



Children of Deaf Adults, Incorporated

Policy & Procedures Manual

Contents

Section A.....5

- Introduction.....5
- About CODA5
- Origins of CODA.....5
- Vision Statement5
- Mission Statement5
- Statement of Purpose5
- Physical Address5
- Internet Site Address6
- Regional Breakdown6
 - Region I6
 - Region 26
 - Region 36
 - Region 46
 - Region 56
 - Region 76
- Current Bookkeeper & CPA6
- Current Committees7
- Definitions8
 - CODA8
 - Coda8
 - coda8
 - Koda8
 - koda8

Section B9

- Governance9
- Legislative Compliance9
- By-Laws10
- Non-Profit Status10
- Conference Call Agendas10
- Board Reports11
- Meeting Minutes11
- Archives11
- Conference Manual11
- Board Handbook11
- Code of Conduct12
- Confidentiality13

Transparency & Accountability	14
Section C	14
Position Term Limits, Transitions & Termination	15
Term Limit	15
Unable to Fulfil Term	15
Board Terms	15
Service Terms (Committees)	15
Board Transitions	15
Termination	16
Lack of Board Attendance	16
Unsatisfactory Performance	16
Fraudulent Practices	17
Discriminatory Dismissal	17
Section D	17
Board of Directors	17
Region 1	17
Region 2	17
Region 3	17
Region 4	18
Region 5	18
Region 6	18
Region 7	18
Member at Large	18
Member at Large	18
Refer to Board Handbook	18
Elections & Nominations	19
Elections Co-coordinator	19
Valid Election	19
Timeframe and Process of Elections	19
Election to Board Leadership Positions	19
Board Positions & Responsibilities	19
Section E	20
Membership	20
Membership Categories and Benefits	20
Voting Member	20
Supporting Member	20
Membership Fees	20
Incoming Email Response	20

Correspondence Handling	20
Renewal Process	20
Membership Expiration	20
Termination of Membership	21
Section F	21
Financials	21
Expenses Approval Procedure	21
Board Director Expenses	21
Other Expenses	21
Services	21
Advances	22
Check Processing	22
Budget	22
Financial Reports	22
Account Signatories	22
Debit Cards	22
Checking Accounts	22
Refunds	22
Taxes	22
Section G	22
Media Services	22
Publications Committee Responsibilities	23
The CODA Connection: Editorial Policy	23
CODA News: Editorial Policy	23
Notifications/E-Blasts	23
Deadlines	24
Website	24
Social Media	24
Logos	24
Section H	25
Outreach and Public Relations	25
Regional Efforts	25
Branding & Partnerships	25
Regional Retreats	25
Section I	26
Scholarships & Grants	26
Millie Brother Scholarship	26
Application Process	26

CODAs for Kudas Mini Grant	26
Research	26
Memorial Waiver Fund [Memorial Fund]	27
Section J	28
Conference:	28

Section A

Introduction

This Policy and Procedures Manual gives details of how the Mission, Vision and Statement of Purpose of Children of Deaf Adults Incorporated operates. The organization is herein referred to as CODA International.

This manual is a living document and will be reviewed and updated regularly to keep current with the climate that it ‘lives in’.

About CODA

CODA – Children of Deaf Adults, is a non-profit organization for hearing adult individuals of deaf parent(s). Since 1983, CODA has grown to include people from many different countries and varied world experiences. We have found that the Coda experience is strikingly similar around the world. Regardless of if you come from a family with one deaf parent, both deaf parents, additional deaf family members, families who signed, families who didn’t etc., you are welcome here.

Origins of CODA

As the founder of the CODA organization, Millie Brother, chose the word “CODA” for the acronym created by “Children of Deaf Adults”, and for its musical definition. Given its striking parallel with the experience of growing up with Deaf/Deaf parent/s, a coda is a concluding musical section that is a more or less independent passage from the main structure. Codas have the experience of being culturally different from their parents.

Vision Statement

Connecting Codas around the World

Mission Statement

CODA celebrates the unique heritage and multicultural identities of adult hearing individuals with deaf parent(s).

Statement of Purpose

CODA (Children of Deaf Adults Inc.) strives to achieve this mission via conference, retreats, publications, scholarships, resource development and fundraising to enrich the experience of Codas.

Physical Address

41041 Trimboli Way #1788 Fremont CA USA 94538-4832.

Internet Site Address

www.coda-international.org

Regional Breakdown

CODA International consists of 9 Board Members made up of 7 regional representatives and 2 Member-at-Large positions. Please see the following page for a breakdown of each Region.

