AUSTIN ASSOCIATION OF THE DEAF, INCORPORATED POLICY

SECTION I – MEMBERSHIP DUES

1. **All** members shall pay membership dues upon joining the organization.

2. **All** members shall present their membership cards for entry to the clubhouse or any Association events.

   a. Members without a card shall pay temporary dues.

3. **Visitors entering the clubhouse shall pay temporary dues for a three-day pass**

4. **Membership payments made at General Meetings will be processed the next business day.**

5. **Membership privileges and dues are as follows:**

a. Regular Members: $125 annually OR $15 per month

i. Individuals aged 18 and older who are Deaf or Hard of Hearing.

ii. Includes voting privileges, free email newsletter, and unlimited WiFi access.

iii. Monthly membership includes the same benefits as annual membership while active and in good standing.

b. Associate Members: $125 annually OR $15 per month

i. Individuals aged 18 to 59 who are not Deaf.

ii. Includes voting privileges, free email newsletter, and unlimited WiFi access.

iii. Non-Deaf individuals must be referred or invited by a current Deaf member.

iv. Non-Deaf members cannot exceed 15% of the Deaf member base.

v. Approval by members at the General Meeting is required.

vi. Non-Deaf individuals are ineligible for office.

vii. Monthly membership includes the same benefits as annual membership while active and in good standing.

c. Temporary Members: $10 (COVER CHARGE)

i. Individuals aged 18 and up, Deaf, Hard of Hearing, or non-Deaf.

ii. Three-day membership with no voice or voting privileges per TABC regulations.

d. LIFETIME MEMBERSHIP (PAID)

i. Includes voting privileges, free email newsletter, and unlimited WiFi access.

e. LIFETIME MEMBERSHIP (DUES EXEMPTION)

i. Same benefits as a paid lifetime membership, except no voting privileges.

ii. Check Guidelines (Section XII) for “Lifetime Membership.”

f. Monthly Membership Policy ($15/month)

i. Membership renews automatically every month.

ii. Members must maintain an active subscription to retain benefits.

iii. Lapsed payments will result in immediate suspension of membership privileges until payment is restored.

iv. Monthly membership does not prorate toward annual membership.

v. The Executive Board reserves the right to modify or limit promotional membership offers.

SECTION II – DUTIES AND POWERS OF EXECUTIVE BOARD OFFICERS

1. **The Executive Board shall consist of:** President, Vice-President, Secretary, Treasurer, and five (5) Members-At-Large.
2. **PRESIDENT:**
   a. Shall be Association’s chief spokesperson.
   b. Shall facilitate the General, Special, and Executive Board Meetings.
   c. Shall appoint a parliamentarian prior to the General Meeting.
   d. Shall cast the deciding vote in case of a tie for all matters except the election.
   e. Shall oversee the operation of the officers and committees.
   f. Shall prepare an agenda for the General Meeting.
   g. Shall be an ex officio member of the Standing and Ad-Hoc committees.
   h. Shall appoint chairperson(s) for any Association event.
   i. Shall have access to the Association’s bank accounts.
3. **VICE PRESIDENT:**
   a. Shall serve at any time the President is unable to serve, or when the office of the President becomes vacant.

b. Shall be the chairperson of the By-Laws & Policy committee.
c. Shall read the written motions for accuracy prior to New Business.
d. Shall use current technology to photocopy motions.
e. Shall keep the copies of By-Laws & Policy.
f. Shall update By-Laws & Policy after each General Meeting.
g. Shall give the updated By-Laws & Policy to the Secretary for record keeping.
h. Shall assist in developing or updating AAD's guidelines.

4. **SECRETARY:**
   a. Shall record the proceedings of all meetings with the current By Laws & Policy and Robert's Rules of Order on hand at all times.
   b. Shall keep the records of:
      1. Executive Board Meeting Minutes
      2. General/Special Meeting Minutes
   c. Shall send out minutes and reminders one (1) week before the General Meeting.
   d. Shall post the Minutes of recent Executive Board and General/Special Meetings at every General Meeting.
   e. Shall keep original minutes and corrected minutes together.
   f. Shall be responsible for all necessary correspondence.
   g. Shall be chairperson of the membership committee.
   h. Shall appoint and supervise Membership Coordinator whose duties are:
      1. Maintaining and updating the membership records monthly.
      2. Sending the new and renewed membership cards within 30 days after the dues are paid.
   i. Shall post the declaration for the opening of offices and qualifications for each elective position on the bulletin board and Association's website one month before the next general meeting.

