

# LOS ANGELES CLUB OF THE DEAF CONSTITUTION

## ARTICLE 1 - NAME

This organization shall be known as the Los Angeles Club of the Deaf.

## ARTICLE 2 - OBJECTIVES

The Los Angeles Club of the Deaf is a non-profit organization serving all deaf and hard of hearing individuals and their families ages 18 and over to fully participate in society. LACD's primary goal is promoting the rights of the Deaf while encouraging members to improve quality of life.

## ARTICLE 3 - MEMBERSHIP

**Section 1.** Membership shall be open to any deaf/hard of hearing person regardless of race, creed, or color. Members who are not deaf/hard of hearing person should be able to communicate with deaf/hard of hearing person members in sign language and sponsored by an active member in good standing.

**Section 2.** Life members can be conferred on active members who have rendered distinguished service to the club. Such members shall have a voice and a vote. Lifetime memberships may be recommended by the Board but must be voted upon by the membership. A majority vote of two thirds of members present is needed to make the vote effective. There shall be a maximum of two such life memberships awarded in any five-year period.

**Section 3.** Lifetime members cannot hold an office and be a Board Member.

## ARTICLE 4 - THE BOARD

**Section 1.** The club shall be governed by the Board.

**Section 2.** The Board shall consist of nine to fifteen who are elected by members in good standing at the November General meeting.

**Section 3.** No one shall be nominated to elect a board member unless he/she has been an active member in good standing for at least one previous year.

**Section 4.** The Board shall be elected for a term of 2 years, and may be eligible for re-election.

**Section 5.** The Board and its Duties

**a.** Shall be composed of nine or more members but no more than fifteen.

**b.** Shall be elected at the General meeting in November on third Saturday.

**c.** Shall meet monthly or as often as necessary, such as once every three months.

- d.** Shall elect its own officers in January.
- e.** Shall implement all policies of the club as decided by the members at the General meeting. In the absence of direct mandates from General members passed at a regular meeting, may make own decisions but such decisions must be ratified at the next General meeting.
- f.** Shall receive no salary but may be reimbursed for expenses attending meetings, and/or for Board business.
- g.** Shall decide on programs or projects not mandated by the membership at its Board meetings.
- h.** A Board Member who has missed 4 times a year for not showing up at Board or General meetings shall not continue as Board Member.
- i.** An Officer can be released from his/her duties by a majority vote of the Board.

### **ARTICLE 5 - THE OFFICIERS**

**Section 1.** The Board at its first meeting in January after election:

- a.** Shall elect among itself, a President, a Vice-President, a Secretary, a Treasurer and a Membership Coordinator.
- b.** No Board member whom is an officer from another organization shall be nominated, elected or serve as an officer of LACD.

**Section 2.** No one shall be eligible to hold office unless he has been an active member in good standing for at least 1 consecutive years.

**Section 3.** The term of Officers shall begin on January 1<sup>st</sup> and end on December 31<sup>st</sup>.

**Section 4.** Board members must live within 60 miles from the City of Los Angeles.

**Section 5.** No family members, spouses, relatives or Officers from any organizations or clubs shall be LACD Officers at the same time.

### **ARTICLE 6 - DUTIES OF THE BOARD**

**Section 1.** It shall carry out duties listed under **Article 4**.

**Section 2.** The Board shall appoint a successor if an office becomes vacant, but a vacancy on the board of directors itself shall be filled for the next General meeting.

**Section 3.** The Board shall pick an Athletic Director whom:

- a.** Shall chair the Athletic Committee and report Athletic subjects to the Board.

**Section 4.** The Board shall pick an Entertainment Coordinator whom:

- a.** shall be responsible for all social games.
- b.** shall be responsible for the LACD card games event.
- c.** shall chair the Entertainment committee and report all Entertainment subjects to the Board.

**Section 5.** The Board shall pick a Membership Coordinator whom:

- a. Shall be responsible for membership dues.
- b. Shall collect membership(s) till August 1<sup>st</sup> deadline.

**Section 6.** The Board shall approve Presidents choice of at least 3 auditors whom:

- a. Shall audit LACD Treasurer's reports.
- b. Shall audit athletic treasurer's reports.
- c. Shall audit all club event committee treasure's reports.

### **ARTICLE 7 - DUTIES OF THE PRESIDENT**

**Section 1.** The President shall reside at all meetings of the Club and of the Board.

**Section 2.** The President shall appoint all standing committees and special committees and shall serve as ex-officio member of the same. If he/she so desires, he/her may limit his appointments to the chairs of each committee and let the chair select his/her own committee.

**Section 3.** The President shall represent LACD at all times except when a delegate or representative has specifically been chosen for a special function by the membership.

**Section 4.** The President shall edit the Club's Topics.

**Section 5.** The President shall select up to 3 members to set up/clean up LACD monthly social in which selected members shall be compensated 10 dollars each month for duties performed from January to June and September to December. Compensated payments are to be made to selected members in July for duties performed from January to June and payment for September to December shall be made in January the following year.