Region I

US States: Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, West Virginia.

Region 2

US States & Territories: Alabama, Washington D.C, Florida, Georgia, Maryland, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Virginia, Virgin Islands.

Region 3

US States: Illinois, Indiana, Kentucky, Michigan, Minnesota, Ohio, Wisconsin.

Region 4

US States: Arkansas, Colorado, Iowa, Kansas, Louisiana, Missouri, Montana, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, Wyoming.

Region 5

US States: Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, Utah, Washington.

Region 6

Northern Hemisphere, excluding the United States of America and Territories.

Region 7

Southern Hemisphere, including US Territory of Guam.

Current Bookkeeper & CPA

The current bookkeeper is Jitasa Inc. at 1750 W. Front Street, STE 200 Boise, Idaho 83702.

Current Committees

Annual Conference Preservation- Inactive

Archiving- Inactive

Bylaws – previously Governance

CODA Connection/ Newsletter

Conference Committee- + year

Conference Waivers – previously Financial Assistance

Distinguished Service Awards

Finance – previously Budget Committee

Fundraising & Grant Writing – previously Fundraising

KODA is KODA2CODA

Membership

Memorial Fund

Millie Brother Scholarship – previously Scholarship

Mother Father Deaf Day (MFDD)- Ad-Hoc

Nominations and Elections – previously Elections

Outreach – previously Public Relations, Outreach and Branding

Publications

Intersectional Membership

Research Review

Social Media

Strategic Planning

Translations- Ad- Hoc

Website – previously Webmaster

Volunteer Oversight

7

Definitions

The following definitions are used by CODA International Inc.

CODA

The organization, CODA International, officially known as Children of Deaf Adults, Inc.

Coda

This is the now accepted, commonly used term to describe a person who has deaf parent(s) and is over the age of 18. The use of the Capital ‘C’ refers to one who identifies culturally with the CODA experience.

coda

Same as above, however the lower case ‘c’ refers to the person having deaf parent(s) but does not necessarily identify culturally.

Koda

This is the now accepted, commonly used term to describe a person who has deaf parent(s) and is under the age of 18 (kid of Deaf adult). The use of the Capital ‘K’ refers to one who identifies culturally with the KODA experience and attends KODA programs.

koda

Same as above, however the lower case ‘k’ refers to the person having deaf parent(s) but does not necessarily identify culturally or attend KODA Programs.

Section B

Governance

Governance is concerned with systems and processes that ensure overall direction, effectiveness, supervision, and accountability of an organization. The Board Directors have the ultimate responsibility for the governance of CODA International.

Governance is also concerned with the way the Board works with volunteers, members, and other stakeholders to ensure that CODA International is effective and properly run and meets the needs of its members.

A sound governance framework is composed of the mechanisms, processes, and institutions, through which the organization can articulate their interests, exercise their legal rights, meet their obligations and mediate their differences.

Legislative Compliance

CODA International is committed to the highest standards of integrity, fairness, and ethical conduct, including full compliance with all relevant legal requirements.

The operations of CODA International are subject to a range of legal requirements embodied in legislation and regulation binding instruments. These include:

- i. Corporations Code, State of California, USA
- ii. IRS, Federal Tax
- iii. 501(c)3 Status

Under no circumstance is it acceptable for the Board of Directors, volunteers, and members to break the law or act unethically knowingly and deliberately in the course of performing and representing CODA International.

You can view the Corporations Code in the State of California at <http://law.justia.com/california/codes/corp.html>

To ensure that CODA International is complying with the relevant Legislation, the Board Directors will:

- a) Be informed about the Corporations Code, Federal IRS Regulations and the 501(c)3 status,
- b) Provide information to the Membership, Committee Members, and volunteers of our responsibilities under the legislation,

- c) Review and monitor the leadership and commitment given to legislative compliance,
- e) Monitor compliance performance by way of periodic management reports and assurances,
- f) Promote a culture of effective legislative compliance throughout CODA.

By-Laws

The By-Laws is the overall governing document of CODA International. This document ensures that we are operating and complying with legislative requirements of a non- for- profit organization.

To ensure that CODA International is complying with the rules set out in the Corporations Code, the Federal IRS and the 501(c)3 status, the Board of Directors will:

- a) Be informed about the contents of the By Laws of CODA International,
- b) Provide information to the Membership, Committee Members and volunteers about the responsibilities outlined in the By Laws.

You can view the current By-Laws for CODA International at the website.

