

FORT WORTH REGIONAL DAY SCHOOLS FOR THE DEAF ALUMNI ASSOCIATION, INC.

BY-LAWS

ARTICLE I - OFFICERS AND THEIR DUTIES

Sec. 1. President.

Sec. 1 (a) The President shall preside at all meetings of the FWRDSDAA and call additional meetings as needed.

Sec. 1 (b) The President shall enforce orders and strict observance of the Constitution, By-Laws, and General Laws.

Sec. 1 (c) The President shall countersign all vouchers on the FWRDSDAA Funds with the Treasurer, contingent upon 2/3 majority approval of elected officers.

Sec. 1 (d) The President shall appoint all committees of three (3) members each as may be provided for in these By-Laws and/or for directed by the Executive Board; and oversees all committee activities.

Sec. 1 (e) The President shall have the authority to appoint a corresponding secretary and sergeant-at-arms if it is deemed necessary, and shall perform such other duties as may be required by law.

Sec. 1 (f) The President shall act as Chairperson of the Executive Board, and shall have power, should a vacancy occur among the Trustees between meetings of this Association, by death, resignation or otherwise, to appoint a member to fill the unexpired term.

Sec. 1 (g) The President shall conduct meetings in accordance with good parliamentary procedures.

Sec. 1 (h) The President is responsible for arranging meeting dates and location in cooperation with other elected officers; and ensures that the cancellations and/or rescheduled meetings are communicated in advance with all elected officers through E-mail or personal contact.

Sec. 1 (i) The President shall represent the FWRDSDAA, as the situation dictates.

Sec. 1 (j) The President shall serve as Immediate Past President and become a member of the Trustees after the end of the two-year term.

Sec. 2. First Vice President.

Sec. 2 (a) The First Vice-President shall perform all the duties pertaining to the office of President in the event of that officer's absence, illness, resignation, suspension, or death, for the unexpired term.

Sec. 2 (b) The First Vice-President shall serve as Parliamentarian at all duly called meetings and is well versed with the FWRDSDAA's Constitution and By-laws; and also be the Chairperson of the Law Committee.

Sec. 2 (c) The First Vice-President shall assure that the FWRDSDAA has a sufficient number of copies of the Constitution and By-Laws to distribute among every paid-up member whenever needed.

Sec. 2 (d) The First Vice-President shall perform duties and represent the FWRDSDAA as the President deems necessary.

Sec. 2 (e) The First Vice-President assumes the office of President following the end of the two-year term, provided that this individual is a local resident of Tarrant County. If the First Vice-President is not a local resident, the progression for the office of President will go to the Second Vice-President.

Sec. 3. Second Vice President

Sec. 3 (a) The Second Vice-President shall do the same duties prescribed for the First Vice-President if the latter become President.

Sec. 3 (b) The Second Vice-President shall also be the General Chairperson of the next reunion convention following the election.

Sec. 3 (c) The Second Vice-President shall have the authority to appoint at least four (4) members of the Reunion Convention Committee with the approval of the Executive Board at least six months before the next reunion convention of the FWRDSDAA.

Sec. 3 (d) The Second Vice-President shall perform duties and represent the FWRDSDAA as the President deems necessary.

Sec. 4. Secretary

Sec. 4 (a) The Secretary shall correctly record the proceedings of all meetings of this Association, to prepare the same for publication, to record all proceedings of the Executive Board, and to read from same whenever called upon by the President.

Sec. 4 (b) The Secretary shall maintain complete records of all meetings and other papers pertaining to FWRDSDAA and the Executive Board, except for items belonging to the Treasurer.

Sec. 4 (c) The Secretary shall perform such other duties as directed by the President.

Sec. 4 (d) The Secretary shall conduct correspondence for and in the name of this Association as directed by the President or the Executive Board. All duplicate copies of the Secretary's letters regarding FWRDSDAA business shall be received by the President.

Sec. 4 (e) The Secretary shall preserve copies of all letters sent out by this office, and the original of all important ones received.

Sec. 4 (f) In case the Secretary is not able to attend any FWRDSDAA meeting, the Executive Board shall choose one of its members to act as secretary pro-term for that meeting.

Sec. 4 (g) The Secretary shall perform duties and represent the FWRDSDAA as the President deems necessary.

