

# ***International Lutheran Deaf Association***

## **HANDBOOK**

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# THE ILDA HANDBOOK

## ARTICLE I

### PURPOSE

#### Section A – Obligation

1. The ILDA shall build and support lay leadership among deaf Lutherans in all areas of faith and life.
2. The ILDA encourages each member to promote faith, fellowship and service in our congregations and other associations.
3. The ILDA shall communicate to the membership the programs, plans and goals of The Lutheran Church-Missouri Synod (LCMS). In its regions, the ILDA shall work in cooperation with and be supportive of the mission and ministry of the districts of The Lutheran Church-Missouri Synod.

#### Section B – Programs

The ILDA shall on a national and international scale promote and develop programs of Christian education, inspiration, information, worship, service, stewardship and evangelism for the spiritual strength and growth of the deaf members of all ages.

#### Section C – Solicitations

The ILDA shall solicit funds from the deaf members of The Lutheran Church-Missouri Synod for the accomplishment of its purposes and shall be a self-financing, non-profit association, and it shall conduct its activities without financial profit to any individual. For mission projects and programs, it shall work in cooperation with the Lutheran Deaf Mission Society of The Lutheran Church-Missouri Synod.

#### Section D – Policies

1. The purposes, programs and policies of the ILDA shall be in harmony with those of the LCMS in its mission and ministry in North America and the world.
2. The ILDA shall cooperate with the LCMS, report and coordinate to it through the Lutheran Deaf Mission Society, and shall coordinate its mission and ministry with that of the LCMS.
3. The ILDA shall encourage the LCMS to assist and cooperate with the ILDA in the fulfillment of these mutual responsibilities and goals in the ministry with deaf persons.

# Article II

## REGIONAL BRANCHES

### Section A – Regions

1. Regions are areas of geographical divisions. The ILDA has seven (7) regions in North America called regional branches. They are known as:
  - a. Central Region
  - b. Dixie Region
  - c. Eastern Region
  - d. Great Lakes Region
  - e. Midwest Region
  - f. Northwest Region
  - g. Pacific Region
2. All regional branches shall coordinate their efforts with the ILDA in carrying out the purpose, programs, projects and plans of the ILDA and assist the ILDA in achieving its goals.

### Section B – Constitution

1. All regional branches shall have their own constitution and their constitution must:
  - a. Include the ILDA Preamble and Purpose.
  - b. Agree with the ILDA Constitution.
  - c. Follow the guidelines of the ILDA Handbook.
2. Regions shall submit their constitution to the ILDA Board of Directors; and obtain the Board's approval before they can become recognized ILDA branches.

### Section C – Disagreements

1. In the event of a disagreement on ILDA matters between a regional branch and another regional branch, the matter shall be resolved by the ILDA Board of Directors.
2. In the event of a disagreement on ILDA matters between a regional branch and the ILDA, the matter shall be resolved by the ILDA convention.

# Article III

## INTERNATIONAL LUTHERAN DEAF ASSOCIATION REGIONS

### **Northwest**

#### CANADA

Calgary  
Edmonton  
Regina  
Vancouver

#### USA

Montana  
Portland  
Seattle  
Spokane

### **Midwest**

Cedar Rapids  
Denver  
Des Moines  
Duluth  
Kansas City  
Minneapolis  
North Dakota  
Omaha  
Sioux Falls

### **Dixie**

Austin  
Clearwater  
Dallas  
Houston  
Jackson  
Memphis  
Oklahoma City  
St. Augustine

### **Eastern**

Baltimore  
Charlotte  
Newark  
NY City  
Philadelphia  
Washington DC  
West Hartford

### **Pacific**

Fremont  
Los Angeles  
Riverside  
Sacramento

### **Central**

Chicago (N)  
Chicago (S)  
Delavan  
Fort Wayne  
Indianapolis  
Jacksonville  
Madison  
Milwaukee  
Peoria  
St. Louis  
Wausau

### **Great Lakes**

Cleveland  
Columbus  
Detroit  
Pittsburgh  
Rochester  
Toledo

### **Other**

Australia 1A  
Brazil  
Ghana  
Hong Kong  
India  
Japan  
Macau  
Norway 1A

# ARTICLE IV

## DIRECTORY

The Lutheran Deaf Mission Society or the ILDA Board of Directors can be contacted for the directory of deaf churches and/or fields or the directory can be printed off the Lutheran Deaf Mission Society website: [www.deafjesus.org](http://www.deafjesus.org).

# ARTICLE V

## REGIONAL PRESIDENTS

### Section A – Representation

The president of each regional ILDA branch shall represent the region on the ILDA Board of Directors.

### Section B – Responsibilities

1. Regional presidents shall attend all ILDA Board of Directors meetings at the expense of the ILDA and, in the event the regional president cannot attend a Board meeting, he/she shall choose another officer in the region to serve as proxy. He/she must submit written reports at each Board meeting on:
  - a. Regional news, conferences, plans, etc. They should also prepare a copy for *The Deaf Lutheran* editor.
  - b. Significant events in congregations and preaching stations in his/her regions which includes pastoral calls and vacancies.
  - c. The ILDA convention plans if one is scheduled to be held in his/her region.
2. Regional presidents shall be responsible for introducing and carrying out the programs, projects and plans of the ILDA in their regions.
3. Regional presidents shall make every attempt possible to:
  - a. Inspire participation in the ILDA among the congregations, fields, deaf Lutherans, the persons involved in pastoral ministry and others in their regions.
  - b. Present the ILDA purposes, programs, projects, plans and goals and obtain financial support for the ILDA.
  - c. Communicate the messages of the ILDA in every available media of the region.
4. The Regional presidents shall annually meet with the ILDA representative from each deaf congregation and/or field for the purpose of communicating the messages of the ILDA and inspiring support and participation.
  - a. The Regional presidents shall communicate annually with the regional pastoral advisor and the congregational representatives via Internet like e-mail or Instant Messaging or Chat Room.
  - b. These meetings shall be for the purpose of coordinating the ILDA efforts with those of the region, implementing special programs and projects into their regions to meet specific needs and study ways and means to raise funds for the ILDA and the region.
5. Regional presidents shall conduct the administration and activities of the ILDA in their region in a Christian manner.
6. They shall report to:
  - a. The Board of Directors on all ILDA activities in their region.
  - b. Their regional conference giving the highlights of the ILDA convention.
7. The Regional presidents or their representative(s) shall attend the ILDA convention and represent their regions.

8. In general, the regional president shall introduce the ILDA programs, projects and plans into the region and communicate all the hopes, desires and grievances of the region to the ILDA.
9. The regional president shall send articles and stories to the editor of *The Deaf Lutheran* regularly.
10. The regional president shall serve on special committees as appointed by the ILDA president.
11. The regional president shall vote, by mail, promptly on concerns before the ILDA when asked to do so by the ILDA president.
12. The regional president shall check and be alert that his/her regional constitution is in harmony with that of the ILDA, especially in matters of conference schedules.
13. Travel reimbursements will be based on the cheapest round-trip air fare available (Supersaver or Tourist). Transportation by car qualifies for reimbursement as the cheapest air fare quote.
14. The regional president shall communicate with the ILDA president each quarter, preferably on March 1<sup>st</sup>, June 1<sup>st</sup>, September 1<sup>st</sup> and December 1<sup>st</sup>, by letter, email, fax, or video communication device.

### **Section C – Election**

1. Each congregation shall be encouraged to submit nominations for each office, in writing, prior to the regional conference.
2. The regional president shall be elected by a majority vote at the regional conference from a list of candidates submitted by the congregations and fields of that region.
3. The regional presidents are to be installed at their regional meetings. They will be recognized during the closing worship service at the following ILDA convention.