Non-Profit Status

Tax professionals have advised CODA International that use of the non-profit Federal Tax Identification number for individual or chapter purposes is illegal unless specifically set up through CODA International and with the assistance of the representative CODA International accountant; any member, or other organization, found misusing this tax number will be liable for any and all taxes and penalties incurred.

No one individual, committee or organization is permitted to use CODA International's Non-Profit Status.

Conference Call Agendas

Conference Calls are held via Video Conferencing or Telephone Conferencing dependent on the needs at the time in question. In order to most efficiently use our time during the conference calls, the following procedures must be followed;

- a) All contacts, information gathering, and report preparation will occur before the conference call so the time can be used to update only,
- b) Agenda items are to be sent to the Secretary two (2) weeks prior to the call,
- c) A Draft Agenda will be distributed to the Board one (1) week prior to the call,
- d) Discussion will be limited to 15 minutes max. the item will then be tabled unless a motion is made. Unless allotted extra time by an Executive Board member.

Board Reports

All Board Directors are required to submit a monthly report to the Secretary at the end of the month. These Reports will be compiled and sent to the Full Board via a Google Drive.

These reports will be consolidated by the Secretary and uploaded to the website for the membership to view at their leisure.

Meeting Minutes

The Secretary will complete the minutes of all Board meetings and circulate within one week. These will also be saved in the cloud-based storage system. Board Meeting minutes are approved by the Full Board of Directors at the next Board meeting. Once approved, the minutes will be posted within 14 days to the CODA International website. A link to the previous month's minutes will be included in the agenda for upcoming Board Meetings that is shared with the membership. Additionally, they will be posted on the website.

Annual Business Meeting minutes will be posted within two (2) weeks after membership approval.

Executive session will be conducted only when necessary to discuss personnel and/or legal matters. A vote must be taken by the Board to enter the Executive Session. Notes of these sessions will be taken to include the names of those present and a general statement of the discussion while taking necessary precautions to protect confidentiality, as needed. These notes shall be included in the minutes.

In the event the Board initiates or is involved in a legal action involving a vendor, the membership shall be fully apprised of the situation in the minutes and elsewhere, to the fullest extent possible, and as appropriate.

Archives

An archive of all organization documents will be kept and maintained in an online cloud-based storage system, currently Google Drive.

Conference Manual

Please refer to the full Conference Manual, which is to be used when organizing a CODA International Annual Conference.

Board Handbook

Please refer to the full Board Handbook which all Directors should adhere to.

Code of Conduct

The Board of CODA International is committed to providing the best possible service to the community. The Code of Conduct identifies CODA International's standard practices, and documents the standards expected throughout the organization.

The Board of Directors shall:

- a) Be diligent, attend Board meetings and devote sufficient preparation time for meetings allowing for full and appropriate participation in the Board's decision-making process,
- b) Maintain confidentiality of non-public information acquired in their role as Directors and not disclose such information to any other person,
- c) Meet regularly to monitor the governance and operational performance of the organization. The Board of Directors will ensure that appropriate monitoring and reporting systems are in place; these systems are maintained and utilized to provide accurate and timely information for the Board,
- d) Ensure clear duties and responsibilities for each Director; no individual has unfettered powers of decision-making,
- e) Ensure independent views of the Board of Directors are given due consideration and weight,
- f) Ensure that members are provided an accurate analysis of the organizations' performance, both financial and program activity,
- g) Regularly review performance as the basis for continuing development and quality assurance. Individual Directors should also review their personal performance to ensure their suitable contributions to board deliberations and decision-making,
- h) Carry out its meeting in such a manner to ensure fair and full participation of all the Board Directors,
- i) Ensure the organization's assets are protected using suitable risk management strategies,
- j) Ensure personal and financial interests do not conflict with their duties to the organization.,

k) Ensure that CODA International markets its services with integrity and accuracy.

Committee Members shall:

- i. Publicly and privately, support the organization and each other, acknowledging strengths and weaknesses of others and always acting courteously and respectfully. Committee members must be members of CODA International.
- ii. Act honestly always in the interests of CODA International and ensuring that fair treatment is provided to all stakeholders according to their rights,
- iii. Perform their position duties as best they can, using their skills and experience, always acting safely, responsibly, and effectively,
- iv. Be punctual and reliable in attendance at Committee meetings,
- v. Comply with their roles and responsibilities as outlined,
- vi. Respect and safeguard the property of the organization,
- vii. Maintain confidentiality regarding any information gained through their work and not divulge personal information without prior consent,
- viii. Ensure that personal and financial interests do not conflict with their responsibilities to CODA International,
- ix. Undertake no personal or business activities for personal gain during (while at the organization's conferences) or while conducting business of the organization,
- x. Work within the organization's policy and procedures,
- xi. Discuss appropriate issues with the Board Liaison as and when required.