### **ARTICLE 8 - DUTIES OF THE VICE PRESIDENT**

**Section 1.** The Vice-President shall take the part of the President whenever the President is absent.

**Section 2.** The Vice-President will become the President if the President's absence is permanent, or if the President becomes unable to continue with the duties of his office.

**Section 3.** Should the Vice-President succeed the President, the Board shall elect temporarily another Board member to the vacancy and the vacancy on the Board itself shall be filled by the members at the next regular meeting.

**Section 4.** The Vice-President is chairperson of the Law Committee.

## **ARTICLE 9 - DUTIES OF THE SECRETARY**

**Section 1.** The Secretary shall keep the minutes of the Club and that of the Board meeting in separate bound books.

**Section 2.** The Secretary shall conduct the general correspondence of the Club.

**Section 3.** The Secretary shall be responsible for the corporation seal of LACD.

**Section 4.** The Secretary shall deliver to his/her successor the Minutes and the Seal and all other property of the Club if and when he/she leaves office.

**Section 5.** The Secretary shall implement all programs set up by the membership and by the Board, and keep records of same.

## **ARTICLE 10 - DUTIES OF THE TREASURER**

**Section 1.** The Treasurer shall receive all monies and receipts turned over to him/her from all socials and events with a detailed accounting/report of all such monies for same.

**Section 2.** The Treasurer shall deposit all such monies in a bank account(s) approved by the Board.

**Section 3.** The Treasurer shall pay for all expenses incurred by the Board in using the LACD Reimbursement Policy Form.

**Section 4.** The Treasurer shall have printed reports ready for all members at a General meeting.

**Section 5.** The Treasurer shall have ready and submit to the auditors his books and accounts at least 3 days before a Board meeting.

**Section 6.** The Treasurer shall see that all checks issued are endorsed by any two out of three, or all three-the President, the Treasurer, and the Secretary

**Section 7.** The Treasurer shall, at the end of his term, make full financial report and deliver to his successor all monies, books and all other property in his/her custody that belongs to the Club.

**Section 8.** The Treasurer shall be responsible for:

- a.** Admission
- b.** Monthly social door prizes / bank night / drawings.

## **ARTICLE 11- AUDITORS**

**Section 1.** Any two out of three auditors from the Board shall audit the books and reports of the Club's Treasurer and of all committees and shall report to the Board at its monthly meeting.

## **ARTICLE 12 - STANDING COMMITTEES**

**Section 1.** The Entertainment Committee shall arrange and have full charge of social programs for the Club.

**Section 2.** The Athletic Committee shall arrange all athletic functions.

- a.** Shall have its own Treasurer. His/her books shall be audited by the Board's Auditors.
- b.** It shall appoint managers and coaches of any athletic team and act as a grievance committee for the players.
- c.** All athletic sub-committees shall be under the supervision of the Athletic Committee and report to the Athletic Committee Treasurer.

**Section 3.** The Law Committee

- a.** The Law Committee is responsible for reviewing and making any recommendations from the membership or changes in the Constitution and By-Laws.
- b.** The Law Committee must have received any changes in the Constitution at least 30 days prior to the General meeting so as to review and make recommendations for change. If the Law Committee does not make the recommendations for the proposed change, the members may make a motion to bring up the matter before the members. Requires 2/3 majority vote to over-rule the Law Committee's non-recommendation.

## **ARTICLE 13 - TERMINATION**

**Section 1.** Membership in the Club may be terminated by resignation, provided the resigning member has settled all claims held by the Club against him/her.

**Section 2.** Membership may be terminated by charges against a member for the conduct harmful to the Club. The Board will hear all charges.

**Section 3.** Membership may be terminated if member is delinquent.

**Section 4.** All applications for the membership after a termination must be acted upon by the Board.

## **ARTICLE 14 - APPEALS**

**Section 1.** A member may appeal a decision by the Board by writing to the Secretary to that effect, requesting to be heard by the members at the next General meeting.

## **ARTICLE 15 - RE-ADMISSIONS**

**Section 1.** The re-admission request of a member who has resigned shall be handled in the same manner as a new member.

**Section 2.** A member who has been dropped is subject to payment of all indebtedness to the Club.

**Section 3.** A member who has been expelled may be re-admitted after one year from date of expulsion, provided that two-thirds of the members present shall favor it, and that all indebtedness to the center has been paid.

## **ARTICLE 16 - AMENDMENTS**

**Section 1.** The Law Committee shall make all recommendations for amendments or any other constitutional changes. All proposed amendments must be in the hands of the Law Committee chairperson at least 30 days before the regular meeting. An amendment, if recommended by the Law Committee requires only a simple majority vote to pass.

**Section 2.** A proposed change not recommended by the Law Committee may be re-submitted to the membership at the regular meeting if motion to submit is accepted by 2/3 of the members present. It then must be passed by a two-third majority vote to be accepted.

## **ARTICLE 17 - DISSOLUTION**

The Club shall be dissolved only by the consent of the active members at a meeting called for the purpose and by a 2/3 majority vote of the members present. The property of the corporation upon vote of the membership to dissolve shall, after providing for all debts and obligations, be distributed to a non-profit fund, foundation or corporation which is organized and operated exclusively for the benefit of the hearing-impaired and which has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code and within the framework of California Laws on Incorporation organizations.

