

Richmond Club of the Deaf, Inc.  
Constitution & By-Laws  
Organized October 14, 1947  
Incorporated January 25, 1979

Revised Year of 1945-1968-1979-1980-2003-2014

# Richmond Club of the Deaf, Inc.

## Constitution

### Article 1 Name and Purpose

- Section 1 The name of this organization shall be the RICHMOND CLUB OF THE DEAF, INC.
- Section 2 The purpose of this Club shall be to support and advance the Deaf culture and the Deaf community, including social and other activities, and to protect and promote the mutual interests of its members.
- Section 3 Richmond Club of the Deaf does not discriminate based on age, sex, race, religion, sexual orientation, disability or lack thereof.
- Section 4 Richmond Club of the Deaf, Inc. is a non-profit organization as exempt from federal income tax under sanction 501 (c) (7) of the Internal Revenue Code.

### Article 2 Memberships

- Section 1 The active membership shall be unlimited in number and shall have two (2) categories: Resident and Non-Resident.
- Section 2 Any individual over eighteen years old who supports the purpose and goals of the Richmond Club of the Deaf may become an active member.
- Section 3 Any person who lives outside the Richmond and the counties of Chesterfield, Dinwiddie, Hanover, Henrico, Prince George and the Tri-Cities of Petersburg, Colonial Heights, and Hopewell may be proposed as a non-resident member. He/she can make motion and vote but cannot hold office.
- Section 4 All Individual members must sign the Membership Application.

### Article 3 Board

- Section 1 Officers:  
The four officers of the Club shall be a President, a Vice-President, a Secretary and a Treasurer. The officers shall be elected at the regular meeting in November during even year by a majority vote from members present.
- (a) No member shall be eligible to hold office unless he/she has been an active member in good standing for a period of one year.
  - (b) No hearing member shall be eligible to hold office.
- Section 2 Board members:  
The President shall choose five (5) members to become Board of Directors, with the approval of the members at the next regular meeting.
- Section 3 The Officers and five BD (Board of Directors) shall constitute the Executive Board.

Section 4 The Executive Board shall serve a term of two years and may eligible for re-election.

Section 5 The President shall choose an Athletic Director for a term of two years.

Section 6 The resignation:  
Resignations can be effective immediately only in case of extreme emergency.

## **Article 4 Oaths**

Section 1 New and renewing members shall read and sign the following oath:  
*“I hereby pledge myself to uphold the Constitution and By-Laws of the Club and to advance the interests of the Club to the best ability”*

Section 2 All new and reelected officers, appointed Board of Directors, or Athletic Director must take the following oath:  
*“I (Name) hereby pledge myself to perform faithfully the duties of my office to the best of my ability and to uphold the constitution and By-Laws of the Club”*

## **Article 5 Meetings**

Section 1 Meeting dates and times for the current year shall be determined by the board and membership.

Section 2 A quorum shall consist of one-fifth of the active members in good standing and all business transacted shall be legal and binding upon the Club.

Section 3 The Board of Governors, who will state the object of the proposed meeting, may call by the president; or upon a petition of five active members special meeting in good standing ; or. Members shall be notified at least three days in advance of such meeting.

Section 4 Hour of opening of the club and closing of the club shall be set and strictly observed. Hours shall be posted on the front door *or* desk.

## **Article 6 DISSOLUTION**

In the event of the dissolution of this organization, all remaining assets, real estate and personal property, of whatever nature, shall be transferred to another organization, which has been organized exclusively for the activities as specified in Section 501(c) (7) of the Internal Revenue Code of 1954. Specifically, RCD has declared that Virginia School for the Deaf, or another member-designated non-profit organization, shall be the recipient in this dissolution clause.

# Richmond Club of the Deaf, Inc.

## By-Laws

### **Article 1 Membership Dues**

- Section 1 The annual dues for members shall be as follows:
- Residents: \$15.00
  - Non-residents: \$10.00
- Section 2 The Board of Directors, with approval of the membership, shall have the power to adjust such membership dues.

### **Article 2 Conduct, Penalties and Appeals**

- Section 1 Any person, who becomes a member, agrees to uphold the Constitution and By-Laws of the Club. All members agree to advance the interests of the Club. Failure to do so will result in disciplinary action.
- Section 2 Any person who violates any stated rule of the Club will be subject to discipline as determined by the Board of Directors.
- Section 3 No weapons, of any kind, shall be allowed at Club sites.
- Section 4 Embezzlement of Club funds shall be reported to Law Enforcement and the Executive Board.

### **Article 3 Duties of Officers**

- Section 1 The President shall preside at all meetings of this Club and appoint the necessary committees. He/she shall:
- (a) Sign his/her name on the minutes book after the minutes are read and approved,
  - (b) Sign all reports from the Treasurer and Athletic Director,
  - (c) Be the chairperson of the Board of Officers,
  - (d) Supervise the Treasurer, general fund and handling of the Club's affairs,
  - (e) Assist the webmaster with the website,
  - (f) In case of a vacancy in any office, the President shall appoint a successor with the approval of the members at the next regular meeting.
- Section 2 The Vice President shall:
- (a) Perform the duties of the president in case of absence, or when asked to do so by the president and
  - (b) Serve as Chair of By-Laws committee.
- Section 3 The Secretary shall:
- (a) Keep a list of all the members of the Club and their addresses,

- (b) Keep a correct record of all proceedings of the Club and
- (c) Do all the correspondence as may be directed by the president.

