

Olathe Club of the Deaf, Inc.

BY-LAWS

Revised February 2025

BY-LAWS OF THE OLATHE CLUB OF THE DEAF, INC.

ARTICLE I – Duties of Officers

Section 1 The President shall perform the following duties:

- A) Preside at all meetings of the Organization and of the Board of Directors.
- B) Call special meetings if needed.
- C) Appoint members of committees as so set up.
- D) Sign all warrants on the treasury of the Organization.
- E) Safeguard the welfare and stability of the Organization.
- F) Select a Parliamentarian and/or sergeant-at-arms if deemed necessary at each meeting.
- G) Will have the final approval of the newsletter before sent out.
- H) Has final approval of the last-minute events within 2 weeks to the date of event with board's approval.

Section 2 The Vice President shall perform the following duties:

- A) Assume responsibilities and duties of the President's absence.
- B) See to it that responsible people keep the premises reasonably clean.
- C) Authorize service for the premises not to exceed \$500.00 each occurrence.
- D) Be responsible for all keys issued out for the needs of officers and committee members.
- E) See that the Law Committee is formed every six (6) months upon their election and have it in function before commencing their duties. The Law Committee shall review the meeting minutes of the past year to update the codes of the Constitution and the By-Law into formal format. If no such amendments were made during the past year, the action to update the format would not be necessary. If such action is duly conducted, it shall be submitted after the sixth months' meeting for approval of such action. Until October, the Law Committee shall review all motions referred by the members and make such recommendations at the next meeting, including proposing such related amendments or considering such referral to be without merit.

Section 3 The Secretary shall perform the following duties:

- A) Keep a record of the proceedings of all meetings in detail.
- B) Make sure all of the records are placed in the OCD's Google Drive folder and hard copy.
- C) Issue notices of meeting and agenda as decreed by the President.
- D) Conduct all correspondence on behalf of the Organization.
- E) Keep the motions, which are referred to the law committee and shall be put into file.

Section 4 The Treasurer shall perform the following duties:

- A) Collect all fees and dues.
- B) Render a monthly account of all receipts and expenditures.
- C) Subject all monthly reports to the trustees for audit.
- D) Exercise a permanent authority to pay monthly utility bills and other bills when they are due:
- E) Shall ensure that any money collected or in possession be deposited at a Bank once a week.
- F) Shall pay sales taxes quarterly to the Kansas Department of Revenue.
- G) Shall file any reports as required by Internal Revenue Service or any applicable status and regulations by May 15 annually.
- H) Shall file any information report and pay fees as required by Kansas Secretary of State in June (even year) bi-annually for Inc, (Incorporated).

Section 5 The Social Event Director shall have the following duties:

- A) Shall be responsible for all events and rental schedules for the use of the Organization's Hall.
- B) Be responsible for scheduling OCD Officers to the duty of opening and closing the hall for any events.
- C) Responsible for assisting and monitoring membership dues.

Section 6 The Board Member-at-Large shall assist all officers with their duties as deemed necessary.

ARTICLE II – Reimbursements

Upon presentation of cash receipts, all officers and committee members shall be reimbursed for out-of-pocket expenses with proof of transactions such as receipts encored in the performance of their duties. Any committee member (other than people on contract for such service) shall pay for any admission to any event, including the committee's assigned event. The committee member may request for reimbursement after completing duties.

ARTICLE III – Duties of Trustees

The Duties of Trustees shall consist of three (3) members for the explicit purpose of auditing the Treasurer's monthly reports. All three Trustees shall be appointed by the board at the first board meeting after the election. In the event of when one position is vacated, the board shall appoint the replacement to serve to the end of the original term. The board may decide not to appoint a trustee by allowing the assembly to elect the trustee. A trustee cannot be one of elected officers.

ARTICLE IV – Vacancies Declared

In the event that an officer or trustee fails to attend any meetings without notifying the President three (3) times in succession, the office shall be declared vacant and may be immediately filled.

ARTICLE V – Meeting and Quorum

Section 1 OCD's meetings are mandatory three times a year including November - Election's Day.

Section 2 The Robert's Rules of Order (of the latest edition) shall be the parliamentary authority for any meeting of the Organization.

Section 3 Fifteen (15) active members shall constitute a quorum for the transaction of business at any meeting.

Section 4 The meeting cannot be called to order if either President or Vice President is absent unless the President has delegated the special authority to such office in writing.

Under the special circumstance that both the President or Vice President are (or are expected to be) incapacitated for a length of at least two months, the members may elect a temporary presiding officer and that meeting shall be considered to be in proper order with the full authority, including electing a new President if necessary.