Confidentiality

CODA International is committed to openness, transparency, and accountability. Its policies shall reflect its wish to release all information it holds as far as this is consistent with the protection of individual privacy, the effective management of its business and relevant legislation. Confidentiality is intended to regulate the release or retention of board material by the board of directors.

With approval by the Board, the Directors are authorized to release any material, other than confidential material, obtained in the course of their services as a Director; such release is in

accordance with the requirements of any applicable legislation and such release is consistent with CODA International's Policy and Procedures.

On the rare occasion that the Board elects not to make information or documents public, it is with the intention to respect the confidentiality of those documents and of any deliberations by the Board on those matters.

In particular, the Board Directors shall not:

- a) Disclose, to any member of the public, any confidential information acquired as a Board Director,
- b) Use any confidential information acquired as a Board Director for their personal, or financial gain or other benefit for themselves or others,
- c) Disclose to any member of the public any confidential information related to the interests of individuals, groups or organizations acquired as a Board Director,
- d) Permit any unauthorized person to inspect or have access to any confidential documents or other information.

The obligation to protect such confidential matters from disclosure continues after the individual Director is no longer a member of the Board.

All individual non-Board members are permitted to attend all meetings of the Board, except for Executive sessions.

Transparency & Accountability

CODA International wishes to be proactively concerned with its relationship to its members, stakeholders, and the public. CODA International realizes the importance of transparency in its operations and wishes to withhold from public scrutiny regarding as little of its operations as is possible.

The purpose of transparency and accountability is to:

- a) Indicate which documents and materials produced by CODA International are presumptively open, or presumptively closed, to all members and/or the public.

The Board of Directors shall determine which documents and materials will be made available to which audience.

Section C

Position Term Limits, Transitions & Termination

Term Limit

All CODA positions, whether paid or volunteer have a term limit of two years, which may be renewed through the regular selection process up to 3 terms consecutively.

Unable to Fulfill Term

In the event someone is unable to fulfill their term, it is up to the Board's discretion how the position may be temporarily filled for the remainder of the term.

Board Terms

Starts and ends at the conclusion of the Face-to-Face Board Meeting at the Annual Conference. Please see Section D for further information about board elections.

Service Terms (Committees)

Whichever committee is directly related to this position's responsibilities may be charged with reviewing performance and making recommendations to the Board. People can be asked to resign or voluntarily step down. This applies to all volunteer committee chair positions also.

Board Transitions

Newly elected Board Members will receive electronic written notification of their election along with an invitation to attend the upcoming Board of Directors meeting, an explanation of hotel reimbursement because of required early arrival and copies of the Board Handbook and Policy & Procedures Manual.

Incoming Board Members should attend the Face-to-Face Board of Directors meeting held prior to the Annual Conference. Attendance can be in person or via electronic means. Incoming Board Members will be recognized and invited to participate in Board discussions. Voting power will only transfer from out-going Board members to incoming Board members at the end of the face-to-face Business meeting for the Executive Board positions and future conferences bid.

Except for outgoing Board members, the Board of Directors shall hold an internal ballot to determine the leadership structure and committee liaisons. Board members can choose to hold internal elections anonymously or publicly.

Outgoing Regional Representatives will turn over any materials, both physical and electronic, e.g., Google drive, email access, marketing kit, etc. specifically relating to the regional jurisdiction to the incoming Regional Representative.

Directors stepping down from Executive positions will act as mentors during the 3-6 months from their departure from the Board.

Termination

CODA International may by resolution remove any Director before the expiration of his or her term of office. A Board Director will be removed if they are in breach of:

- a) Any Articles stated in the Legislation, see 2.1 Legislative Compliance
- b) Any Articles stated in the By Laws
- c) Any Articles stated in the Policy and Procedures Manual
- d) Any outlined responsibilities as a Board of Director
- e) Any outlined responsibilities as an Officer
- f) Any Financial responsibilities
- g) Unsatisfactory Performance
- h) Fraudulent Practices
- i) Discriminatory Practices

If a Director is removed under this provision, the remaining Board will promptly initiate recruitment for a new Board of Director. The Removed Director will not be able to serve on the Board or any Committee for a period of one year.