Sec. 5 Treasurer

Sec. 5 (a) The Treasurer shall receive all monies belonging to the FWRDSDAA and shall keep an account of all receipts and expenditures and shall submit a treasurer's report to the FWRDSDAA, or to the Executive Board, whenever called upon to do so.

Sec. 5 (b) The Treasurer shall pay no bills, unless approved by the elected officers and signed by the President of the FWRDSDAA.

Sec. 5 (c) The Treasurer shall have the treasury books audited by the Auditing Committee as appointed by the President before each reunion convention.

Sec. 5 (d) The Treasurer shall notify every member that his or her regular contribution is due and shall notify every member who is in arrears.

Sec. 5 (e) The Treasurer shall also keep on file a complete list of all members in good standing and their addresses which shall be shared with the Secretary.

Sec. 5 (f) The Treasurer shall be required to give bond in the amount and manner prescribed by the Executive Board, and pay any associated premiums as directed.

Sec. 5 (g) The Treasurer shall perform duties and represent the FWRDSDAA as the President deems necessary.

Sec. 6 Historian.

Sec. 6 (a) The Historian shall maintain FWRDSDAA's historic records, such as notebooks for newsletters and scrapbooks for pictures and programs.

Sec. 6 (b) The Historian shall perform all duties required to edit the FWRDSDAA newsletter on a regular basis and work with the Webmaster for publishing on the website.

Sec. 6 (c) The Historian shall be responsible for arranging photographers at reunions, as needed.

Sec. 6 (d) The Historian shall keep a record of known deaf alumni, whether being members or not, who have passed away during the interim between reunion conventions.

Sec. 6 (e) The Historian shall provide assistance to the Alumni Contact as needed.

Sec. 6 (f) The Historian shall perform duties and represent the FWRDSDAA as the President deems necessary.

Sec. 7. Webmaster:

Sec. 7 (a) The Webmaster shall be responsible for supporting FWRDSDAA's website and managing the site's evolution and well-being, as well as the more traditional HTML and other technical work; working with the elected Officers and Board of Directors to ensure website consistency and timeliness; and finding tools to help in website development and maintenance.

Sec. 7 (b) The Webmaster shall post newsletters and other announcements on the FWRDSDAA webpage.

Sec. 7 (c) The Webmaster shall create and enforce rules and regulations for maintenance of on-line E-mail Directory Pages linked to FWRDSDAA's Main Home Page.

Sec. 7 (d) The Webmaster shall perform duties and represent the FWRDSDAA as the President deems necessary.

Sec. 8. Webmaster Apprentice

Sec. 8 (a) The Webmaster Apprentice will support the web functions as directed by the Webmaster. This position is appointed by the President with the approval of the Webmaster.

Sec. 8 (b) The Webmaster Apprentice shall have the right and privileges of discussion, with exception of making motions and voting.

Sec. 8 (c) The Webmaster Apprentice shall perform duties and represent the FWRDSDAA as the President and Webmaster deems necessary.

Sec. 8 (d) The Webmaster Apprentice assumes the office of Webmaster following the end of the two-year term.

Sec. 9 Alumni Contact.

Sec. 9 (a) The Alumni Contact will actively seek missing deaf alumni, teachers and associates through a variety of means, and will assist individual members seeking to do this also by whatever means available to FWRDSDAA. Procedures for searching for missing individuals will be developed by the Alumni Contact and approved by the Executive Board.

Sec. 9 (b) The Alumni Contact will maintain a Database of all deaf alumni, teachers, and support staff from the Tarrant County schools. This Database will include, as a minimum, the first and last names, resident addresses, telephone numbers, videophone numbers, e-mail addresses, other relevant contact information, and membership status.

Sec. 9 (c) Operating procedures for the database shall address confidentiality of data. Release of any database information outside FWRDSDAA must be approved in advance by the Executive Board.

Sec. 9 (d) The Alumni Contact shall perform duties and represent the FWRDSDAA as the President deems necessary.

Sec. 10. Immediate Past President

Sec. 10 (a) The Immediate Past President shall serve in an advisory capacity for FWRDSDAA business, and provide assistance in executing meetings with elected officers, as needed.

Sec. 10 (b) The Immediate Past President shall ensure that all records are transferred to each successor at the first few Executive Board meetings with the new elected officers.

Sec. 10 (c) The Immediate Past President shall have the right and privileges of discussion with exception of making motions and voting. The immediate past president will vote only to break a tie in the meetings.

