

**WEST SUBURBAN ASSOCIATION OF THE DEAF  
BYLAWS**

**ARTICLE I. DUES/FEES**

The dues/fees of membership status shall be said forth in Bylaws - Appendix A.

**ARTICLE II. QUALIFICATIONS**

*Section I*

The Executive Board members of the WSAD must be in good membership standing for two (2) years or more prior to the elected term(s).

*Section II*

The Executive Board members of WSAD must also possess the knowledge in body government and the ability to function in the duties as described in Bylaws Article III.

**ARTICLE III. DUTIES**

***Duties and Powers of Executive Board***

*Section I - President*

The President shall preside at all meetings and gatherings of the organization. The President shall be chairperson of the Board of Directors and shall perform such other duties as are appropriate to his/her office: He/she shall exercise general supervision over the external affairs of the organization; enforce the Constitution; appoint officers when a position becomes vacant; and be ex-officio member of all standing committees.

*Section II - Vice President*

The Vice President shall have the power to perform the duties of the President in the absence or inability of the latter to act. The Vice President shall be vice chairperson of the Board of Directors and shall perform such other duties as are appropriate to his/her office. He/she shall assist the President with the general supervision over the internal affairs of the organization; enforce the Constitution; see that board members and chairperson of committees perform their duties; and be chairperson for the Law Committee when necessary.

*Section III - Representative at Large*

The Representative at Large shall assume the position of responsibility in charge of running a board meeting in case the President or Vice President is absent. He/she shall be a liaison to all other deaf clubs and gather information to improve and maintain the quality of the deaf community. He/she shall be actively involved in any such extracurricular activities in relation to WSAD. He/she shall report the findings to WSAD Board with reasonable timeframe.

*Section IV - Secretary*

The Secretary shall keep accurate records of all meetings (minutes) of WSAD; conduct all official correspondence; issue notices of all dates of any meetings for WSAD; and has a list of all WSAD members and is responsible for all reports and correspondence. He/she shall send minutes of any meeting to all members of the Board within thirty (30) days of said meetings; handle the applications for membership; and supply CAAD with names and home addresses of current WSAD members. He/she shall be responsible for all communication to be distributed to its members and see that they are delivered in a timely manner. He/she shall verbally state all electronic motions at the board meeting.

### *Section V- Treasurer*

The Treasurer shall be responsible for the financial operations of the funds and records; receive and disperse funds in an appropriate manner; and submit and turn to WSAD trustees, when necessary, all documents pertaining to his/her office. He/she shall assist in assuring that all legal financial aspects of events hosted by WSAD and its sub-organizations are protected. He/she shall be responsible of maintaining the financial records of membership fees and submitting the financial report in every board meeting.

### *Section VI – Delegate at Large (Past President)*

The Delegate at Large will oversees WSAD's organizational integrity and its interests and advises general board and the President, keep WSAD going strong for deaf community.

## ***Duties and Powers of Board of Directors***

### *Section I – Trustee (2)*

The Trustee shall:

- Maintain integrity of all financial transactions within WSAD by auditing and review books done by WSAD Treasurer upon request by WSAD Executive Board.
- Maintain and revise WSAD Constitution and Bylaws with WSAD Vice-President.
- Will not have voting privileges on all WSAD financial-related motions.

### *Section II- Social Director*

The Social Director shall work with host of 3<sup>rd</sup> Saturday of each month social night to ensure that host has cash box, raffle, and maintain ample supply of raffle, admission tickets in box provided by WSAD.

- Shall provide host copies of flyers to be posted on admission table at each social night.
- Coordinate with Host to ensure that expense report has been filled out and sent to WSAD treasurer on collections of monetary collections after each social night event.
- Assist planning and coordinating any events co-sponsored by outside organizations.

### *Section III - Public Relations Director*

The Public Relations Director shall be responsible:

- For the collecting and creation of all announcements and newsletter for WSAD.
- Shall be responsible to contact future committees for flyers, gather information for newsletter and website.
- Shall be responsible maintaining the costs of advertisement related activities and to be coordinated along with the Treasurer.
- Shall make flyers upon request per WSAD Executive Board's approval
- Shall be responsible to contact the general public via internet such as Deaf Illinois News, and etc.

### *Section IV – Historian/Photographer*

The Historian shall be responsible for photographing and preserving the history of WSAD, and as well as community/major related activities. He/she shall be responsible for maintaining WSAD archives.

