

Olathe Club of the Deaf, Inc.
Constitutions, By-Laws, and Guidelines

Revised October 2016

CONSTITUTION OF THE OLATHE CLUB OF THE DEAF, INC.

ARTICLE I – Name

The name of this organization – of, for and by the deaf, exclusively, shall be THE OLATHE CLUB OF THE DEAF, INC. a non-profit organization with IRS 501(c)3 status.

ARTICLE II – Object

The object of the Organization shall be:

- A) To promote and maintain good fellowship among the membership.
- B) To serve the deaf community with special emphasis on the needs of the aged and the young.
- C) To stage social, civic and cultural activities for the good of the deaf community.
- D) To foster athletic teams so fielded for competition in the city leagues and in the tournaments sponsored by any regional or national association of the deaf.

ARTICLE III – Membership

Membership shall be open to deaf persons and to hearing spouses of deaf members – regardless of race, creed, or nationality. Any graduating senior from high school in Kansas is automatically a member from the date of his/her graduation to the end of the year. Hearing persons may be admitted into the organization as associate members, and they will have all the privileges of the membership.

ARTICLE IV – Dues

The OCD members may set a fixed amount for the organization membership (or any applicable) dues to be levied on active and associate members from time to time to keep the financial status solvent for the Olathe Club of the Deaf, Inc. New officers shall pay their membership by the 2nd Saturday of January.

ARTICLE V – Officers

The officers of the Organization shall be President, Vice President, Secretary, Treasurer, Social Events Director, and two (2) Board Member-at-Large. The elected officers shall be a bona fide member of the Organization for at least one-year immediately prior to the election.

ARTICLE VI – Board of Directors

The Board of Directors shall consist of seven (7) voting members of which six (6) are duly elected officers of the Organization and one (1) at-large board member elected by the members of Organization. The Organization's immediate Past President shall be an ex-officio and non-voting member serving on the Board as its advisor.

ARTICLE VII – Dissolution

Members may decide to dissolve the organization by a 3/4 vote of all members present at a meeting. Upon the dissolution of the Olathe Club of the Deaf, (if this ever be), the Board of Directors shall, after paying off debts of the said Organization, dispose of all the assets of the Organization in the favor of the Deaf Cultural Center. No assets in the process of this dissolution shall accrue to the benefits of the Officers and memberships.

ARTICLE VIII – Revision of the Constitution

Section 1 Amendments to the Constitution 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 the regular meeting for distribution at the next meeting. The secretary shall distribute the notice of such proposed amendment to members within five (5) days of its introduction.

Section 2 The passage of any such proposed changes shall be contingent on 3/4 vote of all members present at the meeting.

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 in his absence.
- B) See to it that responsible people keep the premises reasonably clean.
- C) Authorize service for the premises not to exceed \$500.00.
- 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 his or her election and have it in function before commencing his or her 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 journal book; the journal shall be given to the newly elected secretary in January.
- 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.
- F) Shall be responsible for the Post Office key.

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 Board of Trustees for audit.
- D) Exercise a permanent authority to pay monthly utility bills and other bills of this character when they fall due.
- E) Pay all other bills only on approval of the members.
- F) Shall ensure that any money collected or in possession be deposited at a Bank once a week.

- G) Shall pay sale taxes quarterly to Kansas Department of Revenue.
- H) Shall file any reports as required by Internal Revenue Service or any applicable status and regulations by May 15 annually.
- I) Shall file any annual report and pay fees as required by Kansas Secretary of State by September annually.

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.

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. If the committee member has successfully completed duties, he/she may request for such reimbursement.

ARTICLE III – Board of Trustees

The Board of Trustees shall consist of three (3) members for the explicit purpose of auditing the Treasurer's monthly reports. Each Trustee shall serve up to three years in a rotation whereby only one trustee is appointed at the annual election. The newly appointed trustee is a "baby" member on the roster. The proceeding "baby" trustee shall move up on the roster to become a "junior" member, after the proceeding "junior" member is moved up to become "senior" member. The "senior" trustee shall terminate his or her duties at the annual election. The President may decide not to appoint a trustee by allowing the assembly to elect the trustee. A trustee cannot be one of elected officer.

