

## **AUSTIN ASSOCIATION OF THE DEAF, INCORPORATED** **POLICY**

### **SECTION I – MEMBERSHIP DUES**

1. All members shall pay annual dues on the month they join the association annually.
2. All members shall be required to present their membership cards upon entering the clubhouse or any events sponsored by the association.
  - a. Any member failing to bring membership card shall pay a \$10 temporary membership pass
  3. Non-members shall pay a \$10 temporary membership pass (valid for two consecutive days) upon entering the club house.
4. Membership privileges and dues are:
  - a. Regular Members: \$100**
    1. 21 years old and older Deaf or Hard of Hearing individual
    2. Voting privileges
    3. Newsletter by e-mail
    4. Unlimited access to WIFI
  - b. LIFETIME MEMBERSHIP**
    - a. if annual dues are paid, individuals will have privileges
    - b. if annual dues are not paid, individuals will not have any privileges

### **SECTION II – DUTIES & POWERS OF EXECUTIVE BOARD OFFICERS**

1. The Board shall include the President, Vice-President, Secretary, Treasurer, Director of Public Relations, 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 of the Association.
  - c. Shall appoint a parliamentarian prior to the General Meeting.
  - d. Shall cast the deciding vote in case of tie for all matters except the election.
  - e. Shall oversee the operation of the officers and committees.
  - f. Shall prepare agenda for the General Meeting.
  - g. Shall be an Ex-Officio 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 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 Secretary for record-keeping.
- h. Shall assist to develop or update AAD's guidelines.

**4. SECRETARY:**

- a. Shall record the proceeding of all meetings with the current By-Laws & Policy and Robert's Rule of Order on hand at all the time.
- b. Shall keep the records of:
  - 1. Executive Board Meeting Minutes
  - 2. General/Special Meeting Minutes
- c. Shall send out minutes and reminder 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 correspondences.
- g. Shall be chairperson of 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.
- 3. Shall post the declaration for the opening offices and qualifications for each elective position on the bulletin board and Association's website one month before next general meeting.

**5. TREASURER:**

- a. Shall be responsible for all financial transactions of 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 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 temporary basis.
- f. Shall work with the event chairperson involving the event's record of spending and earning.
- g. Shall have access to Association's bank accounts.

**6. DIRECTOR OF PUBLIC RELATIONS:**

- a. Shall relay announcements pertaining to the programs/events of Association.
- b. Shall post any advertisement or flyer that had been approved by EB prior to post on AAD Social Media and Website.
- c. Shall coordinate social media of all types.
- d. Shall participate in creating announcements (i.e. flyers) for any event hosted by Association with the President's approval.
- e. Shall maintain the operation of Association's website.
- f. Shall be responsible for the distribution of the monthly newsletter.

**7. 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 Active Member does not show any interest in taking one of those duties below, then any MAL may volunteer to be:
  - Head Bartender
  - Event Coordinator
  - Social Coordinator
  - Assistant to DPR
  - Assistant to Treasurer

**SECTION III – ELECTED OFFICERS**

- 1. All elected officers shall be known as Executive Board (EB).
  - a.) Nepotism shall not be allowed.
- 2. Shall abide Association's By-Laws & Policy, Texas Alcoholic Beverages Commission's (TABC) regulations and rules.
- 3. Shall allow to vote through AAD's Gmail.
- 4. Shall come to the clubhouse by assigned duty per EB's agreement.

5. Three unexcused absences, the consequence shall be removed from the office position immediately.
6. Shall not accept any personal monetary and/or gifts from any event sponsored by the Association.
7. Shall cancel any meeting, event or/and close the clubhouse as the majority of EB see the need of doing so.
8. Shall be bonded.
9. When vacancy occurs in any elected office of Association for remaining term except for the president, and if no replacement occurs more than 30 days, the EB shall appoint the replacement with an approval from the members at the General Meeting.
10. The officers shall complete all duties and/or tasks at end of their terms by December 31st.

## **SECTION IV – STAFF**

### **1. AAD EVENT COORDINATOR:**

- a. Shall report to EB Meetings.
- b. Shall monitor AAD's social coordinator related to the AAD's activities; Open House, Homecoming Social, Thanksgiving or Christmas Party, Rainbow Party and social games, etc.
  1. The seed money for AAD's activities/events is \$300.00.
  2. Shall serve AAD's Annual Birthday cake and punch after September General Meeting.
- c. Shall be responsible for the reservations and checklist for the use of clubhouse premises by Non-AAD events.
- d. Shall handle all rental contracts.
  1. Requirements to book a date of event in advance (14 days or more) for potential renter
    - a. Complete & sign the rental request form.
    - b. Bring to the AAD Executive Board
    - c. If approved, renter(s) shall make payments to the AAD treasurer.
    - d. Confirm the reservation date.
    - e. Mark reservation date on EB's calendar for display.
  - 2.) The cost for rental space for:
    - Member-\$150.00**
    - Member Individual Business - \$250.00**
    - Non-member-\$300.00**
    - Business/Corporation-\$575.00**
  - 3.) All day event or wedding event shall be:
    - Member-\$250.00**
    - Non-Member-\$350.00**

- 4.) The refundable deposit of \$150.00 for cleaning rental space including restrooms.
  - 5.) Shall receive **\$50.00 to hire security person** per 50 people including children attending any event.
  - 6.) Shall receive **two (2) separate** checks for the deposit and rent.
- e. Shall coordinate the two separate calendars; one including all AAD, non-AAD & private events for EB only and the other will only show AAD events for DPR to post to AAD's newsletter, website & social media.

