

**BYLAWS**  
**Of the**  
**Rochester School for the Deaf Alumni Association**

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## **BYLAWS**

### **ARTICLE I. – Name**

The name of the organization shall be the Rochester School for the Deaf Alumni Association (RSDAA) hereafter referred to as the Association in Rochester, New York.

### **ARTICLE II. – Objects**

Section A. The objects of the Association shall be to promote in every way possible the interests and welfare of the alumni and to foster and extend the character and spirit of the School.

Section B. The Association is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

### **ARTICLE III. – Membership**

The membership of the Association shall be divided into three (3) classes namely Active, Associate, and Honorary.

Section A. An Active member shall be an alumnus/alumna of the School and shall have privilege to use voice, vote, serve and hold office on the Board.

Section B. An Associate member shall be a non-alumnus/alumna who shall have privilege to use voice, but shall not vote nor serve on the Board.

1) An associate member shall comprise non-alumnus/alumna who has joined the Association with the consent of the Board of Directors. The admission of non-alumnus/alumna shall be restricted to the immediate families of Alumnus/Alumna, waived at the discretion of the Board of Directors; and to such teachers and officers who have devoted at least one year of service at the Rochester School for the Deaf.

2) Candidates for Associate membership must be proposed by a member of the Association, who shall in writing to the Secretary, give the name of the person proposed and reasons for eligibility to the membership, and such name shall be submitted to the Board of Directors, and upon their approval and said candidate shall become a member of the Association.

Section C. The Superintendent of the School shall be an Honorary Member and shall have voice, but shall not be eligible to make a motion nor vote. The only exception will be for a Superintendent, who is alumnus/alumna of the School and shall be covered by Article III, Section A.

Section D. The Association may nominate an individual for Honorary Membership for having demonstrated exceptional educational, professional, personal or financial interest in the

welfare of the School, subject to Board approval. He or she shall have privilege to use voice but shall not to make a motion or vote.

#### **ARTICLE IV. – Directors and Their Duties**

The Board of Directors, hereafter referred to as the Board, shall be composed of ten (10) members of the Association. At each biennial meeting of the Association, five (5) Directors shall be elected for a term of four (4) years.

Section A. Directors shall be elected by majority of votes at the biennial meeting.

Section B. The Board shall meet immediately after the biennial meeting to elect President, Vice-President, Secretary, and Treasurer for a two (2) year term.

- 1) The president shall preside at all meetings of the Association and the Board. Upon the Board's approval, he/she appoints chairs for all Standing committees, and countersigns all checks for disbursement. He/she shall maintain a working relationship with RSD as a whole.
- 2) The Vice-President shall perform the duties of the President in President's absence. He/she shall serve as chair of the Law Committee with at least three (3) Association members. He/she shall serve as liaison officer between the Board and all standing committees. He/she shall work with the President for RSD-related obligations.
- 3) The secretary shall notify members of the biennial meetings and the Board of all meetings. He/she shall maintain a record of those meetings, the Alumni addresses and a necrology of the Alumni. He/she shall have custody of the Bylaws and Robert's Rules of Order and shall carry out all the required correspondence. He/she shall countersign checks in the President's absence.
- 4) The Treasurer shall have charge of all funds of the Association held in an insured financial institution in the name of the Association with authorized signatures of the President, Secretary, and Treasurer on file. He/she shall sign checks with the President and provides the Board with an audited statement of income and expenses at every meeting.

Section C. The Board shall oversee general management of the affairs, funds and properties of the Association.

Section D. If there should be a vacancy on the Board, the President shall appoint a replacement with the approval of the Board.

Section E. The newly elected officers shall assume their duties at the next Board meeting no later than ninety (90) days after the adjournment of the Association meeting. The outgoing officers shall hand over to their successors all properties and facilitate their transition according to the Parliamentary Procedures.

Section F. The Board shall vote by email as needed.

Section G. Nominations will be accepted in writing prior to the meeting.

#### **ARTICLE V. – Meetings**

Section A. The Association shall meet every two (2) years. The Board will determine the date and location.

Section B. There shall be at least two (2) Board meetings annually.

Section C. A special Board meeting may be called by the President or upon the request of five (5) Board members. No other business shall be transacted other than that specified.

Section D. A quorum of thirty (30) members at the Biennial meeting shall be met. In the event that the quorum is not met, the Association shall meet again within five (5) months.