### *Section V- Fundraising Coordinator*

The Fundraising Coordinator shall be responsible for the organization of all fundraising activities for WSAD. He/she shall be responsible for collection of funds/gift certificates, hand over the funds to the Treasurer, and form a financial report at the end of a fund raising activity. He/she shall work closely with the Vice President and the chairperson of each event(s).

1. Objective is to help Chairperson and its board members in needed for funding purposes such as sports, picnics, social events and tourneys etc.
2. Will address the needs for funding in sport and picnics and general funds.
3. Will attend meetings and determine what will be needed and planning ahead for events.

4. WSAD Secretary shall inform me when receiving letters of donation and gifts in WSAD PO Box. Shall call companies a week after mailing donation letters to make sure they received donation letters prior to their decision.
5. Shall give donation letters to the event chairperson who will in turn tell participants to solicit donations letters at restaurants, hotels etc in their area.
6. Shall request a list of participant's names from event chairperson to contact of the pick-ups and some help needed for the picnic and pick up of food and supplies on exact dates.
7. Shall bear responsibility for all certificates and big prizes and will require all event chairpersons to hand all unused certificates/big prizes for future fund raising event.
8. Shall send thank you letters to companies that had donated to WSAD. Event chairpersons shall provide All Company's names and addresses.

*Section VI - Community Service Coordinator*

The Community Service Coordinator shall be responsible for organizing and coordinating any community service event(s) to promote the recognition and charitable efforts of WSAD. He/she will be responsible for food donations collected at November social night and gifts collected at December social night

*Section VII –Sports Director (coach, manager, team representative or designated person)*

The Said Above Director shall be responsible for the duties in establishment and organization of its own sport events and teams sponsored by WSAD; serve as an ex-officio on all athletic-related committees; uphold the rules and regulations of regional and national sports organizations and any other affiliate(s); and perform other duties as are appropriate to his/her office. He/she shall be responsible in establishing the process of forming team(s) relation to a certain sports activity consisting of:

- Collection of sports-related information from any organization(s);
- All registration forms must be completed and approved by the WSAD Executive Board prior to sending it to the organization hosting the event(s);
- To maintain the latest updated membership status of each player with Treasurer and Secretary;
- To establish a rapport relationship with the WSAD Executive Board
- Shall witness all players' signatures on all regional and national sport team registration forms.
- To ensure all financial transition are properly recorded with WSAD Treasurer.
- Oversees the following sports; Basketball, Softball and Flag Football
- To ensure that all coaches/managers are required to submit updated financial status with the treasurer before the regional tournament and again before participating in national tournament.

*Section VIII – KODA Director*

The KODA Director shall be responsible for organizing and coordinating any kids' events to promote family value of WSAD. He/she shall be responsible for annual Kids Holiday Party and activities in annual WSAD picnic.

*Section IX – WSAD GOLD Director*

The WSAD GOLD Director shall be responsible for organizing and coordinating any events for WSAD members that are over 50 years old.

*Section X – WSAD Newsletter Editor*

The WSAD Newsletter Editor shall be responsible for gathering articles, pictures, and news for WSAD newsletter. He/she shall create newsletter quarterly.

*Section XI- ILVRS Director*

The ILVRS Director is responsible for selecting members of ILVRS Council. Director runs ILVRS Council meetings at least once each quarter, separately from WSAD meeting. Director is required to make report and submit motions related to ILVRS at all WSAD Board meetings.

## **ARTICLE IV. COMMITTEE**

### *Section I*

Head Committee person shall report progress and provide any financial report(s) to WSAD Board upon request. Before signing any contracts negotiated on behalf of WSAD Board must approve WSAD by Committee Chairperson or Proxy.

## **ARTICLE V. MEMBERSHIP**

### *Section I*

The dues shall be appointed by the WSAD Board, and to be stated in Appendix A.

### *Section II*

The following infractions will result in a written warning with for the first time offenders with understanding that a copy of both signatures by offender and Director will be given to WSAD Executive Board with in 14 days, Probation for the second time offenders, and automatic expulsion of WSAD membership for the third time offenders, when committed during a WSAD event. Directors of all sports are required to write up offender and obtain offender's signature that he/she understands and know that he/she has been warned and turn in that copy to WSAD Executive Board with in 14 days. The WSAD Board will determine the disciplinary action, and law enforcement officers will be notified.

- A. Serious damage of property. The individual will be held responsible for damages.
- B. Theft. The individual will be required to reimburse for theft.
- C. Use of dangerous weapons.
- D. Soliciting illegal drugs.
- E. Felony offenses.