Section 4 The Treasurer shall:

- Be the custodian of all the funds of the Club,
- (a) Collect all monies and dues from the members
- (b) Keep correct account of all monies received and paid
- (c) Send notification to individual member(s) for expired membership
- (d) Assist the administrator(s) of the website.

Section 5 The Executive Board shall:

See that order is kept in the club, assist with the house manager responsibilities, chores or tasks in every respect and may pass laws, rules or regulations and use funds in any emergency that cannot wait until our regular meeting.

Section 6 The Athletic Director shall be the custodian of all the funds of the Club's sports or outside sports activities.

Section 7 The Sergeant-at-Arms shall keep the door, preserve order at the meetings, and assist the presiding officer in any manner requested.

Section 8 No member of this organization may hold office in this Club while holding office in any other club of the Deaf whose purpose and ideals are the same as ours.

#### **Article 4 Standing Committees**

Section 1 There shall be five standing committees, namely:

- The By-Laws Committee
- The Membership Committee
- The Social Event/Kitchen Committee
- The Auditing Committee
- The Website Committee

Section 2 The By-Laws Committee shall consist of three members and shall be chosen by the vice president as soon as he assumes office.

Section 3 The Membership Committee shall:

- (a) Collect dues, monies and contact information (e.g., address/email/phone #) from the members and new members,
- (b) Promptly deliver the members' information and dues-to the treasurer and
- (c) Update member information as needed.

Section 4 There shall be an Auditing Committee of three members appointed by the newly elected president with approval of the members at the January meeting. The duties of the Auditing Committee are to audit the Treasurer's, Athletic Director's and House manager's books monthly and give a report at the regular meeting.

Section 5 The Social Event/ Kitchen committee shall

- (a) Prepare the social events schedule for the meetings,
- (b) Select the participants for the particular event,
- (c) Determine activities to be included at the event,
- (d) Provide assistance to the participants upon request,
- (e) Shall consist of unlimited members who may volunteer,
- (f) Have final determination on cover dishes or catering,
- (g) Prepare and set up meals on the counters/tables,
- (h) Serve meals and clean up the kitchen,
- (i) Put up the decorations during events at the hall,
- (j) Only reimburse for purchase of meat for events.

Section 6 The Website committee(s) shall:

- (a) Include the Committee Chairperson and Treasurer, and others as needed
- (b) Update posts for the Club newsletter, including flyers of upcoming events and announcement of deceased members,
- (c) Update and post pictures of events submitted from the photographer, and
- (d) Provide website password to Members' Only Page.

**Article 5 Deaths**

Section 1 No meeting shall be cancelled in event of the death of a member. An expression of silent prayer shall be offered.

Section 2 Secretary shall send a sympathy card and a monetary donation of fifty dollars will be made to RCD members.

**Article 6 Business Order**

Section 1 The order of business for the regular business meeting shall be:

- |                                    |                                 |
|------------------------------------|---------------------------------|
| (1) Invocation                     | (9) Initiation of New Members   |
| (2) Roll Call                      | (10) Unfinished Business        |
| (3) Minutes of Previous Meeting    | (11) New Business               |
| (4) Communications                 | (12) Election of Officers       |
| (5) Reports of Officers            | (13) Initiation of New Officers |
| Reports of Committees              | (14) Special Business           |
| (6) Reports of Standing Committees | (15) Adjournments               |
| (7) Claims                         | (16) Announcements              |
| (8) Resignations                   | (17) Program                    |

Section 2 Meetings shall be governed by Robert's Rules of Order, except when the rules conflict with these Bylaws; and, provided, that a point of order and question of procedures referred by the chair to a general vote shall be settled by a majority vote of the members present.

## **Article 7 Amendments**

Section 1 Amendments to the constitution and by-laws shall be proposed to the law committee in writing.

Section 2 A simple majority vote, of all the resident members in attendance at each business meeting, shall be required to amend any part of these constitution and by-laws. By-laws will not be discussed unless 1/3 of the resident members are present.

Section 3 Any funds deposited shall be in the name of the Richmond Club for the Deaf (RCD) instead of the Treasurer's name to make sure it was clear that the monies belonged to RCD. The signatures of the President and Treasurer are both required to sign for deposits.

Section 4 The books have to be closed the last day of each month and audited the first week of the month.

Section 5 The Club's books shall not be shown to anyone without the President's approval.

Section 6 When the officers are changed on the first month of every year, the old Treasurer's books shall be sealed and locked up.

Section 7 There shall be only one Richmond, VA Deaf Club organized to provide social activities for the local Deaf community.

Section 8 Donations made to the Richmond Club for the Deaf shall be made specifically to the Club, not as gifts for individual members.

Section 9 Students of any School for the Deaf or mainstreamed school shall not be admitted to our Club's New Year's Eve party to be held on December 31.

Section 10 Any member or visitor, if younger than the age of eighteen (18), shall not play cards, with chips, if they are under twenty-one year old of age. [Reference: [www.legalgamblingages.com](http://www.legalgamblingages.com)]

## **Article 8 House Rules**

Section 1 Only the Board of Directors may post, amend, or remove wording under the "House Rules".

Section 2 Treat this Club as you do your own home.