## **ARTICLE VI**

### **REGIONAL PASTOR ADVISOR**

### **Section A – Election**

1. The regional pastoral advisor shall be elected at a regional conference by a majority vote from a list of candidates submitted to the regional convention by the congregations and fields of that region and selected from the persons involved in pastoral ministry serving the deaf congregations or fields of The Lutheran Church-Missouri Synod in that region.
2. His term of office shall be two (2) years.
3. If he accepts a call outside his region or for any reason vacates his office, the candidate who received the next largest number of votes in the election shall fill out the remainder of the term of his duties.

## **Section B – Responsibilities**

1. The regional pastoral advisor shall develop a peaceful and harmonious relationship in his region among the ministry with deaf persons, the Lutheran Deaf Mission Society, persons involved in pastoral ministry, congregations, fields and the ILDA by helping coordinate the efforts of all.
2. The regional advisor shall serve as pastoral advisor to the ILDA branch in the region.
  - a. He shall review all proposed programs, plans and activities of the ILDA in the region that are separate from those of the ILDA and give advice as to their consistency with the doctrines of the LCMS.
  - b. He shall keep himself informed on all ILDA events in the region and attend all ILDA regional meetings at the ILDA region's expense.
  - c. He shall respect the self-rule of the ILDA, congregations and fields and not interfere with their individual and separate activities.
3. He shall meet at least annually at the ILDA region's expense with the ILDA regional president and the ILDA representative from each congregation and/or field for the purpose of coordinating efforts and planning programs and projects of raising funds for the ILDA in the region.
4. He shall attend the ILDA regional conferences and report on the highlights of the ministry with deaf persons in that region.
5. He shall meet at least once a year with all the pastors serving deaf congregations and/or fields in the region and the Director of the Lutheran Deaf Mission Society for the purpose of coordinating all efforts.
6. He shall assist the ILDA in obtaining deaf advisory committees in each district within the region.
7. He shall communicate annually with the regional president and the congregational representatives via Internet like email or Instant Messaging or Chat room.

## **Section C – Regulations**

The regional pastoral advisor shall not serve more than two (2) consecutive terms.

# **ARTICLE VII**

## **ILDA CHAPTERS**

### **Section A - Representation**

1. Any congregation or groups of congregations in ministry with deaf persons may establish an ILDA chapter.

### **Section B – Election**

1. Each ILDA chapter shall submit nominations for the following officers: president, president-elect, secretary, and treasurer. The offices of secretary and treasurer may be held by one person. Only ILDA members of this chapter shall be eligible for election as officers and the term of the office shall be two (2) years.

2. All chapter officers shall be elected by ballot by the ILDA members of the chapter who attend the meeting. A majority of all votes cast shall be necessary for election. All elections and appointments of the ILDA chapter officers shall be reported to the president of their regional branch.
3. Any ILDA chapter officer may at any time be subject to removal from office by a two-thirds (2/3) vote for either of two reasons: 1) neglect of duty or 2) conflict of interest.
4. When an office vacancy occurs, the ILDA chapter president shall appoint a member to fill the office for the remainder of the term.

### **Section C – Responsibilities**

1. The ILDA chapters of each regional branch shall encourage:
  - a. Participation in the ILDA chapters of each deaf congregation and/or field for the purpose of better communication between the ILDA chapters and their regional branch.
  - b. Opportunity for members to plan programs, projects, and goals to raise funds for their regional branch and/or the ILDA.

### **Section D – Meetings**

1. Regular meetings of the ILDA chapter shall be held at least once a year at a previously established time and place.
2. Special meetings may be called by the ILDA chapter president or by any ILDA member. The business transacted shall be limited to the business specified in the meeting notice.
3. Twenty (20) percent of the ILDA chapter members present at any meeting shall constitute a quorum.
4. Adequate and reasonable notice of meetings shall always be given so that the ILDA chapter members will have the opportunity to attend and participate in the chapter meetings and activities.

### **Section E – Administration**

1. The ILDA chapter officers shall administer the affairs of their chapter according to the purpose, policies, and procedures of the ILDA.

## **ARTICLE VIII**

### **JR. ILDA**

(no information available for this publication)

## **ARTICLE IX**

### **ILDA OFFICERS**



## **Section A – The President**

1. The president shall be an ex-officio members of all committees except the Nominating Committee.
2. The president shall preside at all meetings of the Board of Directors and the Executive Council.
3. The president shall be responsible for making an annual report of all ILDA business and progress to the Board of Directors and to the ILDA convention.
4. The president shall determine the necessity of and have authority to call meetings of the Board of Directors, Executive Council and the various committees at any time.
5. The president may poll the Board of Directors or the Executive Council in writing and/or by email/fax/TTY or video communication device at any time for directions essential to the operation of the ILDA.
6. The president shall prepare the agenda for the Executive Council meetings early enough for the secretary to send it out prior to the meeting.
7. The president shall appoint the following chairmen:
  - a. Mission Projects.
  - b. The U.C. Jones Memorial Right Hand Award.
  - c. Scholarship Fund.
  - d. The ILDA God's 1000 Club.
8. The president shall conduct a training program for all members of the new Board of Directors during the ILDA convention.
9. The president must keep in close contact and expect to receive quarterly reports from the convention host chairman.

## **Section B – The President-Elect**

1. The president-elect shall be elected by a majority vote at an ILDA biennial convention from a list of candidates prepared and submitted by the Nominating Committee.
2. In the absence of the president, the president-elect shall act as the president.
3. The president-elect shall have two duties:
  - a. Chairman of the Law Committee.
  - b. Parliamentarian.
4. If for any reason the office of the president becomes vacant, the president-elect shall assume the responsibilities of the president.
  - a. He/she shall be called “acting president” for the remainder of the term of the vacant office.
  - b. He/she shall become the ILDA president when the term of the vacant office expires.
5. A member of the Board designated by the president and/or the president-elect shall act for the president in the absence of both the president and president-elect.
6. If for any reason the office of the president-elect becomes vacant, the Board of Directors shall elect from within the Board a member to serve until the election at the next ILDA convention, at which both a president and a president-elect shall be elected.

### **Section C – The Secretary**

1. The secretary shall attend all meetings of the Executive Council and the Board of Directors. The secretary shall keep an accurate record of the minutes and shall have charge of the ILDA minute books. Annually the secretary shall send an approved copy of the minutes to the historian.
2. If the secretary is unable to attend a meeting of the Board of Directors or the Executive Council, the president shall appoint an acting secretary.
3. The secretary may sign all official papers and documents in the name of the ILDA as authorized to do so by the Board of Directors.
4. The secretary shall have supervision of the ILDA records and correspondence and shall report matters of concern and interest to the Board at each meeting of the Board of Directors.
5. The secretary shall give notice of all ILDA meetings.
  - a. Notices shall be mailed at least sixty (60) days prior to the meeting to all persons involved, unless otherwise stated in the Constitution.
  - b. Notices shall contain all information covering the meeting such as travel instructions, location, directions and the agenda and/or program.
6. The secretary shall prepare copies of the minutes of all Board of Directors and Executive Council meetings and of all the correspondence of concern and interest and shall mail them to all members of the Board of Directors no later than one (1) month after each meeting.
7. The secretary shall send the convention minutes to every congregation and/or field no later than two (2) months after the convention.
8. The secretary shall keep records of unfinished business (both convention and Board) to make sure it is brought up for action.