5. **TREASURER:**
   a. Shall be responsible for all financial transactions of the Association.
   b. Shall keep all financial records in the file.
   c. Shall submit audited monthly detailed reports of all financial transactions of Association to the Executive Board meetings.
   d. Shall report monthly summary of expenses/income reports at the General Meetings.
   e. Shall work with the Assistant Treasurer.
      1. Assistant Treasurer shall have no access to AAD's bank accounts unless authorized in writing or email by President or Treasurer
      2. Assistant Treasurer shall succeed to the office of the treasurer if it becomes vacant on a temporary basis.
   f. Shall work with the event chairperson, involving the event's record of spending/earning.
   g. Shall have access to Association's bank accounts.

6. **MEMBERS-AT-LARGE:**
   a. Shall attend Executive Board meetings with voice and voting privileges.

b. Shall handle all grievances made by members.
c. Shall be responsible for Association's inventory.
d. If an Active Member does not show any interest in taking one of those duties below, then any MAL may volunteer to be:

- Head Bartender
- Grievance Coordinator
- Social Coordinator
- Assistant to Treasurer
- Inventory Coordinator
- Master Calendar Coordinator
- Assistant to Secretary
- Director of Public Relations

SECTION III – ELECTED OFFICERS

1. All **elected officers** shall be known as the Executive Board.

2. **Officers** shall abide by the Association's By-Laws, Policy, and TABC regulations.

3. **Officers** shall be allowed to vote through the official Association email.

4. **Officers** shall not accept personal monetary gifts from Association events, and nepotism shall not be permitted in any Association business, compensation, or decision-making process.

5. **Officers** shall check their official email daily.

SECTION IV – STAFF

1. Club Manager

a. Shall **report** to Executive Board meetings and may speak without a **vote.**

b. Shall **maintain** clubhouse premises.

c. Shall **appoint** an assistant.

d. Salary shall be $300 per month.

e. Shall **supervise** Rental Coordinator, Social Coordinator, Head Bartender, Custodian, and Groundskeeper.

f. Shall **collect** dues and monies with a written report and two signatures.

g. Shall **hold** petty cash.

h. Lost key fee:

i. Master – $25

ii. Small – $10

2. Assistant Club Manager

a. Salary shall be **$50** per month.

b. Reports to **Club Manager.**

3. Rental Coordinator

a. Reports to **Club Manager.**

b. Receives **$100 per** rental event.

c. Refundable cleaning deposit $50.

4. Scheduler

a. Maintains master calendar.

5. Social Coordinator

a. Reports to President and Club Manager.

b. Seed money $300 with board approval.

6. Head Bartender

a. Responsible for bar inventory and TABC compliance.

B. Responsible for scheduling bartenders

7. Custodian

a. Responsible for cleaning and maintenance.

8. Groundskeeper

a. Maintains landscaping.

9. Financial Auditor

a. Shall conduct annual review of financial records.

b. Shall report findings to the Executive Board and membership.

c. Shall remain independent of Treasurer operations.

10. Social Media Coordinator

a. Shall coordinate social media postings.

b. Reports to the Executive Board.

12. Role Integrity Policy for Interpreters

a. All **individuals** performing interpreting at Association events must adhere to the Code of Professional Conduct established by the Registry of Interpreters for the Deaf and the National Association of the Deaf.

b. The **Code of Professional Conduct** applies to certified interpreters, uncertified interpreters, volunteer interpreters, spouses, friends, and any individual functioning in an interpreting role.

c. **Individuals** interpreting at any Association event must select one role **per** event, either interpreter or participant, and shall remain in that role for the **entire duration** of the event.

d. Switching **between** interpreter and participant roles during an event is prohibited.

e. **Interpreters** shall avoid dual roles or conflicts of interest and must maintain professional boundaries in accordance with ethical standards.

f. **Volunteer or uncertified interpreters** must complete an orientation or demonstrate knowledge of the **Code of Professional Conduct** before interpreting at Association events.

g. Interpreters shall **refrain** from participating in debates, voting, or social side conversations while actively interpreting.

h. **Cultural humility and equity within Deaf spaces must be maintained at all times.**

SECTION V – DISCIPLINARY PROCEDURES

1. Removal of elected officers requires a two-thirds vote of members present at a General Meeting by secret ballot.

2. Members may be suspended for violation of By-Laws or Policy by a two-thirds vote of members present at a General Meeting.

3. All officers and members shall have the right to due process.

SECTION VI – FINANCIAL ASSESSMENT AND EXPENSES

1. For any budget or request for money over **eight hundred dollars ($800.00)** for processes not classified as critical business, the request must be:
   a. Formally written and submitted for approval through a vote at a General Meeting.

b. If the monetary request pertains to critical business and is less than $800, it bypasses rule 1. In such instances, the approval of the board, confirmed through a majority vote, is sufficient

2. No officers, members, or chairpersons shall take any personal monetary and/or gifts from events and/or bar earnings.

3. Treasurer shall be the Association's authorized signer for the checking account.

a. The President shall be the authorized signer for checking accounts in the absence of the Treasurer.

b. Any amount over six thousand dollars ($6,000.00) in the checking account shall be transferred to the savings account.

