

**BYLAWS
Of the
Dallas Association of the Deaf, Inc.**

ARTICLE I - MEMBERSHIP:

Section 1: Any qualified person interested and desiring to become a member of this association must fill out an application form provided by the Board of Directors. The Secretary will therefore post names of the new applicants on the bulletin board. The President announces names at the next General Members meeting.

Section 2: ACTIVE MEMBERS: Any Deaf/Hard of hearing person, 18 years old or older of good character (resident/non-resident as defined in Article III of the Constitution of this association) shall be eligible for active membership in the association upon payment of the required fee and dues.

Section 3: ASSOCIATE MEMBERS: Any Deaf/Hard of hearing person, who is 17 years old or younger, students and others (hearing) who does not meet the active membership definition in Article III of the Constitution of this association may become associate members with all privileges except voting and holding office upon payment of dues fixed for associate membership as defined in the bylaws.

Section 4: Recognition of MEMBERS:

- a) Retired – Any person who is sixty-five (65) or over shall be entitled to a retired honorary status with full benefits of the association without assessments of any kind. They shall not be entitled to vote or hold office.
- b) Awarded -- Any member over twenty-one (21) years of age, who have performed extraordinary service to the association, shall be awarded a certificate of appreciation.
- c) Lifetime Membership (See guidelines)

Section 5: Any member may be expelled or suspended from this association for any conduct detrimental to the welfare of the association. The expulsion or suspension shall require a two-third vote (2/3) vote of the members of the Board of Directors, meeting in a closed session. The member has the right to appeal the decision of the board to the general membership by notifying the President in writing. The President shall submit such appeal at the next general meeting and the two-third's (2/3) votes of the members present and voted upon at the meeting shall appear to hear the case.

Section 6: A member must be an active member for two years before he/she is eligible to represent the association as a delegate to any conferences/conventions. If a member has been an active member for less than a year, but; for at least six months, then permission for this member to become a delegate rests with the Board of Directors decision.

ARTICLE II - DUES AND ASSESSMENTS:

Section 1: The members of this association are required to pay dues and assessments owed to the association and these shall be payable to the Treasurer or his/her authorized agent. The non-payment of dues and/or assessments, after reasonable notice, shall authorize the Board of Directors to cancel or suspend the membership of any member who is in arrears. The Board of Directors may, from time to time, adopt policies for the reinstatement of individual members expelled suspended, as it may be deemed advisable.

Section 2: One standard year's dues shall be whatever amount has been decided upon by the Board of Directors, subject to the approval by the membership at large.

Section 3: Members paying dues must obtain a signed receipt from the issuing officer and sign in.

Section 4: All membership cards shall be in a clear plastic, except for the cards of members who are 17 years old or younger, whose cards shall be sealed in either colored plastic or clear plastic with a colored border. A card shall be marked to show whether holder of a card shall have floor privilege, the right to vote, or to run for office.

Section 5: Sports players must pay full membership dues before being allowed to play in league or scheduled games. (See guidelines)

ARTICLE III - STRUCTURE OF THE ASSOCIATION:

The hierarchic organization is as follows:

1. Members
2. President
3. Chairperson of Board of Directors
4. All other elected officers
5. Committees

All duties of each officer must be discharged to the best of his or her ability, and all responsibilities for each office's official duties shall rest upon the officers higher up in the organization setup. All decisions or agreements handed down by the upper echelon officer in this organizational structure shall be accepted in good faith and with cooperation. However decisions may be appealed to the party or parties concerned. If a satisfactory agreement can not be reached, the decision can be appealed to the membership at large and the membership's decision on the matter shall be final.

ARTICLE IV - ELECTION OF OFFICERS:

Section 1: No member may be qualified for election to Executive Board office unless he or she has been an active member for at least a year from the date of this association's membership roll before the election. To be qualified for election the member must have attended at least four General Members meetings during the year. The member must also be at least 21 years old, and an American citizen, have a good character and have been resident of Texas at least a year.

Section 2: Eligibility to hold office - Any active member in good standing shall be eligible to hold office except as provided in the bylaws. A member shall be considered in good standing when he or she has all his or her dues and paid.

Section 3: The President, Vice-President, Secretary, and Treasurer, and Assistant Treasurer shall be limited to that office.

Section 4: The terms of all officers shall be for a period of one year.

Section 5: Oath of Office - The outgoing President of the association or the chairperson of the Board of Directors is to administer the oath of office to all incoming new officers. The following oath is to be used:

"I do hereby pledge myself to abide by the constitution and By-Laws of the Dallas Association of the Deaf and to faithfully perform the duties of my office to the best of my knowledge and ability."