### **Section D – The Treasurer**

1. The treasurer shall be responsible for the safe-keeping of the ILDA funds, and shall deposit these funds in the name of the ILDA in a bank or depository that is recognized in the Federal Reserve System.
2. Subject to resolutions or regulations of the Board of Directors, the treasurer shall make no disbursement without proper vouchers or receipts to support and record the disbursement.
3. The treasurer shall give the Board of Directors and the ILDA an accurate account at least once per year of all the transactions and the financial condition of the ILDA.
4. The treasurer shall open a checking account in the name of the ILDA and keep an accurate accounting of all deposits and withdrawals.
  - a. The treasurer and/or president-elect shall be the only persons authorized to make deposits or sign checks in the account.
  - b. The bank shall have at least one (1) other officer's name, address and signature as backup if the treasurer is unable to perform his/her duties.
  - c. Audits of all accounts shall be made at least annually by two (2) auditors. These auditors shall be ILDA members nominated by the treasurer and approved by the

president. They may not be members of the Finance Committee. They shall meet with the treasurer before the Board meeting to do their work. They shall report their findings to the Board of Directors and the ILDA.

5. Subject to the approval of the Board of Directors, the treasurer may choose an assistant.
6. The treasurer shall be the chairman of the Finance Committee and shall present the budget to the Board of Directors and the ILDA.
7. The treasurer shall annually send a list of paid-up members to the president and the secretary. The treasurer shall send a list of paid-up members to the convention host committee at least three (3) months before the convention begins.
8. Except for monies sent for *The Deaf Lutheran* subscriptions, he/she is authorized to receive, record and deposit all monies or donations etc. into the appropriate ILDA accounts.
9. He/she will mail membership renewal reminders and maintain a current membership list.
10. He/she will send official ILDA thank you cards to all contributors.

## ARTICLE X

### LUTHERAN DEAF MISSION SOCIETY REPRESENTATIVE

#### Section A – Representation

The Lutheran Deaf Mission Society shall be represented on the ILDA Executive Council and Board of Directors by the LDMS Director or another person who the Lutheran Deaf Mission Society may designate as their representative.

#### Section B – Responsibilities

1. This representative shall be responsible for efforts to coordinate the international ministry with deaf persons of the LCMS, its districts and the Lutheran Deaf Mission Society with the ILDA efforts in carrying out our mutual purpose and achieving our goals.
2. This representative shall work closely with the ILDA Board of Directors and keep fully informed of all programs, projects, and plans of the ILDA.
3. This representative shall make every attempt to attend the ILDA Board of Directors and the Executive Council meetings.
4. This representative shall plan to attend and give a report at the ILDA convention and the regional branch meetings.
5. This representative shall develop a harmonious and peaceful relationship among regional pastoral advisors, the persons involved in pastoral ministry, congregations, fields and the ILDA through mutual understanding, agreement and cooperation.

## **Section C – Special Privileges**

If this representative from the Lutheran Deaf Mission Society is not an ILDA member, this representative shall enjoy the privileges of proposing at Board of Director meetings; however, this representative shall not be permitted to vote.

# **ARTICLE XI**

## **ILDA PASTORAL ADVISOR**

### **Section A – Election**

1. At their meetings regions shall nominate a candidate from the pastors serving in the ministry with deaf persons of The Lutheran Church-Missouri Synod to serve as pastoral advisor on the ILDA Board.
  - a. The pastor need not be from within the region nominating him.
  - b. He shall be nominated by a majority vote from a list of candidates submitted by the congregations and/or fields of that region.
2. Regions shall submit their candidate to the ILDA Nominating Committee.
3. The pastoral advisor shall be elected at the ILDA convention by a majority vote from candidates agreeing to run and shall be elected to serve a term of two (2) years consistent with the terms of the ILDA officers. The pastoral advisor shall serve no more than two (2) consecutive terms.
4. If for any reason this advisor resigns or become unavailable to perform his duties, the ILDA Board of Directors shall elect a new pastoral advisor to serve out the remainder of the term.

### **Section B – Responsibilities**

1. The pastoral advisor shall advise on all matters related to the doctrines, teachings and confessions of The Lutheran Church-Missouri Synod.
2. He shall review all the proposed programs, projects and plans of the ILDA and give advice as to their consistency with the doctrines of the LCMS.
3. He shall develop a harmonious and peaceful relationship between the Ephphatha Conference and the ILDA through mutual understanding, agreement and cooperation.
4. He shall obtain time and representation for the ILDA on the agenda of the Ephphatha Conference.
5. He shall keep himself fully informed on the ILDA activities and make every possible attempt to attend the Board of Directors and the Executive Council meetings.
6. The pastoral advisor shall install the new officers at the end of the ILDA convention.

### **Section C – Privileges**

The pastoral advisor shall enjoy all of the privileges of the other ILDA Executive Council and Board of Directors members, such as proposing and voting at Board meetings.

# ARTICLE XII

## THE EXECUTIVE COUNCIL

### **Section A – Powers**

1. The Executive Council shall not fill any vacancies on the Board of Directors or commit the ILDA to any expenditures in excess of the approved budget.
2. The Executive Council may poll the Board of Directors in writing between the ILDA meetings for the Board's directions.
3. The chairman of the Executive Council shall report all its business and actions to the ILDA Board of Directors.
4. The Executive Council shall prepare the agenda with resolutions for the Board of Directors meetings.

### **Section B – Meetings**

1. Meetings of the Executive Council shall be called by the ILDA president or may be called at the request of no less than three members of the Executive Council writing to the president.
2. Notice of all Executive Council meetings shall be mailed to each member on the Council at least sixty (60) days prior to the date of the meeting by the ILDA secretary.
3. The president or the president-elect and three (3) members of the Executive Council shall constitute a quorum, and an affirmative vote of the majority of those present at the meeting shall be required for action by the Council.

# ARTICLE XIII

## BOARD OF DIRECTORS

### **Section A – Powers**

The Board of Directors has the power to elect, replace or appoint officers or committee members; decide the ILDA budget; the calling and conduct of the convention; and the power to make decisions on all ILDA business and activities for the purpose of the management of the ILDA and other things explained elsewhere in the Constitution and its Handbook.

### **Section B – Meetings**

1. Meetings of the Board of Directors shall be called as needed by the president for the purpose of attending to ILDA business.

2. Two officers and at least five other members shall constitute a quorum.
3. At the regular annual meetings of the Board, action shall include:
  - a. Presentation of the budget and a report on the ILDA financial condition by the Finance Committee.
  - b. Recommendations from the Law Committee for the purpose of reviewing and acting upon resolutions and Constitutional changes.
  - c. Plans and programs for raising funds for the ILDA.
  - d. Reports from all regional presidents on the ILDA business activities and on-going operations; this shall include requests, recommendations, resolutions and grievances directed to the Board from their regions congregations and/or fields.

## **ARTICLE XIV**

### **THE LAW COMMITTEE**

#### **Section A – Purpose**

The general purpose of the Law Committee is to evaluate situations and resolutions, study the Constitution and the Handbook and then make recommendations to the Board of Directors for changes that will improve the operations, business and activities of the ILDA.

#### **Section B – Membership**

The Law Committee shall consist of the president-elect and two (2) ILDA members from his/her own city/church nominated by him/her and approved by the president.

#### **Section C – Procedure**

1. All recommendations shall be mailed to each member of the Board of Directors by the chairman of the Law Committee at least thirty (30) days prior to the next Board meeting.
2. At that Board meeting, the Board shall review the recommendations and act upon them.
3. All Handbook changes shall be sent to *The Deaf Lutheran* for printing so that all the members can read the changes.