Lack of Board Attendance

It is encouraged that Directors strive to attend all Board Meetings; however, we understand that this may not always be feasible. If a Director is going to be absent from a meeting, the President and Secretary should be made aware at the earliest opportunity. Should absence become persistent that Director may be considered to be in breach of their obligations; and therefore, could be removed from the Board subject to the following processes.

Firstly, the President will discuss the absences with that Director and attempt to resolve them. If a solution is not possible and the absentee Director wants to remain on the Board, the item will be placed on the next meeting agenda. The remaining Directors will discuss the issue and decide what the appropriate action will be regarding that Director's future.

Unsatisfactory Performance

If a Director fails to achieve the standards set by the Board or acts in a manner contrary to the Code of Conduct, the President will meet with this Director and seek an appropriate resolution together if possible. All efforts should be made by both parties to improve performance, however if the unsatisfactory performance continues, this could result in the Director being removed from the Board. Should this happen, the Director will not be able to serve on the Board or any Committee for a period of one year.

Fraudulent Practices

The CODA International Board will treat fraudulent practices as misconduct.

Directors are strongly advised not to place themselves in a situation or assist in any way in practices which are fraudulent or involve the theft or misappropriation of monies etc.

Such matters will be treated as misconduct resulting in immediate removal from the Board and possible suspension or termination of membership. This matter could necessitate possible legal investigation. All Directors are advised to report incidents or suspicions of fraud/theft/misappropriations immediately to the President and Secretary. If this is not possible or appropriate, then report the incident to another Director.

Discriminatory Dismissal

As a United States incorporated organization, it is unlawful to discriminate on the grounds of sex, sexual orientation, race, marital status, physical or intellectual disability, or political or religious beliefs. If any Director is seen to be discriminatory, the President will meet with that Director to discuss the issues. If there is no satisfactory resolution, the Director will be dismissed from the Board.

Section D

Board of Directors

Region 1

Lily Pacheo (New Jersey)

Terms: 2019-2023

Vice President 2020-2021

Term ends July 2023

John Izaguirre (New York)

First Term: 2023- 2025

Region 2

Valerie McMillian (North Carolina)

First Term ends July 2024

Region 3

Abigail Long (Illinois)

Terms: 2019-2023

Treasurer: 2019-2021

President until July 2023

Cathy Covey:
First term: 2023-2025

Region 4

Janie Powell (Louisiana)
Terms: 2020-2024
Vice President until July 2023

Region 5

Stella Butora (Arizona)
Terms: 2019-2023
Secretary: 2021-2022
Term ends July 2023

Robin Dragoo (California)
First Term 2023-2025

Region 6

Gunilla Karlsson (Sweden)
Term ends July 2024

Region 7

Joseph Ameho (Representing Nigeria, resides in Sweden)
Terms: 2021-2025

Member at Large

Trudy Schafer (Massachusetts)
Terms: 2020-2024
Treasurer: July 2021- July 2023

Member at Large

Leah Monson (Washington)
Until July 2025
Secretary: July 2022- July 2023

Refer to Board Handbook

All roles, responsibilities and operations for the Board of Directors are encompassed in the Board Handbook. Each Board Director is to adhere to all guidelines within. Before the first meeting, conference call, or Face-to-Face is attended any incoming Board Member will be issued a Board Handbook from their designated 'Board Buddy' or from an Executive Board Director.

Elections & Nominations

Elections Co-coordinator

An election co-coordinator, who may not be actively serving any other elected position in CODA, should be chosen, as needed, by the Board of Directors. The election co-coordinator will be introduced at the Annual Conference. He/she will explain the election process at that time. The coordinator will work with the Board Liaison to conduct the election, facilitate the publication of slates, ballots, and other communications with the membership via the online membership database. The co-coordinator will monitor the online voting system and report the results to the Board and Publications committee for reporting to the membership.

Valid Election

The Election co-coordinator will contact the Membership Chair for the current numbers of voting members. After totaling the ballots, the co-coordinator will engage a third party for verification. Board Members can also be elected via acclamation if run uncontested.

Timeframe and Process of Elections

Following is the working timeline for the election process:

November to January: Elections co-coordinators will screen board members with expiring terms.

January 15 – Notification of upcoming ‘Nominations for CODA Board of Directors’ will be posted.

February 1 – A call for nominations will open.

March 1 – The call for nominations closes. Slate and bios of nominated individuals will be shared with the membership.

April 1 – Voting begins.

April 30 – Voting closes.

May 1 – The results of the votes will be sent to the Board of Directors.

