

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

CONSTITUTION AND BY-LAWS

CONSTITUTION

ARTICLE I - NAME

Sec. 1 The name of this non-profit organization shall be known as the Fort Worth Regional Day Schools for the Deaf Alumni Association, Inc. hereafter referred to as the FWRDSDAA.

ARTICLE II - INCORPORATION

Sec. 1 The FWRDSDAA shall have as its object, the body politic and corporate by the name and style of the Fort Worth Regional Day Schools for the Deaf Alumni Association. As a corporation chartered by the state of Texas, it shall follow the procedures set out for corporations organized for general welfare.

ARTICLE III - OBJECT

Sec. 1 The object of the Association shall be twofold; to promote a spirit of deaf and hard of hearing alumni unity and camaraderie through communication and reunions among deaf and hard of hearing alumni; and location of deaf and hard of hearing alumni and acquisition and maintenance of school memorabilia.

ARTICLE IV - MEMBERSHIP

Sec. 1 There shall be three (3) types of membership.

Sec. 2 ACTIVE MEMBER: Any deaf or hard of hearing individual who has attended any school within the county of Tarrant, any staff who has worked/works at any school with the deaf and/or hard of hearing students, and any bus driver who has brought/brings the deaf and/or hard of hearing students to schools and back home within the county of Tarrant is entitled to active membership in the FWRDSDAA upon the payment of fees prescribed in Section 1 of Article IV of the By-laws. Active members shall enjoy all rights afforded to members such as making motions, voting and holding office.

Sec. 2 (a) Each graduating senior of a regular public, private, or special school within the county of Tarrant may be given a free membership in this Association following graduation, which shall be in force until the next reunion convention.

Sec. 2 (b) The President shall present, mail, or issue membership cards to graduating seniors every year if possible.

Sec. 3 STUDENT MEMBER: Any person who is a full time student in any accredited learning program. Full time students shall be those who are enrolled in a K-12 program for a full day on a regular basis or who are registered for ten (10) hours of credit in a

college or university program. Student members have the same rights and privileges of active members with the exception of making motions, voting, and holding office.

Sec. 4 HONORARY MEMBER: Any person so voted honorary membership by the FWRDSDAA. Honorary members have the same rights as Active members.

ARTICLE V - OFFICERS AND ELECTION

Sec. 1 OFFICERS: The elective officers of the FWRDSDAA shall consist of a President, a First Vice-President, a Second Vice-President, a Secretary, a Treasurer, and an Editor of the *FWRDSDAA* newsletter.

Sec. 1 (a) The aforementioned first six officers and five Trustees to be appointed by the President and approved by the elective Board shall constitute the Executive Board for the governance, management, and conduct of this Association between conventions.

Sec. 1 (b) The immediate past president shall serve as a member of the Executive Board.

Sec. 2 ELECTIONS: Officers shall be elected separately by ballot on the day of each regular reunion convention of the FWRDSDAA and shall serve for two years or until their successors are duly elected and qualified.

Sec. 2 (a) No person shall be eligible to hold any FWRDSDAA office who cannot understand and converse fluently in American Sign Language.

Sec. 2 (b) A member may be elected to office in absentia provided a signed statement announcing personal willingness to serve is obtained by the President beforehand and exhibited at the regular reunion convention.

Sec. 2 (c) All candidates must have paid current dues at the present reunion convention.

Sec. 2 (d) No more than one of the elected officers may be a hearing person at any one time.

Sec. 2 (e) All officers and members of the FWRDSDAA Executive Board are required to make the following promise prior to commencing their terms of office: "I do solemnly promise that I will faithfully do the duties of my office and support the Constitution and By-Laws of the FWRDSDAA to the best of my ability".

Sec. 2 (f) The pledge of the newly elected officers shall be administered by the retiring president, or if the officer is re-elected, by the ranking officer who is not re-elected.

Sec. 3 RESIGNATIONS: Resignations shall be submitted in writing to the President, with statements of reasons for the resignation.

Sec. 3 (a) Any vacancy except that of the President occurring in an elective office for any reason shall be immediately filled by the Executive Board to serve until the next regular reunion convention.

Sec. 4 IMMEDIATE PAST PRESIDENT: The immediate past president shall have the right and privileges of discussion with exception of making motions and voting.