#### **Section D – Meetings**

1. If the ILDA president-elect (with the prior written approval of the ILDA president) thinks there is a good reason to hold a Law Committee meeting, he/she shall call a meeting at least forty-five (45) days prior to the next Board meeting at a place convenient to the members of the Law Committee.

# ARTICLE XV

## THE FINANCE COMMITTEE

### Section A – Membership

The Finance Committee shall consist of the treasurer and two (2) ILDA members from his/her region nominated by him/her and approved by the president.

### Section B – Powers

The Finance Committee shall have no authority, whatsoever, to collect, deposit or disburse ILDA funds unless authorized to do so by the Board of Directors.

### Section C – Responsibilities

1. The Finance committee shall plan programs and projects of raising funds that are agreeable with the financial policies of the Lutheran Deaf Mission Society, The Lutheran Church-Missouri Synod and its districts, provided that these methods of raising funds will not conflict with or be operated in a manner that competes with other funding or fund-raising efforts of the Lutheran Deaf Mission Society, the Lutheran Church Missouri-Synod, its districts or its auxiliaries.
2. The Finance Committee shall report regularly to the Executive Council, the Board of Directors and to the ILDA convention.
3. The Finance Committee shall present the annual budget and make an annual financial report that shall be given by the Board of Directors to all ILDA members through the pages of *The Deaf Lutheran* and/or mailings to each congregation and/or field and persons involved in the ministry with deaf persons.
4. The Board of Directors shall review the Finance Committee's reports and recommendations, and shall approve programs to help the Finance Committee and the treasurer to carry out their responsibilities.

### Section D - Meetings

1. Meetings shall normally be held once a year and called by the treasurer with the prior written permission of the ILDA president.

# ARTICLE XVI

## DUES

1. All memberships expire on May 31 of each biennial year.
2. Membership dues shall be sent to the ILDA treasurer and made payable to the ILDA.
3. ILDA in convention shall vote on the Due amounts. The dues are every two years in any of the three categories: active, associate, or supporting.
4. Upon receipt of dues, the ILDA treasurer will give a new membership card to the member.

## **ARTICLE XVII**

### **GOD'S 1000 CLUB**

1. Originally, in order to raise needed funds for the ILDA Mission Projects, operating expenses and to continue with the ILDA's supporting status, the ILDA God's 1000 Club was proposed by Rev. Herbert Rohe, former Secretary for Deaf Ministry. The goal was for 1,000 ILDA members to donate \$10.00 per year, raising \$10,000. This information should be printed periodically in *The Deaf Lutheran*.
2. The guidelines are:
  - a. All ILDA members are encouraged to contribute \$20.00 every two years (plus dues) and those doing so will automatically receive biennial a special membership card, one special lapel pin and be eligible to attend the God's 1000 Club meetings. Their names will be on a list at the biennial conventions.
  - b. The ILDA God's 1000 Club will have a special informative meeting (a luncheon) at all biennial conventions.
  - c. All receipts from contributions and pledges shall be sent to the ILDA treasurer and deposited into the God's 1000 Club account.
  - d. The ILDA God's 1000 Club funds shall be used to help finance the ILDA's Board of Directors meetings. These meetings are limited to twice a year (when necessary) or when there is an emergency or crisis.

## **ARTICLE XVIII**

### **THE NOMINATING COMMITTEE**

#### **Section A – Membership**

The Nominating committee shall be composed of all past presidents. The immediate past president shall be the chairman.

#### **Section B – Responsibilities**

1. The Nominating Committee shall request nominations for candidates for all the ILDA offices from the regional branches and from the congregations.
  - a. The requests for nominations shall be mailed to the secretary of each regional branch by the chairman of the Nominating committee at least two months before the scheduled regional meeting. The regional secretary shall remind the congregations to offer names for nomination which shall then be voted on at the regional conference.
  - b. Candidates nominated need not be from within the region nominating them.



- c. Only one candidate for each office may be nominated by a region.
  - d. Candidates shall be nominated in regions at their conference and chosen by a majority vote.
  - e. Deadline for nominations shall be the last day of February in the year of the ILDA convention, and nominations shall be submitted to the chairman of the Nominating committee by the secretary of each regional branch.
  - f. Nominations received after the deadline cannot be considered by the Committee but can be re-offered at the convention.
2. The Nominating Committee shall obtain a biography and a photo of all candidates who agree to run for office and shall publish them in the summer issue of *The Deaf Lutheran* (deadline May 1<sup>st</sup>) before the ILDA convention.

### **Section C- Replacement**

If for any reason the immediate past president is not available the Board of Directors shall elect another past president to serve as the chairman of the Nominating Committee.

## **ARTICLE XIX**

### **THE PAST OFFICERS ADVISORY COUNCIL**

#### **Section A – Membership**

The past officers Advisory Council shall be composed of the immediate past ILDA president, president-elect, secretary, treasurer and pastoral advisor.

#### **Section B – Responsibilities**

1. Training of the new Officers to happen within the period between the election of new officers and the installation of the new officers at the final Sunday worship.

# ARTICLE XX

## CONVENTIONS (*Guidelines for Conducting a Successful Convention*)

The success of any Christian activity and especially the coming convention depends entirely on God's blessings of the efforts of many people. Therefore pray without stopping for God's blessings on the convention and your specific task.

### Part I – GENERAL

#### Section A – Theme

All themes of the ILDA conventions shall be Christian and inspirational, providing opportunities for fellowship and leadership training.

#### Section B – Authority of the ILDA Convention

The biennial convention shall be the International Lutheran Deaf Association's chief legislative assembly. It shall establish policies, programs and procedures for carrying on the ILDA ministry. It will grant authority to its elected Board of Directors to oversee and carry out all programs (missions or otherwise) that have been adopted by the convention and that agree with its Constitution.

#### Section C – Time and Place of Next Convention

1. Convention sites shall be selected six (6) years in advance by majority vote at the ILDA convention. More than 4 years is necessary to find appropriate facilities.
2. Two (2) convention sites shall be chosen at each ILDA convention.
3. The ILDA convention shall move from region to region.
4. Potential host(s) must have a letter written on official congregational stationery proving that their congregation has officially voted to invite the convention to their city.
5. Prospective host(s) shall make a presentation encouraging the convention to accept their bid(s).
6. Included with hosting the ILDA convention is a responsibility to help set up the Board of Directors meeting before the convention and serve as host of Ephphatha Conference.
7. The ILDA secretary and the Board of Directors are responsible to timely find host sites for ILDA Conventions.

### Part II – HOST COMMITTEE RESPONSIBILITIES

#### Section D – Preparing for Conventions

1. The host city of an ILDA convention shall elect a chairman before the convention four (4) years earlier ends.
  - a. The chairman shall be elected from a deaf congregation and/or field by the members in the area.

- b. The name and address of the chairman shall be sent to the ILDA secretary no later than one (1) month after the ILDA convention four (4) years before ends.
  - c. The new host committee chairman will work with the host committee of the convention 2 years before their meeting and will attend that earlier convention.
  - d. Host Chairman is encouraged to request assistance from all of the deaf churches within their region.
2. The ILDA secretary must keep in close contact with and expect to receive quarterly reports from the host chairman. If any problems related to the convention are evident, then the secretary or the president will assist the Host committee chairman in solving the problem(s).
  3. Whenever a planned convention is being held in his/her region, the regional president must bring a progress report to every meeting of the ILDA Board of Directors. This report must contain:
    - a. All and any special programs
    - b. Problems and solutions being considered
    - c. Progress on goals
  4. The host convention committee is responsible for planning the entire program of the convention. Have regular meetings of the Host Committee more frequently as you get closer.

(Every convention committee feels tired and let down afterwards. They have worked so hard together for so long and now "What do we do?" Find a new project and you will feel better sooner. Thanks for your fantastic work.)