ARTICLE IV – Vacancies Declared

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

ARTICLE V – Meeting and Quorum

Section 1 Second Saturday of every month is reserved for OCD's regular meeting, unless Homecoming, Holiday Eve or other assigned events fall on that day, then it can be moved to another day with members' approval. There shall be no regular meeting in June, July, September and December.

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 constitution 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 Board meeting monthly

- A) Maintain OCD's operation in good standing
- B) Discuss any issues that need to be resolve 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) whom are not candidate.

Section 2 The Annual election shall be held at the November meeting each year, and the newly elected officers shall commence their duties at the January meeting.

Section 3 Nominations for 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. So help me God.

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, two nominees receiving the most votes shall be elected in a run-off ballot.

Section 6 Voting shall be by secret ballot. Should it be 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, he or she shall be required to be present at the time of voting. If in case of an emergency, a letter of desire for an office will be accepted and voted upon by the members at large.

Section 8

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

Section 9 The current secretary 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 Attendance of fifteen (15) members or more shall be required at any meeting authorizing expenditure of \$300.00 or more unless approved in an annual budget approved by members.

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 members 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 5.

ARTICLE IX – Miscellaneous

Section 1 ROLL CALL PROCEDURE – Any tardy officers, if without any acceptable notification in advance, shall be counted as absent. The tardy officer's monthly report cannot be submitted after missing his/her turn, but his/her voting privilege shall not be taken away. However, the tardy officer may request for his/her excuse to be approved by the assembly at the time of his/her arrival at the meeting. If the excuse is approved, the office may proceed to give his/her monthly report. The President may grant an excused absence for anyone who is absent due to an event or activity occurred at the same time while representing the Olathe Club of the Deaf, Inc. These unexcused by tardies shall be counted against the officer's record.

Section 2 DUAL OFFICE PROHIBITION – No office may be elected to hold two offices at the same time and cannot hold office at another deaf clubs.(Example: being an officer in GKCAD and OCD in same term year.)

Section 3 BOND REQUIRMENT – President and Treasurer shall be bonded in order to handle any financial transaction.

Section 4 NO MINORS – No minors (under age of 18 years) shall be allowed to enter OCD Hall without any parent(s) or legal guardian(s) at any time, including those members who are minors.

Section 5 DISCIPLINARY ACTIONS – In any event, a member may be disciplined for his/her action occurred within the Organization or by any action that may harm 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 his/her future application for membership of the Organization. The members on suspension shall continue to pay his/her dues in order to have suspension time served, or one will have to serve the full suspension period upon his/her 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 include 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.

GUIDELINES OF THE OLATHE CLUB OF THE DEAF, INC.

FISCAL:

- A) The fiscal year of OCD shall be January 1st to December 31st.
- B) Bank Accounts – The OCD Treasurer shall maintain bank accounts on behalf of the OCD in the following manner:
 - a. Checking: All income shall be deposited into the OCD checking account.
 - b. Saving: All income shall be deposited into the OCD saving account instructed by OCD Board and the OCD Treasurer shall not withdraw any funds from such saving account without at least a two-third (2/3) vote of approval of OCD Board.
- C) Budget –
 - a. Income and Receipts – OCD shall derive income from:
 - i. Annual Member Dues from OCD members (based on month of when paid dues)
 - 1. Twenty dollars (\$20.00) for one year
 - 2. Fifteen dollars (\$15.00) for Senior Citizen (55+) for one year
 - 3. Ten dollars (\$10.00) for Athletes for one year (considers as non-member for OCD's events)
 - ii. Admission from attendances to OCD's events
 - 1. Social night
 - a. Member – one dollar (\$1.00)
 - b. Non-Member – two dollars (\$2.00)
 - 2. Events host by OCD
 - a. (Prices decide by OCD Board with discount pricing for members)
 - iii. Rental Fees (Fees listed under 'HALL RENTAL CONTRACT')
 - iv. Contributions or Donations from entities or individuals
 - b. Expenses – The OCD Treasurer shall follow what expenses to pay listed under Treasurer's duties (ARTICLE I – Duties of Officers; Section 4).