ARTICLE VI - ASSOCIATION OPERATIONS

Sec. 1 Registry (change all references of Registry to DataBase). The Association will maintain a

DataBase of all deaf and hard of hearing alumni, teacher, and associates of schools. This DataBase will include, as a minimum, the names, addresses, telephone numbers and membership status. The Association will also publish annually a directory containing a subset of the information in the registry; this directory will be sent to all Association members. Operating procedures for the DataBase, addressing confidentiality of data, use of data for advertising purposes, and requirements of the directory, will be developed by the Data Base Manager, and approved by the Board of Directors.

Sec. 2 Locator. The Association will actively seek missing deaf and hard of hearing alumni, teachers and associates through a variety of means, and will assist individual members seeking to do this also by whatever means available to the Association. Procedures for searching for missing individuals will be developed by the Locator Committee and approved by the Board of Directors.

Sec. A: Online Operations

A (1) Email Director Position: "On-Line E-mail Director: The On-Line E-mail Director will receive all new and changed e-mail addresses from Deaf and Hard of Hearing Alumni, sort these addresses, and pass them on to the DataBase Manager; and create and enforce rules and regulations for maintenance of on-line E-mail Directory Pages linked to the Association's Main Home Page. This position is appointed by the President with the approval of the WebMaster."

A (2) Webmaster Position: "Webmaster: The Webmaster is responsible for supporting the association'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. This position is appointed by the President."

ARTICLE VII - DISSOLUTION

Sec. 1 The FWRDSDAA shall not have the power to dissolve itself as long as there are ten (10) dissenting members in good standing.

Sec. 2 Upon dissolution of the FWRDSDAA, after payment of all then existing debts and liabilities, all remaining assets shall be hold automatically and then be given to the new established or renewed organization similar to this organization or be used as scholarships to the deaf students graduating from the public high schools in Tarrant County who qualify and also plan to attend colleges.

BY-LAWS

ARTICLE I - DUTIES OF OFFICERS

Sec. 1 (a) The President shall preside at all meetings of the FWRDSDAA; shall enforce orders and strict observance of the Constitution, By-Laws, and General Laws; shall countersign all vouchers on the FWRDSDAA Funds; 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; 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 (b) 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 (c) The President shall appoint a parliamentarian sitting at the officers table during all meetings of the Association.

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.

Sec. 2 (b) The First Vice-President shall 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. 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. 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 have charge of all papers pertaining to this Association and the Executive Board, except such as belong 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 meeting of the Executive Board, the Executive Board shall choose one of its members to act as secretary pro-term for that meeting.

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 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 and signed by the President of the FWRDSDAA.

Sec. 5 (c) The Treasurer shall have the treasury books audited by the Auditing Committee before each Executive Board meeting and 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, the premium to be paid by the FWRDSDAA.

Sec. 5 (g) The Treasurer shall perform other duties as may be required from time to time by either the President or the Executive Board.

Sec. 5 (h) The Treasurer shall be reimbursed \$100.00 (?) per year [payable at the end of the fiscal year].

Sec. 6 (a) The FWRDSDAA Editor shall perform all the duties required to edit and publish the *FWRDSDAA*.

Sec. 6 (b) The Editor shall have the power to establish and appoint members to an Editorial Committee.

Sec. 6 (c) The Editor shall serve as Chairperson of the Committee.

Sec. 6 (d) The Editor shall appoint a managing editor and a subscription manager.

Sec. 6 (e) The Editor shall be reimbursed \$50.00 (?) per issue [payable at the end of the fiscal year].

Sec. 7 The Trustees. The six elected officers of the FWRDSDAA shall nominate and select five additional members, to be called "Trustees" to serve on the Executive Committee. The Trustees shall have voice and vote and shall help govern the Association during the period until the next Reunion Convention of the Association. Also, three of the Trustees

shall be selected by the President to serve as Auditors and shall audit all books and financial records of the Treasurer before each Executive Board meeting and before each reunion convention and shall assist the Treasurer in all financial matters as may be required by either the Treasurer, the President, or the Executive Board. 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** It shall have management control at all times of the FWRDSDAA, and shall provide certificates of membership for all members, which certificates shall be signed by the Treasurer.
- Sec. 3** It shall have the power by vote of ten (10) of its eleven (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** It shall have power to call a special meeting of the FWRDSDAA whenever, in its judgment, circumstances call for such meeting.
- Sec. 5** Seven (7) 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 by TTY, mail, or email 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 TTY vote of the Executive Board; but must have one other board member in observance.
- Sec. 7** If a member of the 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 an absent member on a question that arose at a meeting at which the absent member was not present.
- Sec. 8** The 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 Any committee chosen by the reunion convention or by an officer of the FWRDSDAA shall be responsible to and under the control of the Executive Board between reunion conventions.