Section 6: The resignation of any officer must be submitted to the President, in writing, thirty (30) days before the effective date of the resignation. The resignation must be passed on to the membership in the reading of the resignation by the President in any assembled meeting. Resignations can be effective immediately only in case of extreme emergency.

Section 7: The removal from office of any officer, including members on the Board of Directors, shall be taken upon presentation of documented proof of incompetence, gross neglect, or conduct detrimental to the honor of the association and to the Board of Directors. A majority vote of the members of the Board of Directors shall determine retention or removal of the officer in question. Should the Board of Directors, for any reason, fail to remove an officer or member of the Board of Directors, upon proper presentation documented proof of misconduct; then the issue can be effected by a two-thirds (2/3) votes of all members present and voting in any assembled meeting. * An officer will be asked to leave the Board if he or she misses more than 3 (three) Executive meetings or 3 (three) General Members meeting per year.

Section 8: The President and/or Board of Directors, by plurality vote, shall fill all vacancies for unexpired terms as provided in the bylaws.

Section 9: Starting in November, the Vice President and the Law Committee shall act as a nominating committee. The committee shall make every effort to encourage and nominate candidates for each office, open to election in January. They shall nominate the individuals whose work will greatly benefit the association.

ARTICLE V - DUTIES OF OFFICERS:

Section 1: Duties of the elected members of the Board of Directors:

- a) To elect their own chairperson for the coming year at the first board meeting of the year.
- b) To resolve and advise on matters pertaining to association policy.
- c) To oversee all the activities of DAD Clubhouse.
- d) To verify that all officers at the end of their term have discharged all their duties, correctly passed on their records, books, and keys to the incoming new officers. Each member of the Board of Directors must recognize an officer's release from office after completion of their duties.
- e) To prepare all application forms and other official papers for the association's use.
- f) To recommend and enforce the discharge from membership or members whose actions have been judged detrimental to the association's best interest.
- g) To acknowledge the resignation of any officer who desires to do so after such officer has discharged his duties and passes on his records, books, keys, etc., to the new officer with the approval of the board.
- h) To certify Treasurer's books after receiving bank statements in order to verify Treasurer's report.
- i) To hold surprise audit and checks on activities of any officer or member having responsibilities to DAD.
- j) To accept new applicants for membership.
- k) To certify an audit on all the earnings from the bar before the state tax is paid.
- l) In all General Members meetings, the chairperson of the board shall make a report of all Board of Director's meetings that have been held since the previous General Member meeting.
- m) To select a 'Man and a Woman of the Year' and/or an individual(s) for the 'Lifetime Membership' award(s) to be honored for outstanding achievements within the association. The awards shall be announced at the last General Members meeting of the current year, or at the first General Members meeting of the next year.

Section 2: Duties of the President:

- a) To preside over the General Members meetings.
- b) To dictate the order of business at the General members meetings except for the ceremonial portion. This at no time can be modified.
- c) To register and resolve any complaints, requests, and information that concerns the well being of the association and announce same in the President's report in the monthly Board of Directors meeting.
- d) Upon attaining office, to fill positions within the association, that are open and to meet with these President appointed people whenever it is deemed necessary.
- e) To form committees, as necessary, to meet whatever issue that may arise. These committees are to exist only for the duration of the President's term of office.
- f) To select one or two sergeants at arms and a parliamentarian whenever necessary to ensure that correct procedures are being followed and to maintain order at General Members meetings.
- g) To be an Ex-Officio member of any committee formed by or for the association and being entitled to attend all meetings as deemed necessary.
- h) To dictate seating arrangements in all meetings.
- i) To be responsible for the DAD Club bar according to T.A.B.C, rules.
- j) To decide whether or not to close the Club on any day if a scheduled event outside the DAD would result in a low attendance at DAD, or to preserve harmony with other organizations that might be holding said scheduled event.

Section 3: Duties of the Vice President:

- a) To keep the constitution and bylaws current.
- b) To interpret the meaning of the constitution and bylaws.
- c) To be the standby for the President; to preside over a certain motion in meetings, so the President can have a voice in the matter; and to preside over General Members meetings in the absence of the President.
- d) To form a Law Committee and be chairperson.
- e) To accept any duty that the President dictates in relation to representing the President.
- f) To be responsible, as Law Committee chairperson with the assistance of the Law Committee, to update the constitution and bylaws, whenever possible, following any General Members meeting in which changes to the constitution and bylaws have been made. He/she shall be responsible for the upkeep of a special bulletin board, enclosing a copy of the original constitution and bylaws, which shall be mounted on a convenient wall in DAD Clubhouse. All changes in these documents shall be posted. He/she shall bring to every Executive Board and General Members meetings a copy of bylaws and constitution; as well as, a copy of a revised Roberts Rules of Order book.