May 5 – The results of the election will be shared with the membership.

In the event the Board of Directors needs to conduct a vote on proposed bylaws or other Board initiated changes not addressed at the Annual Business Meeting, the board may appoint a sub-committee to conduct the vote.

Election to Board Leadership Positions

Once the new Board convenes, they will elect Board members to positions of President, Vice President, Secretary and Treasurer. They will also select representatives for various committees.

Board Positions & Responsibilities

Please refer to the Board Handbook for further details on Positions and Responsibilities.

Section E

Membership

Membership Categories and Benefits

CODA International has the following membership categories and the below benefits are associated.

Voting Member

Is an individual who is a Coda and.

- ii. Pays membership dues
- iii. Is entitled to vote and guide the leadership of the organization.

Supporting Member

Is any other individual wishing to join CODA in a non-voting capacity while remaining abreast of organizational matters.

Membership Fees

The Board of Directors will determine membership Fees. The Board of Directors reserves the right to amend the Membership Fee at any time.

Incoming Email Response

Respond to emails regarding Membership issues. As and when required refer to Liaison and Bookkeeper to follow up on membership dues and processing that require further attention.

Correspondence Handling

Correspondence should be archived in email and should be maintained by any person(s) conducting official correspondence.

Renewal Process

- a) Verify any new members email address is updated and set up correctly online
- b) Send Publications a renewal blurb and member statistics for distribution 2-3 weeks prior to renewal period ends (Oct/Nov), CODA Connection, website and all Social Media outlets.
- c) Report membership numbers as requested by the Board Liaison

Membership Expiration

- a) All memberships expire 31 December of each year
- b) There will be no pro-rating unless there is prior discussion and approval from the whole Board of Directors

Termination of Membership

CODA International may remove any Member before the expiration of his or her Membership. CODA International may remove a Member if they are in breach of any of the following:

- a) Articles stated in the By Laws,
- b) Articles stated in the Policy and Procedures Manual,
- c) Outlined responsibilities as a Member.

Termination will occur if any member fails to comply with any requests at the discretion of the Board.

Section F

Financials

Expenses Approval Procedure

- \$0 - \$499.00 President and Treasurer
- \$500.00 - \$999.00 Majority of Executive Board
- \$1,000.00 + Majority of Full Board of Directors

Procurement services and products over \$1,000.00 will be subject to a bidding process that includes an outline of specifications, rubric for evaluation of bids, solicitation of bids including membership and external resources. A professional contract for services will be submitted to the Board for approval once a candidate has been selected. The contract must state that any products or services produced are the intellectual property of CODA International. Documentation for each procurement will be included in Board Meeting Minutes when the expenditure is approved.

Board Director Expenses

All Board Director expenses should be submitted directly to the Treasurer and will be approved by both the Treasurer and President and must be accompanied by a valid receipt. The Treasurer will then forward the approval to the Bookkeeper who will then issue payment. Payments will be coordinated in the Director's preferred method. Please refer to the Board Handbook for Conference related expenses.

Other Expenses

Expenses incurred by non-Board Members must have had prior Board authorization before any funds are spent. Receipts must be submitted to the Treasurer prior to being reimbursed.

Services

Invoices from suppliers of various services should be sent to the Treasurer. Invoices will be paid if prior authorization is given from the President and/or Treasurer.

Advances

Accountability for advance funds is difficult to manage; therefore, advances will only be made in special circumstances when the regular turnaround time is not sufficient. The Board will make decisions about advance payments on an individual basis. Advances are rare situations.

Check Processing

All checks MUST be payable to CODA International or Children of Deaf Adults. Be sure check information is correct and signed.

Deposit checks in a timely fashion.

Send deposit receipts to bookkeeper indicating breakdown of monies received for membership dues, donations, or purchase of conference proceedings/past newsletters.

Budget

A line-item budget will be approved annually by the Board at its Face-to-Face meeting.

Financial Reports

These will be posted on the CODA International website annually.

Account Signatories

The President and Treasurer will be the only positions authorized as signatories on the bank accounts unless prior approval is sought from the whole Board of Directors.

Debit Cards

The President and the Treasurer will be the only positions that have access to a Debit Card for the organization unless prior approval is sought from the whole Board of Directors.

Checking Accounts

The President, Treasurer and Bookkeeper will be the only positions that have access to the Checking account(s) via online banking.

Refunds

CODA International does not offer refunds on membership or donations. Please refer to the Conference Manual for refunds on conference registrations, pre and post conference.