The committee includes:

- a. Chairman and co-chairman
  1. Planning of the whole convention through committees
  2. Schedule of convention sessions
  3. Ask the past convention host (and the ILDA Secretary) for help.
  4. If possible have meetings with chairmen of the past two conventions.
  5. Make sure the host chairman attends the previous convention and works with that Host Committee.
- b. Pastor and assistants
 

The ILDA pastoral advisor is responsible to advise and help with these activities:

  - 1) Sunday worship and devotions
  - 2) Workshops and/or Bible study

The host pastor shall plan a two (2) hour mission focused workshop on Saturday afternoon. He shall select the leaders(s).

  - 3) Devotion leaders
    - a) The host committee shall be responsible for enlisting the convention devotion leaders, and shall ask them at least ninety (90) days prior to a convention. Please coordinate these devotions with the theme and each other.

- b) The devotion leaders will open and close all meetings and social functions.
  - c) The host committee shall offer a monetary honorarium to the devotion leaders and/or preachers.
- 4) Worship Service at the End of a Convention
- a) The host congregation will be in charge of arrangements for the convention's final worship service (Sunday).
  - b) The host pastor, assisted by the pastoral advisor, may enlist any number of the regional pastors in attendance to take part in this final worship service which always includes Holy Communion. The host committee shall ask the host congregation's voter's assembly to authorize this service.
  - c) Near the end of this final Sunday worship service, the pastoral advisor will install the new ILDA officers.
  - d) Any and all offerings collected at an ILDA biennial convention shall be deposited into the ILDA treasury and used to meet our Mission Project goals that had been voted on at the convention.
- c. Tasks that are part of committee activities.
- These tasks might have a separate committee chairman for each task or might be grouped together under one or more persons. Members of other deaf churches in the same region might also be asked to serve.
- 1) Secretary
  - 2) Treasurer
  - 3) Hotel and meeting rooms
    - a) You are responsible to provide appropriate and adequate facilities for:
      - (1) the Actual convention
      - (2) the Board meeting before the convention
      - (3) the God's 1000 Club meeting and dinner
      - (4) Ephphatha Conference
    - b) Communicate regularly (in writing) with the hotel staff.
    - c) Be careful about changes in Hotel's Convention staff and their verbal promises.
    - d) Be careful about **Contracts**: who signs, cost of extras, sliding scale.
    - e) Be careful about the "sliding scale" and "block of rooms." This says if you use enough sleeping rooms, the meeting rooms are free. If you do not use enough sleeping rooms, they get to bill you for the meeting rooms.
    - f) Have the LCMS Meeting Planner give advice prior to signing a contract about hotels, and other contracts. Contact the LDMS Director and the ILDA Pastoral Advisor.
    - g) Understand local union rules and their requirements at the hotel. Many times the bill may be much higher because of the requirement that a union person be there all day and evening just in case you need something (lights, sound, etc.).
    - h) Watch the menus and their cost. Settle as early as possible.

- i) Agree with the cost of coffee breaks.
  - j) See if there is an extra cost for parking and plan how to pay for it.
  - k) Be extra careful about late requests for equipment. They will cost a lot extra.
  - l) Test video (and real time captioning) equipment beforehand.
  - m) Test lights and lines of vision beforehand. Most hotels have never worked with a group of deaf people and do not understand the need for the ability to clearly see.
  - n) Determine the use of “complimentary rooms” and what they will cost if you do not use enough sleeping rooms. Possible uses of these rooms are for: the President, the host committee, Board meetings, etc.
  - o) Determine the time for room check in. If it is late (3pm?) tell the people before they come so that they will not have to wait so long.
  - p) Determine if there is a large convention just before ours which might not leave on time.
  - q) Do not consider doing hotel registration and payment for hotel rooms through the Host Committee. That will bring you much extra work.
- 4) Fund raising  
The entire pre-convention part of the funds must be raised by you. Get partner deaf churches (perhaps from your region) to help you.
- 5) Publicity and photography (See Section K)
- a) It is extremely important that you have good publicity early. Send regular articles to *The Deaf Lutheran* for at least two years before your convention.
  - b) The *Convention Book* is very important. Study copies of former conventions to see about content. Talk to the St. Louis host committee for a novel idea about printing it.
- 6) The banquet and its program: You have the right to determine what kind of entertainment will occur during the banquet. Historically we have had entertainers, inspirational speakers or dramas. Please make sure that the banquet and its entertainment concludes by 10:00 p.m. Costs for this activity are part of the convention fund.
- 7) Child care
- a) Plan activities for the pre-teen children during the various business sessions. Have parents agree to bring their child(ren) and leave them for the full time of each session.
  - b) Unless you are going to use pre-convention monies, this is not part of the convention fees and parents should pay appropriately for this.
  - c) Parents must sign a liability waiver form.
- 8) Contests, banners, skits, choirs, etc.  
Historically ILDA has conducted competitions involving banners, skits and choirs. You are encouraged, but not required, to do this. You would advertise

for participants, select the judges and provide appropriate awards paid for by the convention fund.

- 9) Interpreters, video and captioning
    - a) The host committee shall be responsible for selecting convention interpreters and reimbursing them for their services.
    - b) It is recommended that a Head Interpreter be chosen to delegate interpreting duties.
    - c) Choose interpreters who have some knowledge of religious signs. Interpreters need might include: ASL, Reverse, Special (for people with vision limitations) and oral.
    - d) One way to save money on multiple interpreters is to have one or two large projection video screens in appropriate parts of the meeting room and a video camera photographing the main interpreter.
    - e) The host committee might use real time captioners.
  - 10) Junior ILDA

Jr. ILDA's purpose and functions is still very vague (attendance at St. Louis 21 hearing and 1 deaf) (Cleveland '99 had more!) Is its purpose to start a new organization or a child care event for teenage children? What should it cost the parents?
  - 11) Registrar (See Section H)

Attached is a printed copy of the registration form, a sample registration spreadsheet program, sample badges with appropriate colors and event icons.
  - 12) Tours, transportation and local events:

Historically Friday afternoon has been set aside for a tour of some place nearby. Transportation includes traveling to and from the airport for the Board, the convention guests and Ephphatha Conference plus any tours for the convention or Jr. ILDA.
5. The convention host shall inform the ILDA president and secretary of the convention theme at least two (2) years prior to the convention. The host chairman will be responsible for getting this information to the editor of *The Deaf Lutheran*.
  6. The highlights and items of main interest of the convention shall be sent to the editors of *The Deaf Lutheran* for publication immediately after the convention by the host committee chairman.
  7. The convention chairman should enlist the services of a member of his/her congregation or region who has some experience with photography and who has a good camera. The volunteer photographer will be reimbursed for film and cost of development out of convention receipts. But he/she must give the receipts for costs before he/she can be paid.
  8. The host committee is to submit a full written report (program and financial) to the ILDA Board of Directors six (6) months after the close of the convention. A copy of this report will be kept in a convention planning file and made available to future host convention committees. A copy of this report will be sent to the ILDA Historian.

## **Section E – Financing ILDA Convention**

The ILDA has become a self-supporting organization. There is no subsidy support. Therefore, the main source of its operating income must come from pre-convention proceeds.