### *Section III*

The following infractions will result in WSAD Executive Special Order Meeting to determine action that fits the infraction.

- A. Fighting.
- B. Minor damages of property.
- C. Misdemeanor offenses.
- D. Forged Proxy Signatures of any association sport registration form.
- E. Any action(s) that harm WSAD's reputation.

### *Section IV*

The offender under probation may not assume any authoritative position under WSAD as Head Coach, Assistant Coach, or Manager of any sport. Failure to honor this may result expulsion.

## **ARTICLE VI. MEETINGS**

### ***Regular Meeting Procedures***

#### *Section I*

The President shall be in presence of all general meetings held by WSAD. Hence, if the President is unable to attend the meeting, the Vice President or the next person on the authorization line shall preside the meeting.

#### *Section II*

Everyone must conduct themselves in a professional manner during all meetings held by WSAD. Everyone at the meeting must obey the request of the President and/or Sergeant-At-Arms and/or whoever is on the floor.

*Section III*

The President at all general meetings held by WSAD shall have a choice to select a Sergeant-At-Arms.

*Section IV*

At a WSAD Board meeting, two-thirds (2/3) of the Board shall constitute a quorum, excluding the President. At a WSAD general meeting, two-thirds (2/3) of present members shall constitute a quorum.

*Section V*

The Vice President, Representative at Large, Secretary, Treasurer, Trustee(s), Board of Directors and active WSAD members in attendance shall have the voting privileges on all motions with exception to trustees on financial related motions.

*Section VI*

The President shall have the right to vote based on a tiebreaker in voting procedures.

*Section VII*

Any board member absenting himself/herself from three (3) meetings in a year without advance notice to the Board shall have his/her office declared vacant and the President shall proceed to elect a successor as outlined in the Constitution.

*Section VIII*

Absences will be permitted only in cases of reasonable conflict.

*Section IX*

The Secretary shall record the regular meeting minutes.

*Section X.*

The board member shall turn their report within 24 hours before the meeting.

*Section XI.*

WSAD Board must host at least one general meeting per year.

*Section XII*

All electronic motions shall be stated by secretary on the following board meeting.

**ARTICLE VII. ELECTION PROCEDURES**

*Section I*

The Board will appoint an Election Committee chairperson by Quorum vote, three (3) months prior to the date of the election.

*Section II*

The general elections shall be held in the month of March following the two (2) year term, date to be specified by the Board.

*Section III*

WSAD Executive Board shall appoint Election Commissioner six weeks prior to the election.

*Section IV*

The nominating period of time shall open six weeks prior to the elections and close on the day of the elections. The Voting Ballot shall consist of elected candidates and pictures. The Election committee shall supervise the elections, count the votes, and announce the results.



## **ARTICLE VIII. IMPEACHMENT**

The procedures of Impeachment of an Executive Board officer shall be:

### *Section I*

Grounds of impeachment of any Executive Board Member(s) shall be submitted in writing by at least three Executive Board members of whom one is the spokesperson. This matter shall be discussed and then automatically tabled to the following WSAD Board Meeting for impeachment purposes.

### *Section II*

At the following meeting, the discussion shall be automatically unstable and shall be in process in the Old Business section.

### *Section III*

After the discussion, a motion consisting of a two-thirds (2/3)-majority vote of Board members shall declare the candidate to be removed from the position.

### *Section IV*

The vote on impeachment of an Executive Board Member shall be taken by closed ballot.

### *Section V*

The Executive Officers shall include count the tally of the closed ballot.

### *Section VI*

The President shall have the right to vote based on a tiebreaker in voting procedures.

## **ARTICLE IX. FILLING VACANCIES**

The procedure of filling in the vacancies of an Executive Board member shall be in the following orders Under the circumstances of:

- A. Removal of President - the Vice President shall become President.
- B. Removal of Vice President - the Representative-at-Large shall become the Vice President.
- C. Removal of the Representative-at-Large - one of the Executive Board Members shall be appointed by the President and Vice President to assume the responsibilities of the Representative-at-Large with approval of the WSAD Board.
- D. Removal of Secretary, or Treasurer, - President selects a two (2) year member in good standing with approval of the WSAD Board.
- E. Removal of one of the existing Board of Directors - President selects a member in good standing with approval of the WSAD Board.

## **ARTICLE X. CONFLICT OF INTEREST**

### *Section I*

In no case shall an officer coach for a team organized by another organization governed by the same body or vice versa.