Taxes

Any amendments to CODA International's Organizational By Laws, Board Handbook, and Policies and Procedures Manual must be shared with the Accountant and Bookkeeper for tax purposes

Section G

Media Services

Publications Committee Responsibilities

- a) To develop, update, and produce informational brochures,
- b) To develop, update logo with consensus of membership,
- c) To monitor/supervise the editing, printing, and dissemination of The CODA Connection,
- d) To monitor/supervise the editing, printing, and dissemination of annual conference proceedings,
- e) To monitor/supervise the development, acquisition, and dissemination of audio/visual materials,
- f) To solicit and encourage the gathering of information, publication, and dissemination of C/coda related materials,
- g) To investigate the establishment of other publications as appropriate,
- h) Ensure copyrighting of materials when possible and appropriate,
- i) Reviewers are to be given a minimum of 5 days turnaround time barring extenuating circumstances.

The CODA Connection: Editorial Policy

- a) Topics for editorials may come from Editor, Board, or membership,
- b) Newsletter must be reviewed and approved by Publications Committee prior to distribution. Reviewers must be given a minimum of 5 days turnaround time,
- c) Paid advertisements are welcome,
- d) Maximum amount of space to be used for text,
- e) Length of newsletter is not predetermined but based on articles submitted,
- f) Publication will be in English. CODA talk is permitted in small doses within larger articles,
- g) Publications Committee names and committee email address should be listed in every newsletter. A statement directing concerns and comments to the attention of the Publications Committee should also be included,
- h) Board Members names and email addresses should be listed in every newsletter publications@codainternational.org.

CODA News: Editorial Policy

- a) Topics for editorials may come from Editor, Board, or membership,
- b) Newsletter must be reviewed and approved by Publications Committee prior to distribution. Reviewers must be given a minimum of 5 days turnaround time,
- c) Length of newsletter is not predetermined but should be short and concise,
- d) Publication will be in English. CODA talk is permitted in small doses within larger articles,
- e) Publications Committee names and email address should be listed in every newsletter. A statement directing concerns and comments to the attention of the Publications Committee should also be included. publications@codainternational.org.

Notifications/E-Blasts

All pre-approved templates sit within the Publications folder in Google Drive and can be utilized.

Announcements will be distributed via email blasts to members before posting on social media.

Deadlines

The CODA Connection must be prepared and approved to circulate to the membership at least twice per annum. The CODA News e-Blasts are a more informal communication tool that can be used periodically.

Website

The Webmaster is responsible for managing, updating, and securing the CODA International website with the assistance of the Media Services committee. Designated board members may also update the website.

Social Media

CODA International makes use of Facebook, Twitter, and YouTube to promote itself in the public domain. All information must be in line with CODA International's Mission, Vision, and Statement of Purpose.

Posts to these social media sites will be made after approval by the Publications Committee and will be posted by the Social Media Coordinator. A form requesting permission is required.

Logos

Logos are stored in cloud-based storage. All official CODA International events and merchandise shall have any of the official logos. Where possible, the circular logo, shown below, should take precedence over the script logo for consistency.

The "CODA" script logo has been trademarked.

Any use of CODA International's official logos by members or partner organizations should be with the prior approval of the full Board.

The Logo of preference is as follows;



Section H

Outreach and Public Relations

Regional Efforts

The regions are an official part of CODA International. Regions are encouraged to host local events for its members. These events are fully endorsed by CODA International. Directors should work with members in their respective region to plan and coordinate retreats and local events. Directors may be involved directly or indirectly.

All regional events are encouraged to actively fundraise for CODA International. Fundraising for CODA International should be managed and guided by the Regional Representative or Member at Large involved with the event. In keeping with guidelines from the Fundraising committee.

Regions are encouraged to house Region specific monies within CODA International's bank account as a line item. Regional Representatives will have access to the money via the CODA International Bookkeeper.

Region Representatives are encouraged to communicate with their members. Region Representatives may either communicate via email or their own regional social media site. Representatives may delegate maintenance of the social media site to a member (or members) in their respective region. Social media sites may remain open to all members and non-members of CODA International. Retreat social media pages should remain open only to participants of the retreat.

Branding & Partnerships

CODA International strives to achieve a consistent branding message; this is achieved via use of a consistent logo, font and message in all streams whether printed or online. The organization also makes sure of a 'marketing kit' that is readily available to all Board Directors. There is one marketing kit available for each region. The marketing kit also includes items that can be used to enhance the branding of CODA International at Annual Conferences.