Sec. 10 (d) The Immediate Past President shall serve as one of the three trustees on the Executive Board.

Sec. 10 (e) The Immediate Past President shall perform duties and represent FWRDSDAA as the President deems necessary.

Sec. 11. Trustees

Sec. 11 (a) The eight elected officers of the FWRDSDAA shall nominate and select two (2) additional members, to be called “Trustees” to serve on the Executive Board.

Sec. 11 (b) The Trustees shall have voice with voting powers and shall help govern the Association during the period until the next FWRDSDAA Reunion Convention.

Sec. 11 (c) The Trustees shall serve as Auditors and shall audit all books and financial records of the Treasurer before each reunion convention and shall assist the Treasurer in all financial matters as may be required by the Treasurer, President, or Executive Board.

Sec. 11 (d) The Trustees shall perform other duties as may be required from time to time by either the President or the Executive Board.

ARTICLE II - POWERS AND DUTIES OF THE EXECUTIVE BOARD

Sec. 1 The Executive Board shall have as its duties the general management of the financial and other affairs of the FWRDSDAA. It shall carry out the wishes of the FWRDSDAA as best as they can be ascertained. It shall have power to use available funds of the FWRDSDAA for purposes intended to promote the purposes and interests of the FWRDSDAA and its members. A majority vote shall be required to pass any motion involving the expenditure of money.

Sec. 2 The Executive Board shall have management control at all times of the FWRDSDAA, and shall provide membership ID cards for all members, which certificates shall be signed by the Treasurer and the Secretary.

Sec. 3 The Executive Board shall have the power by vote of eleven (10) of its twelve (11) members, to suspend any member from the privileges of membership, or to suspend any officer from the discharge of his/her duties for good and sufficient reasons provided. Such suspended member or officer shall have the right to appeal the suspension at the next regular meeting of the FWRDSDAA following such suspension.

Sec. 4 The Executive Board shall have power to call a special meeting of the FWRDSDAA whenever, in its judgment, circumstances call for such meeting.

Sec. 5 Eight (8) of the eleven (11) members of the Executive Board shall constitute a quorum for the transaction of business; except in case of suspension of members or officers.

Sec. 6 In case the Executive Board is unable to hold a meeting, a vote in person, by mail, or E-mail may be allowed, in the following manner: the President shall instruct the Secretary to submit the question to each member of the Board at the same time, and each member shall notify the Secretary whether he/she votes for or against such question. In voting by mail, if a member does not return vote within seven (7) days, that person shall be considered not voting. In emergencies, the President may take a special vote of the Executive Board; but must have two other board members in observance.

Sec. 7 If a member of the Executive Board is unable to attend any meeting thereof, the person may vote on any question that has been previously discussed at a meeting, by mailing to the President the vote on such question. But no vote shall be allowed to proceed on a question that arose at a meeting at which the absent member was not present.

Sec. 8 The Second Vice President, as Chairperson of the FWRDSDAA Reunion Convention shall nominate at least four (4) active members of a reunion convention planning committee, subject to the approval of the Executive Board, at least six months before the next reunion convention of the FWRDSDAA.

Sec. 9 The Executive Board shall arrange to have the proceedings of the reunion convention published within a reasonable time after adjournment.

Sec. 10 The Executive Board shall have full control over the list of names and addresses of the members of the FWRDSDAA which shall not be loaned to any individual or other organizations outside of FWRDSDAA without the Board's approval.

Sec. 11 The Executive Board members shall be notified of the coming board meeting twenty (20) days in advance by the secretary; and any cancellations and/or rescheduled meetings must be communicated at least one week to all members through E-mail or personal contact.

Sec. 12 The Executive Board shall have the authority to seek consultation and/or advice for financial matters including investments.

ARTICLE III - COMMITTEES AND THEIR DUTIES

Sec. 1 The incoming President, after the election, and with the approval of the Executive Board, may appoint the following committees of three (3) members each, if needed:

Sec. 1 (a) Membership Committee

The Membership Committee is appointed by the Alumni Contact, and shall encourage residents and graduating seniors to be members of the FWRDSDAA in accordance with Article IV, Section 2, of the Constitution.