Sec. 11 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. 12 The Executive Board members shall be notified of the coming board meeting twenty (20) days in advance by the secretary.

Sec. 13 The Executive Board shall have the authority to appoint an executive secretary with appropriate compensation.

Sec. 14 The Executive Board shall have the authority to seek consultation and/or advice for financial matters including investments.

Sec. 15 (a) The Executive Board of this Association shall be reimbursed for travel expenses to the meetings of the Executive Board at the present State of Texas rate for round trips. Mileage shall be computed by the shortest highway distance between of the city of residence of the board members and in the city in which meetings are held. (Refer to Article III, Sec. 1).

Sec. 15 (b) The Association will pay the travel expenses for any officers and official representative to a meeting, convention or function at a national level upon the approval of the Executive Board.

ARTICLE III - COMMITTEES AND THEIR DUTIES

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

- A) Necrology Committee
- B) Membership Committee
- C) Nominating Committee

Sec. 1 (b) 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.

Sec. 1 (c) 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.

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, the chairperson of the each above committee shall be required to submit a report of their committee's doings between reunion conventions. 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 (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.
- Sec. 4** The Necrology committee shall keep a record of known deaf alumni, whether being members or not, who have passed away during the interim between reunion conventions.
- Sec. 5** The Membership Committee shall encourage residents and graduating seniors to be members of the FWRDSDAA in accordance with Article IV, Section 2, of the Constitution.
- Sec. 6** 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. 7 (a)** The Law Committee 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.
- Sec. 7 (b)** The Law Committee shall be required to publish in the last *FWRDSDAA* newsletter prior to the next reunion convention any changes or additions to the FWRDSDAA Constitution or By-Laws.
- Sec. 8 (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.
- Sec. 8 (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 the 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.

ARTICLE V - DUES

Sec. 1 Membership dues for active members shall be ten dollars (\$10.00) from reunion convention to reunion convention and must be paid in full upon registration before a member can be considered to be in good standings. In case of a new member joining within one year or less prior to the next regular reunion convention, the fee shall be five dollars (\$5.00).

ARTICLE VI - 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 benefits, sales, and the like.

Sec. 2 There shall be a special unrestricted fund of one hundred dollars (\$100.00) for necessary expenses of the President in connection with managing the affairs of the FWRDSDAA during the interim between reunion conventions. In case of any expenses in excess of the stated amount during the interim between reunion conventions, the President may request for an additional reasonable increase in the fund, which must be approved by the Executive Board.

Sec. 3 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. 4 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.

Sec. 5 The Association will pay the travel expenses for any officer and official representative to a meeting, convention or function at a national level upon the approval of the Executive Board.

Sec. 6 The travel expenses allowances incurred as representative(s) of the FWRDSDAA shall be determined by the Executive Board on a case by case basis.

Sec. 7 Any organization that wishes to have the FWRDSDAA manage its funds and disburse its money shall pay FWRDSDAA \$1.00 per month or \$12.00 per annum, payable at the end of the fiscal year; and will pay for its own service charges from the banking institution.

ARTICLE VII - REUNION CONVENTION QUORUM

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

ARTICLE VIII - REUNION CONVENTIONS AND MEETINGS

Sec. 1 The FWRDSDAA shall hold its reunion convention within the county of Tarrant within the state of Texas every other year in odd numbered years.

Sec. 2 The site of the next reunion convention shall be chosen two years 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 no later than January first of the convention year.

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

Sec. 5 Students attending the FWRDSDAA reunion convention shall pay only half of the registration fee.

Sec. 6 The Executive Board, before the next reunion convention, shall determine the compensation to be allowed for the convention chairman, the amount not to exceed fifty dollars (\$50.00).