### *Section II*

WSAD members may participate, but not coach, for a team organized by another organization governed by the same body only if WSAD does not field such a team in that sport.

*Section III*

In no case shall an officer conduct business of any kind not related to its WSAD duties at WSAD sponsored events.

*Section IV*

In no case shall an officer submit a newsletter article promoting their business inside of director's newsletter piece.

**ARTICLE XI. FINANCIAL PARTICIPATION AND PROCEDURES**

*Section I*

Service charge for all NSF checks will be current financial institution that WSAD does business with (or the current financial charge of 25 dollars (\$25.00), plus a ten-dollar (\$10.00) fine.

*Section II*

For each event hosted by WSAD, the designated chairperson will be responsible for all monies collected and submit a financial report to the Treasurer within 30 days.

*Section III*

Major WSAD events will have their own sub-accounts under WSAD's bank account with President's Approval.

*Section IV*

Payment of checks will be made under the following procedures:

- A. If it is not necessary to pay at the time of purchase, chairperson/officer should request an invoice and turn the invoice in person to the Treasurer.
- B. If it is necessary to pay at the time of purchase and the known amount exceeds one hundred dollars (\$100.00), the check will be written to the company only and a receipt should be requested from the company upon payment. Before a check can be written, the chairperson/officer must show a written price quote from the company.
- C. If it is necessary to pay at the time of purchase and the amount is not known or does not exceed one hundred dollars (\$100.00), then the chairperson/officer should pay out of his own pocket and turn the receipt to WSAD for reimbursement.
- D. If any purchases are made by credit card, payer must provide invoice and name of credit card used. WSAD will submit a check payable to Credit Card Company and hand it to the person. Check should be not be payable to member for credit card purchases over \$100.
- E. All purchases of any material or supplies must be recorded with secretary and is property of WSAD.
- F. All purchases must accompany with valid/original receipt(s) and turned over to the treasurer for reimbursement no more than 60 days after the date of the receipt for reimbursement.

**ARTICLE XII. ATHLETIC PARTICIPATION AND PROCEDURES**

*Section I*

All players on an athletic team sponsored by WSAD must be members in good standing.

*Section II*

WSAD will pay the registration/Combo fees for WSAD players in their second consecutive season in any sport sponsored by WSAD.

*Section III*

Upon signing any sport registration form, WSAD sport player is obligated to pay for whatever expense incurred to that specific sport. (Uniforms, registration/player combo fees and any related expenses)

*Section IV*

Should a WSAD sport player quit before regional or national tournament takes place, he/she shall be responsible for all expenses such as Uniforms, Registration/Player Combo fees and any related expenses set forth by WSAD. WSAD Board will determine exceptions, when a player leaves the team due to Death, Family emergency, Laid off, or Relocation.

*Section V*

A delegate to a regional and national sport organization will be required to submit an itemized expense statement for:

- A. Transportation (if not traveling with WSAD team, 50/50 split by General Fund and it's participating sport fund).
- B. Hotel (if not staying with WSAD team, covered by General Fund)
- C. Registration (Covered by General Fund)

*Section VI*

A delegate is only eligible for reimbursement if he/she is not a player or manager of a sport team attending that athletic function.

**ARTICLE XIII. PUBLICATION PARTICIPATION AND PROCEDURES**

*Section I*

The WSAD newsletter will be published four (4) times a year.

*Section II*

The deadline for submitting material to the Public Relations Director for the WSAD newsletter is posted in guidelines.

*Section III*

In no case shall a WSAD officer's or a member's name/address and email address be released to anyone without their permission.

*Section IV*

WSAD members can place classified advertisements in the WSAD newsletter/website at no charge with reasonable limitation.

*Section V*

The cost for classified advertisements placed in WSAD newsletter or website by people outside of the WSAD organization will be documented in Appendix A.

**ARTICLE XIV. REVIEW**

*Section I*

The structure and effectiveness of the WSAD Bylaws shall be reviewed on 2<sup>nd</sup> year of the board term.

*Section II*

The Vice President shall be responsible as the Chairperson of the Bylaws Committee for the review of the Bylaws with the appropriate manner to the WSAD Executive Board Members.

**ARTICLE XV.**

**DISSOLUTION**

*Section I*

Any portion of the WSAD Bylaws may be either dissolved or habeas corpus with a two-third-majority vote of the WSAD Executive Board Members for whatever reason.