Section 5 The Board of Directors shall have a Board meeting upon call by the President.

A) Maintain OCD's operation in good standing

B) Discuss any issues that need to be resolved immediately

ARTICLE VI – Nomination and Election of Officers

Section 1 The President shall select a chairperson for the nomination committee in October. The nomination committee shall consist of two (2) tellers who are not candidates.

Section 2 The election of the board members shall be held every three years from the year of 2024, and the newly elected officers shall commence their duties in January after the election.

Section 3 The elected officers shall be made from the floor with the oath being administered after the meeting.

Oath: I, (name), solemnly swear that I will perform the duty as (officer) to the best of my ability, and uphold the Constitution and By-Laws of the Olathe Club of the Deaf, Inc.

Section 4 Nominees for each office receiving a majority of votes of the quorum present shall be declared elected.

I, (name of current secretary), as Secretary of Olathe Club of the Deaf cast the ballot that (name) is our new (officer) for the (following year).

Section 5 Should no nominee receive a majority vote, two nominees receiving the most votes shall be elected in a run-off ballot.

Section 6 Voting shall be by secret ballot. Should it appear that there are more ballots than voters, the ballots shall be annulled and a new one taken.

Section 7 If any candidate wishes to run for office, the candidate shall be required to be present at the time of voting. In the event of an emergency where a candidate is unable to be present, a video submission from the nominated candidate for office will be accepted.

Section 8

- A) No spouses may serve as President and Treasurer at the same term.
- B) One active CODA (Child of Deaf Adult) can be an Officer except for the position of President.

Section 9 The current social events director shall notify all affiliated organizations and renters of the new officers within ten (10) days of the election.

ARTICLE VII – Order of Business

The customary order of business shall be as follows:

1. Call to order
2. Reading of the minutes
3. Correspondence
4. Treasurer's report followed by Trustee's report
5. Report of other officers
6. Reports of Committees
7. Unfinished business
8. New business
9. Election of new officers, et al (November only)
10. Announcements
11. Oath of officers (if needed)

ARTICLE VIII – Finance

Section 1 Any expenses under \$500 are to be paid by the Treasurer with President's approval. Any expenses over \$500 are to be approved by the members at a meeting before being paid by the Treasurer.

Section 2 No financial loans from Olathe Club of the Deaf shall be permitted to any members or non-members for any reason(s).

Section 3 A member who owes more than one hundred dollars (\$100.00 or more) are automatically suspended until the debt is paid in full. OCD Officers can use disciplinary action against the member as stated in Article IX, Section 4.

ARTICLE IX – Miscellaneous

Section 1 DUAL OFFICE PROHIBITION – No office may be elected to hold two offices at the same time and cannot hold office at other deaf clubs.

Section 2 BOND REQUIREMENT – President and Treasurer shall be bonded in order to handle any financial transaction.

Section 3 NO MINORS – No minors (under age of 18 years) shall be allowed to enter OCD Hall during any events without any parent(s) or legal guardian(s) at any time, including those members who are minors.

Section 4 DISCIPLINARY ACTIONS – In any event, a member may be disciplined for any action occurred within the Organization or by any action that harms the reputation of the Organization. The Robert's Rules of Order, of the latest edition, shall govern the disciplinary proceedings, but the Board of Directors shall determine the guilt of a member in lieu of the assembly. The assembly only may act upon appeal by said disciplined member. However, any final disciplinary action to be imposed upon a member is subjected to assembly's majority approval. It also applies to any non-member in denying the future application for membership of the Organization. The members on suspension shall continue to pay their dues in order to have suspension time served, or one will have to serve the full suspension period upon their return to membership after its expiration.

ARTICLE X – Revision of the By-Laws

Section 1 Amendments to the By-Laws of the Olathe Club of the Deaf, Inc. may be changed, revised, or added as long as proposed inclusions and exclusions are submitted in writing at a regular meeting for deliberation at the next regular meeting.

Section 2 The passage of any proposed change in the By-Laws shall be contingent of a 2/3 vote of all members present at the meeting.

Section 3 As such proposed review, inclusions or exclusions may be referred to either the Law Committee or the Board of Directors for its recommendation. Either the Law Committee or Board, as referred specifically by the members, may propose such related amendments or rejections by the next meeting. If the referred party seeks for action in a timely manner that it is to be included in the newsletter (distributed by mail) at least two weeks in advance prior to the next meeting, so that such proposed amendment, if related, may be voted upon at the next meeting.