1. The local host committee is encouraged to establish two accounts (perhaps in one fund):
  - a. Pre-convention Account
    - 1) The host committee (with possible support from its region) should have fund-raising activities for payment of pre-convention expenses. (In 1997, almost \$22,000 was raised. Much of this money was used to lower registration costs.). These monies are to be used for committee expenses before the convention, publicity, hotel and other deposits. This pre-convention account can also be used to reduce registration expenses but can also be held in reserve should expenses exceed registration receipts. (Reasonable special celebrations, parties or dinners for the host committee shall be part of this account.)
    - 2) Distribution of monies remaining in the pre-convention account (after all convention expenses have been paid) is left to the discretion of the host committee. The host committee is encouraged to donate part or all of the remaining pre-convention monies to the ILDA treasury.
    - 3) Loans may be granted from the ILDA general fund to the host committee to meet pre-convention expenses. Such loans must be repaid within thirty (30) days after the close of a convention.
  - b. Convention Registration Account
    - 1) All monies received from convention registrations go into this account. The convention registration account shall be used to pay all actual expenses during the convention such as meeting room rentals, equipment rentals, etc.
    - 2) All monies remaining in the convention registration account after all convention expenses have been paid will be sent to the ILDA general fund.
    - 3) Monies in the convention registration account shall not be used to reimburse or pay any bills related to pre-convention expenses.
    - 4) Any and all offerings collected at an ILDA biennial convention shall be deposited into the ILDA treasury and used to meet our Mission Project goals that had been voted on at the convention.
2. The host committee is required to submit a complete financial statement to the ILDA on both pre-convention and convention income and expenditures within six (6) months after the close of a convention. Such reports will be sent to the ILDA secretary and treasurer and made available at the next meeting of the Board of Directors.

## **Section F – ILDA Board of Directors Meeting Prior to Convention**

The host committee is responsible for arrangements for this Board meeting, including lodging, meals and meeting room(s). The necessary equipment for this meeting consists of: typewriter or computer, access to a copier, overhead projector, blackboard, and any other things that the Board may request. The cost of this meeting will be paid for by the ILDA. These

accommodation should be as economical as possible. The cost of the lodging will be the responsibility of each member of the ILDA Board of Directors and his/her region.

### **Section G – Convention Headquarters**

Because a majority of deaf Lutherans and ILDA members are not wealthy and our goal is to make it possible for everyone to attend and get involved in the Lord's work being done at our conventions, the host chairman is encouraged to:

1. Make every effort to locate our conventions in the most convenient, reasonable and economical site available. In addition to hotels, you might consider a college or university or a retreat center.
2. Reserve rooms to be used by the ILDA president at the convention's headquarters. These rooms should be suitable for use for a Board or committee meeting during the convention. The cost of these rooms for the president (if not provided free by the site) will be paid for by the ILDA fund.
3. Reserve rooms for the Board of Directors, committee chairpersons, and/or staff as requested by the ILDA president. The cost for the rooms shall be borne by the various individuals.
4. Reserve rooms for the Executive Board of the ILDA. The costs will be paid for by the ILDA fund.

### **Section H – Registration**

1. All conventions shall open with registration. A color name tag will be given to each registrant which clearly shows the wearer's membership status.
2. Only ILDA members whose dues are paid-up before registration can buy a combo ticket. On Nov. 1 prior to a convention, the registration committee chairmen shall request from the ILDA treasurer a current list of the ILDA membership.
3. Membership dues may be paid during registration. The ILDA treasurer (or his/her assistant) should sit at the registration table and collect dues and give out membership cards.
4. Whenever the host committee receives any membership dues, they should be sent to the ILDA treasurer with the names of members as soon as possible in order to keep the membership list current.

### **Section I – Guest Speaker/Program Leaders**

1. The host committee may arrange for guest speaker(s) and/or program leader(s). Asking local LCMS district and synodical leaders is one option for speakers.
2. The host committee shall pay the expenses of the speaker/leader and shall offer an honorarium (a thank you gift of money).

### **Section J – Convention Events**

1. After registration, the convention will open with an evening worship service. Every registered member and visitor is encouraged to attend this important opening worship service.



2. After the opening devotion, the host chairman will give a welcome speech including his/her list of activities planned for the convention.
3. Approximately five (5) hours of convention time should be reserved for the business sessions of the convention. At least one and a half (1-1/2) hours should be reserved for devotional time and a two (2) hour block of time shall be used on Saturday afternoon for mission focused workshops and Board of Directors training session.
4. Other events include: The banner and choir competitions, tours, a Banquet, Sunday Bible Study, the Worship service, etc.

### **Section K – Publicity/Historian**

1. As soon as possible, the host committee should make every effort to keep all the news current regarding the upcoming biennial convention and sent to the elected Publicity/Historian person. At the very earliest date exciting news stories accompanied by good, clear and sharp photos should be sent to the editor of *The Deaf Lutheran*. Publicity for the upcoming biennial convention should occur in each issue published whether convention news and photos are available or not. This will help to guarantee of a large turnout and a successful and memorable convention.
2. The historian shall also receive from the ILDA Conventions, ILDA Regional Conventions and Deaf Lutheran congregations the following:
  - a. Program books, pictures or video recording of special events for the ILDA archives.
  - b. Necrology list of deceased ILDA members, pastors and friends of ILDA by mail, e-mail or church newsletters (e.g. Rhoda Rynearson – 7/97 ILDA member).
  - c. The historian shall print a history booklet for distribution at conventions when requested by the Board of Directors.
  - d. The historian shall prepare a historical display for the convention.

### **Section L – Availability of Booths at Conventions**

All exhibitors shall contact the host committee to obtain an exhibit booth at least two months prior to the convention.

### **Section M – Sale of items**

All exhibitors shall contact the host committee to obtain an exhibit booth at least two months prior to the convention.

## **PART III – ILDA BOARD OF DIRECTORS’ RESPONSIBILITIES**

### **Section N – ILDA Board of Directors Meeting Prior to Convention**

1. The ILDA Board of Directors shall meet for no less than two (2) days prior to a convention.
2. This meeting must be held at or near the site of the convention headquarters. The host committee is responsible to help with the arrangements for this Board meeting, including lodging, meals and meeting room(s). The necessary equipment for this

meeting consists of: typewriter or computer, access to a copier, overhead projector, blackboard, and any other things that the Board may request. The cost of this meeting will be paid for by the ILDA. These accommodations should be as economical as possible.

3. The cost of the lodging will be the responsibility of each member of the ILDA Board of Directors of his/her region.

### **Section O – The President**

1. Appoints the following committees and/or chairman:
  - a. Resolutions
  - b. Parliamentarian
  - c. Tellers
  - d. Mission Projects
2. Conducts a training program for officers during the convention.
3. The president will make all efforts to make sure that the convention proceeds according to parliamentary law, enforcing the time allotted each speaker and each session.

### **Section P – The President-Elect**

Serves as chairman at the request of the president. He also serves as chairman of the Law committee.

### **Section Q – The Secretary**

1. Between conventions, the ILDA secretary shall assist the host committee with planning.
2. Records the minutes of the convention. Mails (or gives) the minutes to Board members and the historian.
3. Reports to the convention the status of resolutions adopted at the previous convention.
4. The ILDA secretary will send to the editor of *The Deaf Lutheran* highlights of the convention, but in greater detail, within two (2) weeks after its conclusion. This news item MUST include the Mission Projects that have been adopted by the convention.
5. Sends the complete and official minutes of the convention to all deaf Lutheran congregations in the LCMS within two (2) months after the convention.

### **Section R – The Treasurer**

1. Provides current membership lists to host chairman in advance of conventions.
2. Receives dues during registration process.

### **Section S – Pastoral Advisor**

1. Advises and coordinates with the host committee all devotion services at the ILDA convention.
2. Advises the ILDA on all matters relating to doctrines, teachings and confessions of the LCMS.
3. Installs the ILDA elected officers at conventions.

