD expenses accounted for by receipts and vouchers;
- D. Collecting funds as specified under the contract requirements for Tournaments from the Current Host Club;
- E. Submitting all accounts, books, vouchers, records, bank books, and other relevant documents, to the Auditing Committee at the Annual Meeting of the Board of Delegates;
- F. Submitting the annual financial statement to each Club Member and to each Executive Board member on or before May 1st, following review by the Audit Committee, and if necessary, a Certified Public Accountant;
- G. Filling out and mailing the appropriate Internal Revenue Service reporting form (whether it is Form 990 or Form 990EZ or any other form) no later than May 15th;
- H. Serving as chair of the Budget Committee;
- I. Maintaining at all times the appropriate level of bond as the Board of Delegates may from time to time determine;
- J. Furnishing official MAAD fans registration forms to the Tournament Host Chair, and collecting the unused forms immediately at the end of the Tournament; and
- K. Performing other duties of the office, as assigned by the Board of Delegates;

SECTION 6 TOURNAMENT DIRECTOR – The Tournament Director shall have the following duties:

- A. Chairing the Players Councils meetings;
- B. Visiting the tournament host club at least one year prior to Tournament date for the purpose of inspecting and approving plans, prices, and other arrangements;
- C. Providing official MAAD scorebooks;
- D. Serving as the liaison between MAAD Member Clubs and the appropriate naaD for player registration forms after receiving forms from the MAAD Treasurer;
- E. Appointing and supervising;
- F. Qualified scorekeepers and spotters who shall be paid by the Host Club, to complete the record of the games, and
- G. Up to two (2) statisticians, who shall be paid by the MAAD, for tabulation of Tournament statistics;
- H. Reporting all records and statistics to the secretary of each Club Member and to all members of the Executive Board no later than ninety (90) days after each MAAD tournament;
- I. Maintaining regular communications between MAAD and all Tournament Host Clubs from the time of winning their bid until the completion of the assigned tournament;
- J. Making final decisions on all issues that arise during a MAAD-sponsored Tournament; and

K. Performing other duties of the office, as assigned by the Board of Delegates

SECTION 7 HALL OF FAME DIRECTOR – The Hall of Fame Director shall have the following duties:

- A. Chairing the Award and Recognition Committee;
- B. Chairing the MAAD Museum/Home Office Committee;
- C. Carrying out the MAAD Hall of Fame policy;
- D. Coordinating the Hall of Fame awards presentation during the Award Night of either the Basketball or Softball Tournament, whichever is the wish of an inductee;
- E. Keeping in a safe place the records of all MAAD individual player statistics; and all official scorebooks, records, and result of all MAAD tournaments;
- F. Performing other duties of the office, as assigned by the Board of Delegates; and
- G. Take team pictures for MAAD albums/records.
- H. Update history

SECTION 8 ELECTIONS, AND TERMS OF OFFICE – At the Annual Meeting during even-numbered years of the MAAD Board of Delegates, Officers shall be elected to two-year terms to take effect on May 1st.

SECTION 9 REMOVAL – Any Executive Board member who is deemed to have been deficient in the duties required as an officer of MAAD may be removed from office by a two-third (2/3) vote of the Executive Board.

SECTION 10 VACANCY – In the event of a vacancy for any of the elected Officers on the Executive Board, the Executive Board shall notify the MAAD Club Members of the vacancy and shall set a deadline date for nominations from the Club Members to fill the vacancy. After the deadline has passed, the Executive Board shall review all nominations received from the Club Members, and shall appoint a new Officer from one of the nominated individuals.

SECTION 11 INSTALLMENT AND THE OATH OF OFFICE – The Installation Ceremony shall take place immediately before adjournment of the Annual Meeting. During this Installation Ceremony, newly-elected and re-elected officers of the MAAD shall be sworn in by this oath at the Installation Ceremony by the Past President/Commissioner:

“Do you solemnly swear: (1) to support the Bylaws of the MAAD and the Rules and Regulations of its Players Councils, (2) to perform the duties of your office to the best of your ability, (3) to be firm and fair to all, and (4) to work toward the betterment of the MAAD?”

And

Each shall respond: “I, {name}, do.”