AFFILIATED CLUBS:

- A) Must be a bona fide member of OCD
- B) Shall not be required to pay hall rental dues for that year
- C) Shall host at least (2) scheduled events each year
- D) Failure to host a scheduled event shall result in a fine of \$75.00 levied against affiliated club(s) payable to OCD
- E) All profit from the canteen goes to OCD treasury
- F) Affiliated clubs may sell food during the scheduled events a part of their fundraising
- G) The hosting club shall be required to clean up after the scheduled event. The hosting club shall be responsible for any damages to OCD's property
- H) Required to submit a monthly financial report to the OCD Treasurer at least 7 days before the next members' meeting.

ATHLETICS:

- A) In order to participate in any sports under OCD, each player must be a member of OCD before registering on the MAAD team registration form by paying fee (s).
- B) The net profit from any event shall go the sports team funds.
- C) In order for a sport team to withdraw money from their funds, the OCD Board must approve it.
- D) Each sports team shall be responsible for the following expenses: such as combo tickets, transportation, lodging, equipment, sanctions for MAAD and National Sport Organization (NSO), entry fees for invitational tournaments, etc. Each sports team may request to borrow more money to help pay for expenses, but the members must vote approval during the regular meeting

- E) OCD shall be responsible for paying the team entry fee for MAAD tournaments.
- F) OCD Sport teams can include the flyers in the OCD Newsletter at no charge to promote their fundraising events.
- G) To withdraw the funds from the Sports Fund, they shall ask the OCD Board to make a motion at the Board meeting.
- H) Officers shall not play sport for outside team other than OCD as long OCD has a team.

HALL RENTAL CONTRACT:

- A) The Social Events Director is the contact person for the following:
 - 1) Hall rental and be responsible for it
 - 2) Social event scheduling
- B) The rental fees for using OCD from Sunday through Friday from 8:00 am to 5:00 pm and from 5:00 pm to midnight, and Saturday from 8:00 am to 5:00 pm are as follows:
 - 1) \$75.00 for using the Hall (Member - \$65.00)
 - 2) \$95.00 for using the Hall and Kitchen (Member - \$85.00)
 - 3) A deposit of \$100.00 is required (separate check)

NOTE: Hen's Club and Senior Citizens are waived from the increased costs. The rental fees are \$45 for using the Hall and Kitchen.
- C) The rental fees for using OCD Hall on Saturday (5:00 pm to midnight), with members' approval, are as follows:
 - 1) \$150.00 for using Hall and Kitchen (Member - \$140.00)
 - 2) A deposit of \$100.00 is required (separate check)
- D) The rental fees for using OCD Hall by hourly is \$20.00 (Member - \$15.00) per hour up to 3 hours for meetings only (A deposit of \$50.00 is required)
- E) Renter's rules as follows:
 - 1) Responsible in keeping the Hall and Kitchen (if rented) clean
 - 2) Responsible in cleaning up the Hall and Kitchen (if rented) after the event
 - 3) Failure to clean up the event and/or damage to OCD property will result in losing the deposit of \$100.00
 - 4) Responsible to pay for the damages that exceed \$100

HOUSE RULES:

- A) No sitting on tables or the back of the chairs are allowed
- B) Children - Parents or Guardians must accompany children
- C) OCD is not responsible for accidents involving children
- D) OCD Hall will close at or before 2:00 am
- E) NO drinks are to be brought into or taken from the Hall
- F) No smoking is permitted in the OCD Hall
- G) No washing of dishes is permitted in both bathroom sinks
- H) The checkbook shall be kept in the OCD office at all times. If needed, it shall be returned back to office after use
- I) No money may be brought home by any members
- J) At least one officer will be present during social nights.
 - 1) If less than 10 people are present, OCD will close at 10:00 pm because of liability, utilities, and emergency.
 - 2) Make the final decision based on potential inappropriate behavior

CANTEEN:

- A) The operation of the Olathe Club of the Deaf's Canteen is to be in the hands of the Canteen Manager, who is appointed by the President, and he/she is responsible to the President
- B) The Canteen Manager cannot be one of the officers on board.
- C) The Manager may appoint assistants to help out in the canteen with a recommended minimum of two (2) to maximum of five (5) people
- D) All assistants must be familiar with the operation of the cash register, and they alone are to operate the cash register at all times
- E) The Manager is responsible for the purchases/orders of the food and drinks to be sold in the canteen
- F) Sales receipts must accompany all purchases of food and drinks from suppliers. This must be checked by a member of the club, preferably one of the officers, and signed to show that the purchases have been brought into the canteen
- G) The Manager shall determine the selling price of all items sold in the canteen. These prices shall reflect a reasonable profit to the club
- H) All money shall be removed from the cash register each night the canteen is open for business. Fifty dollars (\$50.00) in change to be "hidden" and the extra money is to be kept together until audit time each weekend. The cash register drawer is to be left open to prevent damage in case of any burglars entering the Hall
- I) During OCD's regular meeting, a monthly "profit or loss" statement must be prepared. It is to show all purchases and all sales. Purchases are to be verified by receipts and sales by cash register or by count registered mechanically.
- J) The Manager is solely responsible for the accuracy of the monthly profit and/or loss statement. It is acceptable to expect a small discrepancy in figures but a large loss will call for an explanation from the manager.
- K) Up to three (3) members to work in canteen and cannot be spouses, be related, or in any relationship.
- L) Canteen committee and volunteers should not pay admission for the night they work. When canteen worker is released from his/her duty, this person either can leave the premise or pay the admission to stay.

SOCIAL EVENTS:

- A) Must contact the Social Events Director for making the social event reservation
- B) If for some reason, the social event needs to be canceled, the Social Events Director must be notified at least one week advance
- C) Failure to notify the Social Events Director at least one week in advance will result in fine of \$75.00
- D) The New Year's Eve Party, Halloween Party, Christmas Party, and Homecoming Party will be reserved for OCD only.
- E) An event committee shall decide the admission fee with approval from OCD board members
- F) The admission fee shall be extended until the social event is over
- G) Any fundraising dinner before Olingo must be approved by members in previous month's regular meeting.
- H) Olingo games on 2nd weekend of every month.

HOUSEKEEPING:

- A) President shall appoint a Housekeeping Manager
- B) Housekeeping Manager shall appoint up to 2 assistants with President's approval
- C) Housekeeping Manager and assistant(s) must be bona fide member of OCD
- D) Duties included:
 - 1) clean floors when needed
 - 2) empty all trash bins weekly
 - 3) clean bathrooms weekly
 - 4) shall inform President if building needs repairs, President shall ask Board's approval
 - 5) mow lawns when needed
 - 6) keep all sidewalks clear of any debris(snow, ice, leaves and etc.)
 - 7) maintain proper temperatures for thermometer

NEWSLETTER:

- A) A person or organization may insert a full-page advertisement in newsletter for five dollars (\$5.00) per month unless Board of Directors approve on different fees.
- B) Deadline to submit advertisement is on 3rd Friday of the month.

OCD TOURNAMENT FUND:

Purpose: Tournament Fund is used for MAAD's sports tournament which shall be hosted by OCD.

Section 1: Duties of Chairperson and Treasurer:

- A) Shall complete their duties six months after the tournament hosted by OCD.
- B) The banking account, authorized by the chairperson and treasurer shall be transferred to OCD treasurer.

Section 2: The Tournament Fund may be loaned to OCD in case of emergency.

- A) OCD may borrow up to \$1,000.00
- B) The board members must state specific reason to loan money from the Tournament Fund.
- C) The board members must obtain approval from the members during the regular meeting.
- D) After borrowing money from the Tournament Fund, OCD shall pay back the money owed within six months.

FINE FOR LOST KEYS:

- A) Front/back door: \$75 each
- B) Storage door: \$25
- C) Office door: \$50
- D) Refrigerator: \$25
- E) Canteen cabinets: \$25
- F) White cabinets in storage: \$25
- G) Thermostat: \$25
- H) Safe box in office: \$75
- I) Poker cabinet: \$25