Section 4: Duties of the Secretary:

- a) To record the minutes of the Executive Board and General Members meetings and the minutes of any special meetings. These records are to be typed and kept in the office file at DAD Clubhouse.
- b) To be responsible for the handling of all association paperwork, records, the revised Constitution to the Secretary of the State, Austin, TX, and other letters.
- c) To select a person or persons who will be responsible for keeping records of all members, the issuance of membership cards and the maintenance of an updated membership list on the bulletin board at DAD Clubhouse.
- d) To make a year-end report of achievements and status of projects and to file this report in the office file at DAD Clubhouse.

Section 5: Duties of the Treasurer:

- a) To make a monthly financial report and post same on the bulletin board at DAD.
- b) To be in charge of all incomes such as dues, admissions, funds and savings.
- c) To write all budgets, operating and purchasing checks.
- d) To oversee payment of all taxes and license and leases for DAD.
- e) To appoint an Assistant Treasurer
- f) To issue a year-end fiscal report (Fiscal Year: July – June)
- g) To ensure that the tax returns have been completed by a CPA and submitted to IRS.

Section 6: Duties of the Assistant Treasurer:

- a) To take over the duties of the Treasurer in his/her absence.
- b) To coordinate and work with the Treasurer.

Section 7: Duties of the Trustees:

- a) There shall be three Trustees, each serving a three-year term. A new trustee shall be elected annually to replace the trustee whose term expires.
- b) The trustees shall set up their meetings to work on financial matters, every month, before the General Members meeting.
- c) The senior trustee shall make a monthly audit of the financial matters during the General Members meeting.

ARTICLE VI - FINANCIAL STRUCTURE OF THE ASSOCIATION:

Section 1: All assets, property, monetary funds, equipment, etc., are the associative property of all the members of the Dallas Association of the Deaf, Inc.

Section 2: The funds of the association shall be used exclusively for its benefit. (donations to other organizations can be made by a motion passed by the General Members membership at any General Members meeting.)

Section 3: The association's safe shall be used as a temporary storage of papers at any time. A minimum of \$400 in petty cash shall be kept in the safe. Only the President, Vice-President, and Treasurer shall know the safe's combination numbers.

Section 4: For any withdrawal from any savings account, two out of four DAD officers must approve such withdrawal after such authority is obtained from the membership and/or the board directors.

Section 5: The Treasurer is to be bonded by an amount fixed by the Board of Directors.

Section 6: The funds of this association shall be put in a bank which is a member of the F.D.I.C. Funds are be withdrawn only in the manner provided for in the bylaws.

Section 7: All association checks shall be co-signed by any two officers of the association.

Section 8: The Board of Directors shall have the right to undertake any surprise audit on all books, funds, statements and bill, as required.

Section 9: The Treasurer must post a current financial report on the association's bulletin board prior to the next scheduled General Members meeting.

Section 10: All expenditures and payments shall require a receipt and that receipt shall be given only to the Treasurer.

Section 11: The four DAD officers may, by a majority vote of a quorum present, request funds from the Treasurer for emergency needs, if any special fund in existence shall not meet the emergency request, a special meeting of the membership must be called in order to rearrange the finances to meet the emergency request for funds.

Section 12: The members of the association at any assembled meeting, if a quorum is present, may request any special expenditure by a majority vote, provided the source of income or fund is named. If there are no specific funds in existence for that purpose, additional income must be proposed to cover the request.

Section 13: All revenue collected from admissions, counter sales, etc., shall be handed over to the Treasurer or be placed in the safe at the closing of the association's building at the end of the day.

Section 14: Compensation of services of the officers and personnel is limited to the Treasurer, Bar Manager, House Manager, and the Membership Secretary. This compensation shall be paid monthly. The amount paid to each is to be determined by the Board of Directors and subject to ratification by the general membership.

Section 15: Solicitations of any kind of donations by any fundraising committee by any person for any good cause of the association must specify that identification or checks be made to the order of the Dallas Association of the Deaf, Inc. The committee or persons concerned must specify that the donor identify the property or check pertaining to specific use if desired. Failure to properly observe the above will result in refusal by the association to accept such property check. All fund-raising done in the name of the association must obtain proper clearance from the concerned government bureaus.

Section 16: Any excess monies in the bar fund over that deemed necessary for the proper operating of the bar shall be placed in the association's operating fund under the current financial procedure as determined by the Texas Alcoholic Beverage Commission (TABC). The determination of what is considered excess monies will be made by the Treasurer.