## **Section T – Regional Presidents**

To ensure a smooth start on the ILDA Board of Directors, the ILDA president for the next biennium will conduct a training program for incoming regional presidents during the convention.

## **Section U – Order of Business**

1. Welcome (president, host chairman, honored guests, local Chamber of Commerce, etc.).
2. Necrology
3. Invocation or devotion service
4. Call to Order: The president shall introduce the agenda for adoption
5. Introduction of the:
  - a. Parliamentarian
  - b. Assistant to the Secretary
  - c. Tellers
  - d. Other Committees
6. Introduction of Interpreters
7. Resolutions Committee:
  - a. Introduction of committee members
  - b. Deadline for handing in resolutions
8. Nominating Committee's Report:
  - a. Introduction of candidates for offices
  - b. Election of new officers and pastoral advisor
9. Minutes of the previous convention: the secretary will give out copies of minutes of the previous convention. The minutes must be accepted by the proper motions before going into the records.
10. Treasurer's Report:
  - a. Given at the first business session of the convention. The treasurer will distribute copies of the financial report from the last convention including status of previous mission projects.
  - b. The treasurer will name the auditors of the report.
  - c. The report of the auditors.
  - d. The treasurer's report must be accepted by the proper motions before going into the records.
11. President's Report
12. Pastoral Advisor's Report
13. Synodical Representative's Report
14. *The Deaf Lutheran* publication report:
  - a. The editor
  - b. The business manager
15. The Finance Committee's Report
16. The adoption of the new budget. Presented to the convention by the treasurer.

17. The Law Committee's Report
18. Voting on any proposed changes
19. Introduction of Mission Projects:
  - a. Mission Projects Chairman's Report
  - b. Voting on mission projects
20. Other Committee's Reports
  - a. Previous convention committee chairman
  - b. Junior ILDA committee chairman
  - c. Special committee reports
21. The ILDA convention bids presented by future host congregations
22. Introduction of pastors and church workers in attendance
23. Resolution Committee's Report
24. Unfinished business. Secretary reports on any pending business
25. New business
26. Voting on resolutions
27. Announcements
28. Adjournment

### **Section V – Parliamentarian**

The President-elect shall automatically become the parliamentarian. He/she shall become parliamentarian of both the Constitution and the Bylaws.

1. The parliamentarian shall be knowledgeable with the rules of the ILDA Constitution and Handbook.
2. The parliamentarian shall inform the president in advance if he/she is unable to attend a convention.
3. The parliamentarian shall be discreet when advising the president during the course of a business session during a convention and when it is obvious that some rules and guidelines are being violated.
4. The parliamentarian is required to be present at all business sessions at the ILDA convention. He/she should keep with him/her at those times copies of the Constitution and Handbook for consulting should a dispute arise concerning procedure.
5. The parliamentarian shall watch that the agenda be closely followed during the business session.

### **Section W – Mission Projects**

1. Mission Projects are chosen by the voting members at conventions. The Board of Directors will recommend a list of proposed projects. The vote of the members will decide the priorities for paying the projects as money becomes available.
2. The tellers will calculate the ballots and announce the winning projects, ranking them in the order which had the most votes. Priority of Mission Projects fall in that order within the ILDA budget.

## **Section X – The ILDA God’s 1000 Club**

The host committee shall schedule a meeting for this group during the convention.

Sample: Registration form  
Registrar spreadsheet  
Competitions  
Etc.

# **ARTICLE XXI**

## **MISSION PROJECTS**

### **Section A – Purpose**

The first and foremost purpose of the ILDA is to support our Lutheran Christian ministry in its outreach to deaf people.

### **Section B – ILDA Mission Projects Society**

At its beginning, the ILDA adopted the Lutheran Deaf Mission Society (LDMS), a special mission fund to support mission projects designated by the ILDA in convention. This fund has helped many missions through the ILDA history.

### **Section C – Mission Projects Committee**

The president shall appoint a Mission Projects Committee chairman. The Mission Projects chairman with the president’s written approval shall appoint two (2) ILDA members from his/her region.

### **Section D – Procedures for Submitting Proposed Mission Projects**

1. Congregations or individuals seeking ILDA support for a proposed Mission Project must put such proposal in writing. This proposal must reach the ILDA president at least ninety (90) days prior to the next convention. This letter must include:
  - a. A full description of the person or organization for which the ILDA financial support is intended.
  - b. The amount of financial support requested.
  - c. A description of how this financial support will be used to enhance the deaf ministry.
  - d. The name, address and telephone number of a contact person who is able to answer further inquiries.
2. Board members may submit requests for worthwhile causes.

### **Section E – Processing of Proposed Mission Projects**

1. At a meeting prior to a convention, the Board of Directors will review all Mission Project requests. The ones that closely reflect the ILDA's philosophy and purpose will be approved and considered at the next convention.
2. The committee chairman will print the approved list of proposed Mission Projects in ballot form to be used at the convention.
3. The Board of Directors will propose the maximum amount of financial support for the ILDA's Mission Projects in the next two year budget presented to the convention.

### **Section F – Support of Mission Projects**

1. The ILDA secretary will send to the editor *The Deaf Lutheran* the Mission Projects the convention voted to support over the next two years. This information will be printed in the next issue and given wide publicity. Regions and congregations will be encouraged to support those mission projects.
2. The committee appointed by the president will design and print a brochure explaining in detail the Mission Projects. The brochure will contain the name and address of the treasurer to which donations may be sent. Return envelopes will also be included. The committee will send the appropriate number of these brochures and return envelopes to each congregation. Any congregation may request additional brochures for inclusion in their church bulletin and newsletter.
3. The treasurer shall, upon receiving donations and funds for Mission Projects, deposit those funds in the ILDA Mission Projects bank account. As soon as sufficient amounts are available, the treasurer will disburse funds to mission projects in the order of priority voted at the convention.
4. The treasurer will send a report to *The Deaf Lutheran* editor before quarterly newsletter deadlines (the 1<sup>st</sup> of Feb, May, Aug, and Nov). Regular articles will encourage support.
5. Each region is to be encouraged for the 1/7<sup>th</sup> of mission project funding.

## **ARTICLE XXII**

### **SCHOLARSHIPS**

1. The name of the scholarship fund will be **The Zacharias Fund** in honor of the Biblical priest who communicated with his hands (Luke 1).
2. The purpose of The Zacharias Fund is to support students who are or will be studying for the deaf ministry of The Lutheran Church-Missouri Synod and will serve deaf people upon completion of their studies. This includes those preparing for related church work such as deaconess, DCE, DE, pastoral and teaching programs.
3. The president shall appoint a chairman to send out letters to all Lutheran college and university financial aid offices and to handle applications for recommendation. These recommendations will be reviewed by the Board of Directors to make a decision.
4. The letter sent to the school financial aid officers shall state:

- a. Prospective students for the pastoral, teaching or other ministries will be considered, providing they indicate their intention to serve deaf people of the LCMS following completion of their studies.
- b. All applicants shall apply through the chairman of the ILDA scholarship fund. This shall be done by returning a completed standard questionnaire, listing personal information, school grades and references.
- c. The amount of need shall be determined by the ILDA Board of Directors not to exceed \$1000 per student per year and shall be placed in the student's account in the financial office. The scholarship shall be distributed after the committee approves the selection. If a student drops out of the program, the scholarship becomes a loan which must be repaid with interest (prime rate) beginning the day of dropout.
- d. The financial aid officer of the college or seminary shall immediately inform the chairman of the ILDA scholarship fund in the event that a scholarship student withdraws from such program and all further disbursements shall cease.
- e. Students doing satisfactory work may apply for additional scholarships in succeeding years through the same process listed above.
- f. There will be no discrimination because of race, sex or national origin. Hearing and deaf applicants will be given equal consideration if they meet the criteria listed above.