Section E. A quorum of seven (7) Board members at the Board meeting shall be met.

#### **ARTICLE VI. – Committees**

Chairs of Standing Committees of Auditing, Social, Archives, Networking, Award and Election shall be appointed by the President upon the Board's approval. The committee chairs shall report in writing/video recording to the Board at its each meeting and members at the Association meeting.

Section A. The Auditing Committee shall consist of a chair and two (2) auditors whom the chair shall select **with the Board's approval**.

Section B. The Social committee of each event shall consist of a chair and members whom the chair shall select. After the event is over, the committee disbands.

Section C. The Archives Committee shall consist of a chair and members to help RSD gather historical memorabilia for the RSD Archives Center.

Section D. The Networking Committee shall consist of a chair and members. It shall be responsible for mass communication.

Section E. The Awards Committee shall consist of a chair and two (2) members appointed by the Board to review nominations to determine the eligibility of nominees for membership and awards. Recommendations by the Awards Committee shall be submitted to the Board for approval.

Section F. Written requests by committee chairs for additional funds must be preapproved in writing by the Board.

Section G. The Chair of Election shall have three (3) impartial tellers appointed by the President.

## **ARTICLE VII. – Amendments**

The Bylaws may be amended by two-thirds (2/3) vote of members present at the Biennial meeting, provided that an amendment shall have been proposed to the Secretary in writing prior to the Biennial meeting.

## **ARTICLE VIII. – Parliamentary Authority**

The Robert's Rules of Order, Newly Revised shall serve as Parliamentary Authority for all meetings. The President shall select a parliamentarian for all meetings.

## **ARTICLE IX. – Dissolution**

Section A. In the event of RSD's closure, dissolution of the Rochester School for the Deaf Alumni Association shall be decided at the Association meeting by a three-quarter (3/4) vote of all alumni in attendance.

Section B. A proposal for dissolution shall be sent out to all alumni by the Board at least six months before the beginning of the Association meeting. The proposal shall be sent out via certified mail with return receipt only. A specified amount of funds shall be set aside for certified mailing.

Section C. Each alumna/alumnus may cast one vote for or against dissolution at the Association meeting. Mail votes will not be accepted for this purpose because it will be necessary to debate the issue in person.

Section D. After final expenses are settled, the monies, properties and books shall be donated to Gallaudet University Archives. The monies shall be used to restore or preserve the aforementioned properties and books as needed.

Section E. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purposes. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## STANDING RULES

RSDAA Standing rules are rules that do not deal with parliamentary procedure but administration of RSDAA. The rules may be amended at any Board/Association meeting by two-thirds (2/3) in attendance without previous notice.

1. The secretary shall submit the minutes of the meeting to the Board no later than fourteen (14) days after the association, board and special meetings.
2. Written requests by committee chairs for additional funds shall be documented and approved by the Board.
3. Chairs and co-chairs of any event shall file a financial report within fourteen (14) days after each event has taken place. The funds, report, a list of people, receipts, methods of payments for tickets, and miscellaneous items shall be handed over to the treasurer.
4. All checks and cash shall be deposited within fourteen (14) days after they are received.
5. Email votes by the Board shall be tallied in a timely manner by a deadline date at the President's discretion. The President then shall have the printed email votes ratified at either the Board or Association meeting
6. RSDAA shall host an event in honor of RSDAA's Anniversary of its 1904 founding every five (5) years in June.
7. RSDAA shall host an event in honor of RSD's Anniversary of its 1876 founding every five (5) years in October.
8. Nominations for Clayton L. McLaughlin Founder's Award and Appreciation Award shall be submitted to the Awards Committee specifying the reasons why an individual should be recognized. The criteria for these awards may be obtained from the secretary.
9. No meetings or forums shall be held on behalf of the RSDAA without consent of the Board.
10. No funds shall be raised or solicited on behalf of the RSDAA without consent from the Board.
11. Five hundred dollars (\$500) shall be set aside for certified mailing in event of RSDAA's dissolution.
12. The Board shall address non-attendance and/or performance issues of the affected board member by determine appropriate consequences.

### Business Meeting

The following shall be the order of business at the Association meeting:

1. Announce the length of the meeting
2. Call to order
3. Necrology / Moment of Silence
4. Officer's Reports

5. Standing Committee Reports
6. Unfinished Business
7. New Business
8. Election of Board Members / Oath
9. Adjournment
10. Announcement