CODA International seeks, where appropriate, to build connections and partnerships with relevant organizations and/or bodies to further enhance itself and/or its membership.

Regional Retreats

Regional Retreats should require all attendees to be a current member of CODA International

Regional Retreat marketing can be shared on CODA International's website, social media sites, and email service with the prior approval of the Publications Committee.

Section I

Scholarships & Grants

Millie Brother Scholarship

The Millie Brother Scholarship is an annual scholarship awarded to hearing children of deaf adults to help them pursue their education. The scholarship can be used for undergraduate or graduate study. These are one-time scholarships, but applicants may apply for as many years as they are in school. First-time winners of the scholarship will receive preference.

Application Process

Applicants complete an application form (found on the website), submit their high school and college transcripts, or equivalent if the applicant did not study in the USA. An essay that describes how the applicant's experience with Deaf parents has shaped his/her life and goals must also be submitted. The essay should also include a description of the applicant's future career aspirations. Essays are judged for organization, content, and creativity. Letters of recommendation are required from two teachers who can speak to the applicant's ability to succeed in an academic environment. Finally, all applicants are required to sign a letter of agreement allowing us to publish the winning essays on the website.

Scholarship recipients receive a 1-year membership to CODA International. Recipients will also receive a conference registration waiver, as funds allow.

CODAs for Koda's Mini Grant

CODA International offers a CODA for Koda's Grant to qualifying entities.

The purpose of this grant is to support Koda programs and events. Past recipients have been camp programs that have used the funds to support Koda camps & workshops for Deaf parents about their Koda children.

Requests For Proposals (RFPs) for grants will appear as funds become available for Koda camps and/or programs.

Research

If a CODA committee wishes to conduct a survey, it should be reviewed by the Research Committee.

Research is performed at international conferences from time to time. While CODA cannot stop all research that happens at an international conference, it may endorse research by Coda researchers by supporting part or all of their research. CODA will allow potential research to be advertised during conference but will not allow research to be done during conference proceedings.

Any research that occurs without going through the application process will not be endorsed or supported by CODA International and participants who engage in research that is not endorsed will do so at their own risk.

Research may not commence until a recommendation is granted by the research review committee and approved by the CODA International Board of Directors.

- It is preferred that the primary researcher be a Coda registered and attending the conference (consideration may be given to research teams with Coda research assistants or consultants)
- Research must be conducted prior to or after the conference. In general, the conference begins on Thursday at 5pm and ends on Sunday at noon.
- Researchers are required to provide a synopsis of their findings to CODA International for dissemination to the membership (e.g. via our newsletter or mail list). Additionally, researchers are strongly encouraged to present their findings at a conference.
- Non English speaking and/or Non ASL signing individuals may not be excluded from research studies on the basis of language if there is a possibility that they might benefit by participating in the study.

Researchers should be sensitive to the fact that this is an international conference and may have to provide their own interpreters.

Grant application process:

All applications for research grant requests should include:

- a) Contact name and information,
- b) Project summary, aims methods and significance,
- c) If the project has IRB approval or not,
- d) If all investigators have received training in human subjects research Budget information including but not limited to:
 - a. Amount of money already committed to the project,
 - b. Source of funds already committed to the project,
 - c. Items and amount requested from CODA International,
 - d. Total amount requested from CODA International.

Memorial Waiver Fund [Memorial Fund]

The Memorial Stipend Fund accepts donations in memory of individuals with Deaf parents who have passed away. Furthermore, donations are welcome in the memory of supporters of CODA International whether they have deafness in their families. All donations are used to provide a conference waiver for Codas in need who wish to attend a CODA International conference. _

A minimum donation of \$25 is requested. Upon receipt, the honoree's name will appear on the CODA International Memorial page of the website.

Honorees who are Codas will also be remembered during a memorial service during the annual CODA International conference.

Donations are paid via online service or checks or money orders, payable to CODA International, are accepted at the following address:

CODA International
Memorial Fund
41041 Trimboli Way #1788

Fremont CA USA 94538-4832.

The identity of the person whom you are honoring with the donation is required along with the information if that is a Coda or supporter of CODA along with the submitter's name, address and contact information.

Section J

Conference:

The conference procedures are described in detail in the [Conference Manual](#).

In keeping with the motion passed at the Annual Business Meeting in Austin, TX in 1990 and reaffirmed by the membership at the Annual Business Meeting in New Orleans, LA in 2013, non-members may not attend the conference. Supporting members do not qualify. Only voting members who, by definition are codas, may attend.