## **ARTICLE XXIII**

### **THE U.C. JONES RIGHT HAND AWARD**

#### **Section A – Purpose**

1. “Don’t let your left hand know what your right hand is doing.” (Matthew 6:3). Our actions are done voluntarily, not for praise or honor, but as service to others.
2. This award was established by the ILDA Board of Directors in memory of Uriel C. Jones who was a praiseworthy Christian volunteer. Mr. Jones willingly gave much of his time, skills and gifts to promote the work of God’s Kingdom among the deaf. He sought no praise for himself, only his love for his Lord and Savior, Jesus Christ.

#### **Section B – Recipients**

1. The U.C. JONES MEMORIAL RIGHT HAND AWARD is given at the ILDA biennial conventions to one deaf person who is a member of a LCMS congregation and has a record of continuous, exceptional and meritorious Christian service within his/her church and/or community. Recipient may be of either sex.
2. Clergy, full or part-time lay ministers and current ILDA Board members are not eligible.

### **Section C – Committee**

The president shall appoint a Right Hand Award committee chairman and two (2) additional committee members from the ILDA active members.

### **Section D – Process**

1. Congregations may nominate a person from their own congregation, field or another congregation elsewhere during a formal voters assembly.
2. A letter should be written on official church stationery naming the person selected for the award, listing reasons for the person being selected. This letter should be sent to the Right Hand Award chairman. The letters should be received at least thirty (30) days before a biennial convention.
3. In January on the year of a convention, the committee chairman will send forms to each congregation asking for nominations for this award.
4. A plaque will be purchased by the awards committee for presentation to the winner of this award.

## **ARTICLE XXIV**

### **THE LEADERSHIP TRAINING PROGRAM**

*(Guidelines for this section are unavailable at this publication date.)*

## **ARTICLE XXV**

### **THE DEAF LUTHERAN**

### **Section A – Purpose**

*The Deaf Lutheran's* main purpose is to publish news of interest to deaf Lutherans of the ILDA and its regional branches and to promote the broad interests of The Lutheran Church-Missouri Synod.

### **Section B – Editor**

The editor is responsible for:

- a. Editing the news stories and other articles that are contributed and prepare the publication for printing.
- b. Annually preparing the publication schedule and informing all parties concerned of its deadlines.
- c. Give regular reports to the ILDA Board of Directors regarding the publication.
- d. Work closely with the ILDA president and the Lutheran Deaf Mission Society representative in planning news stories and articles of interest.



- e. Attend all Board of Directors meetings at the expense of ILDA and attend Executive Council meeting(s) at the written request of the ILDA president.

### **Section C – Business Manager**

The business manager's duties include:

- a. Handling subscriptions.
- b. Banking and keeping records of receipts and disbursements.
- c. Handling other business matters of the publication.
- d. Preparing the publication for printing.
- e. Reporting regularly to the ILDA Board of Directors about the financial status of the publication.
- f. Attend the Board of Directors meeting(s) at the written request of the president.

### **Section D – Advertisements**

- a. The amount of paid advertising shall be limited to \$20,000.00 a year.
- b. Advertisements should be generally informative and non-political, such as provided by Lutheran organizations, educational agencies, social services and insurance companies. Others such as athletic events and deaf functions and activities of interest to members of the ILDA are also considered.
- c. Advertisements at no charge are welcome from regions promoting their conferences and functions. Publicity of our conventions, memberships in the ILDA God's 1000 Club and Mission Projects are also encouraged.

## **ARTICLE XXVI**

### **HISTORIAN**

1. Histories and records that are accumulated are to be kept in:  
Concordia Historical Institute  
804 Seminary Place  
St. Louis, MO 63105-3014
2. Items that are considered history of the ILDA are:
  - a. Back issues, current and future issues of *The Deaf Lutheran*.
  - b. Secretarial records.
  - c. The ILDA convention and regional conference programs.
  - d. Anniversary programs from congregations, fields and workers.
  - e. Other records as directed by the Board of Directors.
3. The ILDA historian must keep current with the rules and regulations of the CHI regarding policy of storage.
4. The historian shall print a history booklet for distribution at the convention if requested by the Board of Directors.
5. The historian shall prepare a historical display for the convention.

6. The historian is not required to attend the ILDA Board of Directors meetings. Travel allowances to Board meetings will be granted to the historian only when he/she is officially invited by the ILDA Board of Directors. The historian does not vote on any issues at the ILDA Board meetings.

## **ARTICLE XXVII**

### **HISTORY OF THE HANDBOOK**

Before the conclusion of the 1987 International Lutheran Deaf Association's biennial convention at Cedar Rapids, Iowa, a task force was commissioned by President Lester Ahls to develop and print a Handbook.

One purpose of this Handbook is to provide official guidelines which will assist the ILDA convention chairmen and their subordinate committee chairmen in preparation for a fruitful ILDA convention. This Handbook should also assist the ILDA Board of Directors in the fulfillment of their duty in overseeing the preparation of conventions.

Members of this Task Force/Handbook Committee were: Lester Ahls, Ron Byington, Beth Firnhaber-Lockard, Rev. Ron E. Friedrich, Rev. Shirrel Petzoldt, Rev. Rodney Rynearson and Archie D. Marshall, Chairman. Thanks to the ILDA historian, Donald Mowl, for his valuable input. Special thanks to Pastor Rynearson's secretary, Sandi Green, for all her work in preparing and printing this draft.

The Handbook Committee met three times before finishing this assignment. Their first meeting was held on November 6-7, 1987, the second on October 14-17, 1988, and the final meeting was held on February 17-20, 1989. All meetings took place in Concordia Seminary, St. Louis, MO.

As brothers and sisters in Christ we live under grace and are ruled by the Gospel; and as children of Christ we seek to live and work together in obeying Jesus' command. This command encourages us to spread the Gospel which is the Good News to all nations. Our goal is also to reach out to all deaf and hearing-impaired individuals and communities throughout the world. Therefore, we voluntarily enter into agreement with one another in the spirit of putting together this Handbook in order to reach our goals.

**ADDITIONAL NOTES:**

Red cover handbook was published in June 1999. The handbook's computer word file was submitted to *The Deaf Lutheran* editor in 1999 for occasional prints in the newsletters.

(December 2000) David G. Brown, The Deaf Lutheran editor, has been working with Rev. Ron Friedrich in getting this handbook published on ILDA's and LCMS's website.  
[www.LCMSdeaf.org](http://www.LCMSdeaf.org)

(March 2001) The handbook's file has been converted to portable document format, .pdf by David G. Brown. (The pdf file was updated March 2006).

(August 21, 2002) President-elect Pam Kane met with Mary Tingler and David G. Brown to work on the next revised version of the Handbook (Green cover handbook not updated correctly). Orange cover handbook was published in May 2003 with changes made by Sandi Green.

(March 2006) David G. Brown made corrections and updated the Handbook computer files and web pages. Buff cover handbook laser-printed and provided to the Executive Board members during their meeting April 2006. *The Deaf Lutheran* editor has and is keeping the handbook's latest computer files.

(2009) Rev. Jerold Munz, Pastor Advisor, recommended major changes in the Constitution and Handbook. Rochester ILDA convention approved the changes.

(2017) Constitution changes were approved by the Indianapolis convention on July 15, 2017. Handbook changes were approved by the ILDA Board at the Indianapolis, IN, convention on July 13, 2017. Copies of the Constitution and Handbook changes made are on record in the Secretary's minute's binder.