## ***LOS ANGELES CLUB OF THE DEAF BY-LAWS***

### **ARTICLE 1 - MEETINGS**

- Section 1.** The presiding officer shall appoint a sergeant-at-arms and a parliamentarian at all meetings.
- Section 2.** The General meetings of the Club shall be held in May and in November on the third Saturday. The Board may postpone the meeting to another date if it is necessary. When this happens, all members must be notified by mail of the change in the meeting dates, at least 15 days notice.
- Section 3.** A quorum shall consist of at least 20 members and all business transacted shall be legal and binding.
- Section 4.** Special meeting may be called by the Board or at the request of at least 20 members in good standing. Members shall be notified by mail at least 15 days prior to such meeting. Stating the purpose of the meeting.

### **ARTICLE 2 - RESTRICTIONS**

- Section 1.** The voting shall be restricted to members only. The President may permit non-member to speak or discuss an issue.
- Section 2.** Only members in good standing for at least one previous year shall be eligible to propose or vote upon any future changes in the constitution and by-laws.

### **ARTICLE 3 - ORDER OF BUSINESS**

- Section 1.** The order of business shall be as follows;
- a.** Call to Order
  - b.** Salute to the Flag
  - c.** Minutes of last regular meeting
  - d.** Financial Report
  - e.** President's Report
  - f.** Vice-President's Report
  - g.** Secretary's Report
  - h.** Treasurer's Report
  - i.** Membership Coordinator's Report
  - j.** Report of Standing Committees
  - k.** Unfinished Business
  - l.** New Business
  - m.** Nominations, Elections, and Installment (November)
  - n.** Announcements
  - o.** Adjournment

## **ARTICLE 4 - DUES**

### **Section 1.** Membership Dues

- a.** Membership dues are payable one year in advance.
- b.** Dues shall be \$15.00 a person each year.
- c.** Senior Citizens, 55 and over and students with I.D. shall pay \$10.00 a year.
- d.** Life Members shall be exempt from dues.
- e.** LACD membership cards will be in good standing from January to December of the same year the card is issued.
- f.** LACD athletics start to register for one-year period at anytime as members.

## **ARTICLE 5 - COMPENSATION**

**Section 1.** Board members shall receive no salary.

**Section 2.** Board members may receive expenses incurred in carrying out their obligations using the LACD Reimbursement Policy Form.

## **ARTICLE 6 - COURTESIES**

**Section 1.** The Board shall have free entry to all affairs of the Club. Committee members directing a Club affair will have free entry to said affair only.

## **ARTICLE 7 - CHARGES, FINES, SUSPENSIONS**

**Section 1.** A member who disturbs the proceedings at any business meeting or social affair may be asked to appear before the Board which shall decide if he/she is to be fined or suspended.

**Section 2.** An Officer against whom charges have been filled and who has been found guilty by the Board shall be suspended from office immediately pending **FINAL DECISION** by the members at the General or special meeting.

**Section 3.** Officers or Members under suspension shall be deprived of all privileges, but shall continue to pay dues.

**Section 4.** Petition for the recall of any member of the Board must be signed by 25 or more members in good standing and action subsequently taken on the petition by the members at a General or special meeting must be approved on a two-third majority vote of the members present.

## **ARTICLE 8 - DAMAGES**

**Section 1.** The Club shall not be responsible for damages or disappearance of any articles belonging to anyone in the Club's rooms or at functions held elsewhere under its auspices.

## **ARTICLE 9 - MINORS**

**Section 1.** No one under 21 shall be permitted to purchase alcoholic drinks.

## **ARTICLE 10 - RESTRICTIONS**

**Section 1.** The addresses of members shall be held in strict confidence

**Section 2.** Donations shall be made to organizations but no more than five thousand dollars (\$5,000.00) per year.

**Section 3.** Donations shall be made to individual not more than five hundred dollars (\$500.00) once in his/her lifetime.

## **ARTICLE 11 - PASSES**

**Section 1.** First time visitors may be admitted free with a pass signed by the President. VIPs may be admitted as a guest of the President.

## **ARTICLE 12 - AMENDMENTS**

**Section 1.** The By-Laws shall be amended in the same manner as is required by the Constitution.

**Section 2.** The By-Laws may be suspended by a vote of  $\frac{3}{4}$  of the members present.

## **ARTICLE 13 - CORPORATE SEAL**

**Section 1.** The center shall have an official corporate seal, which shall be affixed to such corporate instruments as may be required by law.

## **ARTICLE 14 - PROCEDURE**

**Section 1.** Robert's Rules of Order shall govern the meeting procedure in all cases in which they are not inconsistent with the Club's Constitution and By-Laws.

Law Committee: Mary Ruth Summers (Chairman)  
Roy Lopaty (Ex Officio)  
Bob Bergan  
Kathy Seymour  
Elaine Aikins

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