## **2. AAD CLUB MANAGER:**

- a. Shall report to EB Meetings.
- b. Shall maintain the clubhouse premises.
- c. shall appoint an assistant club manager
- c. Shall supervise the AAD Head Bartender, AAD Custodian and AAD Groundskeeper.
- d. Shall be responsible for:
  1. Safety
  2. Security
  3. Kitchen
  4. Ordering supplies for Head Bartender, Custodian and Groundskeeper.
- e. Shall collect all membership dues and cashier's monies after each scheduled night with a written report including two (2) signatures.
- f. Shall hold petty cash for the change.
- g. Shall supervise the clubhouse keys and distribute them to all EB officers and staff.
  1. Lost key fee:
    - a. Master -\$25.00 each
    - b. Small ones included cabinet's -\$10.00 each
- h. Notify in writing any needs of repair to EB.

## **3. AAD HEAD BARTENDER:**

- a. Shall report to AAD Club Manager.
- b. Shall be responsible for bar inventory and bar operations.
- c. Shall supervise and schedule other bartenders.
- d. Shall be responsible in keeping the bar room neat and maintaining sanitation standards.
- e. Shall be responsible with the petty cash before and after the bar hours.
- f. Shall enforce TABC regulations.
- g. Shall report to AAD EB meeting upon request.

#### **4. AAD CUSTODIAN:**

- a.) Shall be responsible for:
  - 1. Sweep and mop the floors
  - 2. Clean and restock in the rest rooms.
  - 3. Empty all trash bins prior to opening of public and/or events.
  - 4. Keep the kitchen sinks empty and all dishes and silverware in proper places.
  - 5. Clean A/C filter(s) every month.
  - 6. Spray insecticide and fumigate as directed by EB for pest control.
  - 7. Notify in writing to the AAD Club Manager of any need of repairs and supplies.

#### **5. AAD GROUNDSKEEPER:**

- a. Maintains the landscape by mowing the grass, trimming the trees and bushes, etc.
- b. Keep the inventory on the gardening equipment.
- c. Notify in writing to the AAD Club Manager of any need of repairs and supplies.

### **SECTION V – DISCIPLINARY PROCEDURES**

- 1. Elected Officers:
  - a. Removal from office for neglect of duties and/or misconducts shall be determined by two-third (2/3) vote of the present members by way of secret ballot at the General Meeting.
- 2. Members:
  - a. Executive Board shall suspend any member for any reason until the General Meeting with evidence to explain the violations.
  - b. Shall be suspended for violation(s) of Association's By-Laws & Policy by the determination of two-third (2/3) vote of members by way of secret ballot.
  - c. Any member who create hostile environment through comments and/or actions towards an individual based on race, gender, sexual orientation, disability, and/or belief system shall be suspended from the club. Length of the suspension will be determined by the Executive Board.
- 3. The member under investigation shall have the right to appeal. (See Section II, #7b.)

4. All elected officers and members shall have a right to due process.

## **SECTION VI – FINANCIAL ASSESSMENT AND EXPENSES**

1. Any budget or request for money over two hundred dollars (\$200.00) shall be put in writing and refer to the General Meeting.
2. Any residual funds from each approved past projects to move into “project fund” that will allow EB to use the cash over \$200 for “real needs” or emergency only for the clubhouse or property.
3. No officers, members and chairpersons shall take any personal monetary and/or gifts from events and/or bar earnings.
4. Treasurer shall be Association’s authorized signer for checking account.
  - a. President shall be authorized signer for checking account in absence of Treasurer.
  - b. Any amount of over **six thousand dollars (\$6,000.00)** in checking account shall be transferred to saving account.
5. President and Treasurer shall be the authorized signers of saving account or any similar other accounts.
6. If any person wrote an insufficient fund check, Association shall collect the amount of the check plus a bank-charged fee. a.) Any person not paying the Non-Sufficient Fund (NSF) amount and bank-charged fee shall be suspended from Association until it is paid.
7. No one shall sell tickets, boosters or raffles using Association’s name without EB’s approval.

## **SECTION VII – GENERAL MEETING**

1. General Meeting shall start at 2:00 P.M monthly.
2. The Robert’s Rules of Order shall be used at every General Meeting.
3. Parliamentarian:
  - a. Shall be appointed by the president with the majority of members’ approval.
  - b. The term of the parliamentarian may be monthly or yearly.
  - c. Shall advise the presiding officer conducting the General Meeting in a legal efficient and impartial manner when asked by the presiding officer or voting member by way of the presiding officer.
  - d. Shall follow Association’s By-Laws &Policy and Robert’s Rules of Order
4. General Meeting shall proceed in the following order:
  - a. Call to Order
  - b. Moment of Silence
  - c. Read the Minutes of the previous General /Special Meeting(s) and Executive Board Meeting in sequence.

- d. Officers' Reports
- e. Standing Committees' Reports
- f. Ad-Hoc Committees' Reports
- g. Unfinished (old) Business
- h. New Business
- i. Election(s)
- j. Oath for new officers and board members
- k. Announcements
- l. Adjournment

### **SECTION VIII – QUORUM**

1. The presence of twenty (20) members and four (4) officers of the total membership shall constitute a quorum for the General Meeting.
2. If the quorum is not met within thirty (30) minutes, then the general meeting is cancelled till next month. The agendas can be forwarded to EB meeting to maintain the management of Association.

### **SECTION IX – COMMITTEES**

1. The Association shall have Standing Committee(s).
2. Standing Committees shall be as follows:
  - a. By-Laws and Policy
  - b. Nomination/Election
  - c. Membership
  - d. Archives
  - e. Security
  - f. Social Games
3. Association may have Ad-Hoc committee(s).