Section 17: Committee Chairpersons: Each committee chairperson shall submit a rough estimate of a budget plan, before each event, to the board. After a committee has completed its responsibilities & duties, coordinating a special occasion or event, the chairperson of that committee shall submit a final budget report to the DAD members, within 30 days, after said event or occasion is over. (See Committee Chairperson Guidelines)

ARTICLE VI - BOARD OF DIRECTOR'S MEETINGS:

Section 1: The board of directors shall meet on a monthly basis. However, an emergency meeting can be called at any time by the chairperson of the board, or by the President. The time and day of the meeting shall be determined by the chairperson of the board.

Section 2: The quorum of the Board of Director's meeting shall be at least 7 of the board of directors and officers holding office.

Section 3: The presiding officer of the Board of Directors' meeting shall be the chairperson of the board who is elected from one of the seven board members at the first board meeting of the year. In the event that the chairperson is not present, the regular officers shall preside in the order of rank.

Section 4: the Vice President shall have on hand, at all times a copy of the revised and updated DAD constitution and bylaws; as well as, the revised copy of Roberts Rules of Order book, at all Board of Directors meetings. The board shall be responsible for the strict adhering to the constitution and bylaws at all times.

Section 5: Board of Directors Meeting Agenda

- Call to Order.
- Review of Previous Board of Director Meeting Minutes
- Review of Previous General Members Meeting Minutes
- Decision of any Tabled/Refer to Board Action
- Treasurer Report
- President, Vice President and Secretary Reports
- Unfinished Business
- New Business
- Announcements
- Adjournment

Section 6: Full dues prepayment is required for elected and appointed officers. At the first board meeting of the year, all the officers and board members shall have paid their dues through December 31st of that year. In the event an officer's membership expires before December 31st, then this officer must prepay his/her next year's membership dues in order to have a valid membership throughout the current year. In the event that an officer fails to have a membership card that will be effective through December 31st before the first board meeting of the year starts, he/she shall be disqualified from that meeting. In the event he/she has not obtained a valid membership card before the second meeting of the year, he/she shall be disqualified from office and shall be replaced. There shall be no exceptions to this rule.

ARTICLE VIII - BUSINESS MEETING:

Section 1: A General Members meeting of active members of the association shall be scheduled on the any Saturday every month for a maximum of two hours.

Section 2: A quorum is 2/3 executive board members and any number of active members of the association who are present at a called General Members meeting and at any called special meeting, if any, shall constitute a quorum.

Section 3: The order of business at each business meeting shall be as the follows:

GENERAL MEMBERS MEETING AGENDA

- Call to Order
- Prayer
- Pledge Allegiance to the Flag
- Appoint Sergeant-At-Arms and Parliamentarian
- Minutes of Previous General Members Meeting
- Review of the minutes of Executive Board Recommendations
- Treasurer's Report
- President's Report
- Officers' Reports
- Committee Chairpersons' Reports
- Unfinished Business
- Election of Officers (once a year)

New Business
Good Of The Order
Announcements
Adjournment

Section 4: Cancellation of Meeting - in an event of a serious storm, an emergency, a special event or a very small turnout of active members for any reason precludes a called general meeting or a called special meeting for that announced date, the President shall, with the advice and consent of the Executive Board, cancel said meeting until further notice.

Section 5: Special meetings may be called by the President at his/her discretion providing notice of his/her such meeting is posted on the bulletin board & website at least one week prior to the meeting.

Section 6: The President at all times is the chief executive at all assembled meetings and is responsible for maintaining order and efficiency at all meetings.

Section 7: The order of business or any section thereof may be suspended, dispensed with, or revised at any time at any General Members meeting, except for the ceremonial portion, by the President.

Section 8: The bar may be open during the General Members meeting; however, no alcoholic drinks are to be served to active members during the meeting.

Section 9: The President shall determine the best seating arrangement for the General Members meetings.

Section 10: At least 2/3 board members present at the D.A.D Clubhouse must be in the meeting area at all the times unless excused by the President or the officer in charge of the meeting.

Section 11: the Vice President shall have in his/her possession, four copies of the revised and updated DAD constitution and bylaws, during all General Members meetings, along with a copy of the revised Roberts Rules of Order book

ARTICLE IX - VOTING PROCEDURES:

Section 1: *Robert's Rules of Order*, revised, shall be the parliamentary authority of all meetings of the association unless in conflict with the constitution and bylaws.

Section 2: Voting by secret ballot or by hand-count shall be at the discretion of the members, following the plurality vote.

Section 3: Proxy votes, including electronic (email), is not allowed

ARTICLE X - AFFILIATION:

Section 1: Any other organization may affiliate with D.A.D and with members' approval and shall follow D.A.D's policies and guidelines.