4. The President and Treasurer shall be the authorized signers of our savings account, and any other similar accounts.

5. If any person writes an insufficient funds check, the Treasurer and/or Membership Coordinator shall collect the amount of the check plus any bank-imposed fee.

a. Any person not paying the Non-Sufficient Fund (NSF) amount and bank-charged fee shall be suspended from the Association until it is paid.

6. No one shall sell tickets, boosters, or raffles using the Association's name without the EB's approval.

7. Individuals who identify as Black, Indigenous, and People of Color and lead the Racial Equity Training (RET) sessions will be compensated with $100 once a month.

8. Every month, $248 from our account is allocated as follows:

a. $62 will be allocated to the Backyard.

b. $62 will be allocated to the Clubhouse Roof.

c. $62 will be allocated to the Parking Lot.

d. $62 will be allocated to the Emergency Fund.

e. $62 will be allocated to Miscellaneous funds

9. Hire a bookkeeper to maintain and organize the organization's financial records, and work closely with the Treasurer, at the bookkeeper's compensation rates authorized by the executive board.

10. Annual Budget Requirement

The Executive Board shall present a proposed budget for the remaining fiscal year, starting July 1st, to the general members, no later than June General Meeting for review and approval.

In the event, the Executive Board fails to present and obtain approval of said budget by the June General Meeting, all non-essential expenditures shall be suspended until such approval is granted.

This suspension shall include, but not be limited to:

- **Operating expenses**
- **Utilities**
- **Permits**
- **Licenses**
- **Non-emergency disbursements**

SECTION VII – GENERAL MEETING

1. General Meeting shall begin at **1:00 PM** monthly.
2. Robert's Rules of Order shall govern meetings.
3. Meetings shall be held on the second Saturday of each month.

SECTION VIII – QUORUM

1. The presence of **10% of the membership base** or **twenty-four (24) members**, whichever is lower, but no less than **twelve (12) members**, shall constitute a quorum for General Meeting.
2. If the quorum is not met within thirty (30) minutes, then the General Meeting is canceled until the next month. The agendas can be forwarded to the Executive Board meeting to maintain the management of the Association.

SECTION IX – NON-DISCRIMINATION POLICY

No discrimination based on race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, military status, familial status, political beliefs, auditory status, limited English proficiency, or limited ASL proficiency.

SECTION X – COMMITTEES

1. **Standing Committees shall include:**

    a. By-Laws and Policy

b. Nomination and Election

c. Membership

d. Archives

e. Social Games

f. Financial Auditing Committee

2. **Ad-Hoc Committees may be formed as needed.**

SECTION XI – BUSINESS PLAN

1. **All proposed projects must include a business plan.**
2. **Business plans shall be reviewed every five years.**
3. **The Executive Board shall review performance every six months.**

SECTION XII – RING SURVEILLANCE ACCESS AND USE POLICY

Purpose

The Ring surveillance system is in place to protect the safety, security, and property of Austin Deaf Club (ADC).

Authorized Access

Only Executive Board members and the Clubhouse Manager are permitted to access the surveillance system.

No other members, guests, or outside individuals may access surveillance without a written request to the Board. The Board will respond in writing with approval.

Approved Use of Surveillance

Surveillance may only be accessed or reviewed for official ADC purposes, such as:

• Safety monitoring

• Incident investigation

• Property protection

Surveillance may not be used for:

• Personal reasons

• Monitoring individuals without cause

• Harassment

• Retaliation

• Curiosity

All requests to review footage must be documented in writing and logged for accountability.

All violations will be handled in accordance with Section XIII Accountability.

Confidentiality and Respect

All surveillance footage is confidential and must be treated with strict discretion.

Board members may not request that other Board members show footage outside an official investigation or authorized Board action.

Footage may not be shared, saved, downloaded, or distributed without Board approval.

ADC will comply with legitimate law enforcement requests.

Accountability

Misuse of surveillance access is a serious violation of trust. Disciplinary action will follow these steps:

1. **Verbal Warning**

   Notify the employee of the misuse and review policy expectations.

2. **Written Warning**

   Formal documentation issued and recorded by the Board.

3. **Suspension of Access**

   Temporary removal of surveillance access until further notice.

4. **Removal from Position**

   For repeated or severe violations, the Board may vote to remove the individual from their position.

This policy protects member privacy, promotes responsible use of surveillance technology, and ensures transparent, ethical oversight within the Austin Deaf Club.

SECTION XIII – GUIDELINES REFERRAL

Refer to the Association website for Guidelines at [Guidelines | Austin Deaf Club]

Revised: April 2026, May 2026, and September 2026.