Sec. 1 (b) Nominating Committee

The Nominating Committee shall obtain nominations for all elective offices and submit them in the closing session for a vote. It may also suggest to the incoming President names of those interested in serving on the standing committees to be appointed by the President after the election. No member shall be placed in nomination without his or her consent.

Sec. 1 (c) There shall be a Law Committee chaired by the First Vice-President, who shall have the authority to appoint at least two additional members to serve on this committee.

(A) The First Vice President shall receive, classify properly and present to the FWRDSDAA in paper form any proposed changes of laws with recommendations if any. A record shall be kept of all laws, changes or alterations to present laws.

(B) The First Vice President shall be required to publish in the last *FWRDSDAA* newsletter and website prior to the next reunion convention any changes or additions to the FWRDSDAA Constitution or By-Laws.

Sec. 1 (d) There shall be a Reunion Convention Committee chaired by the Second Vice-President who shall have the authority to appoint at least four (4) active members in accordance with Article II, Section 8 of the By-Laws.

(A) The Reunion Convention Committee shall be responsible for planning and making all arrangements for the biennial meetings of the convention. It shall have the power to collect contributions and raise funds to sponsor workshops and entertainment programs for the alumni and visitors at the reunion convention. Should any balance of such funds remain after payment in full of all costs and expenses of the reunion convention, such balance shall become the property of the FWRDSDAA and shall be transferred to the FWRDSDAA Treasurer.

(B) The Second Vice-President as chairperson of the FWRDSDAA reunion convention shall provide regular reports to the Executive Board of all convention planning activities leading up to the scheduled meeting of the reunion convention. Upon completion of the FWRDSDAA reunion convention, the chairperson shall provide a full report of the reunion convention committee's work to the Executive Board. The FWRDSDAA reunion convention committee shall incur no indebtedness in the name of FWRDSDAA without written consent of the Executive Board. It shall be the duty of the Executive Board, with the approval of the President thereof, to provide for the reunion convention program.

Sec. 2 Committee Duties

Sec. 2 (a) The duties of all aforementioned committees do not cease until their work is done, regardless whether the convention is over or not.

Sec. 2 (b) At least thirty (30) days prior to each reunion convention, it is recommended that the Chairperson of the each above-mentioned committee submit a report of their committee's activities between reunion conventions. If applicable, these reports shall be made in writing and signed by the person presenting same. The reports shall be published in the proceedings of the reunion convention when possible.

Sec. 3 Other Committees

Sec. 3 (a) The President may appoint other committees that he/she may deem necessary to facilitate the work of the reunion convention.

Sec. 3 (b) The President may appoint certain standing committees to serve between reunion conventions, subject to the approval of the Executive Board.

ARTICLE IV - DUES

Sec. 1 The Executive Board may establish dues and fees that each FWRDSDAA member shall pay at each Reunion Convention or whenever membership dues become due.

ARTICLE V - FUNDS AND REVENUES

Sec. 1 The funds of the FWRDSDAA shall be derived from the dues of all members of the FWRDSDAA and other resources such as fundraising activities, donations, sales, and the like.

Sec. 2 Any individual or organization wishing to take up a collection or solicit funds for any purpose during a reunion convention, whether for the FWRDSDAA or not, shall obtain the endorsement of two other members and submit a written petition to the Executive Board for approval.

Sec. 3 With the approval of the Executive Board, the President and Treasurer shall invest the funds in excess of emergency requirements from reunion convention to reunion convention. Investments shall be limited to purchase of United States bonds and other lawful, fully insured investments.

ARTICLE VI - REUNION CONVENTION QUORUM

Sec. 1 Twenty-five (25) active members shall constitute a quorum for the transaction of business during a reunion convention.

ARTICLE VII - REUNION CONVENTIONS AND MEETINGS

Sec. 1 The FWRDSDAA shall hold its reunion convention within Tarrant County in the state of Texas every other year in odd numbered years, and exceptions may be allowed for special occasions. Special occasions require additional planning, and may require expedient actions, not subject to the following sections below.

Sec. 2 The site of the next reunion convention shall be chosen one year in advance. In the event that no bids for the convention are offered, the Executive Board, by a two-third vote, shall determine the convention site at a later date.

Sec. 3 The date of reunion convention shall be set up by the Executive Board, and shall be announced by the secretary at least six months in advance.

Sec. 4 A registration fee may be charged at any regular or special meetings and at each reunion convention, to be determined by the Executive Board.