



CSDBAA

COLORADO SCHOOL FOR THE DEAF & THE BLIND

ALUMNI ASSOCIATION

BYLAWS

History CSDBAA was founded on October 20th, 1990, at the Colorado School for the Deaf and Blind (CSDB), Colorado Springs; The Colorado Association of the Deaf initiated this meeting to establish **CSDBAA**.

Article I Name & Location

Section 1. The name of this non-profit organization is "**The Colorado School for the Deaf and the Blind Alumni Association**", hereinafter referred to as **CSDBAA**.

Section 2. The registered address of this association shall be the address of the president.

Article II Objective

Section 1. To preserve CSDB for the future generations of students.

Section 2. To promote the excellence of CSDB in academics, personal well-being, sports and recreational activities, residential conditions, and other curricular and extracurricular matters.

Section 3. To create alumni support for the school when causes arise that needs attention.

Section 4. To assist as role models in areas of leadership, character-building and ideal citizenship.

Section 5. To publicize CSDB.

Section 6. To keep in touch with Deaf alumni of CSDB and staff members of CSDB.

Section 7. To promote and preserve American Sign Language (ASL) and Deaf cultural values.

Article III **Membership**

Section 1. There are three membership classes:

- A. Alumni
- B. Affiliate
- C. Community Member

Section 2. Alumni members includes all persons who have graduated from, or who have been admitted to any class of **CSDB**.

Section 3. Husbands and wives of alumni members, and the CSDB staff members and retirees who have worked at CSDB for ten or more years may become affiliate members and be accorded all the privileges of membership expect they may not serve as officers of CSDBAA. Any members in question, must be approved by the executive board.

Section 4. Honorary members before December 31, 2020, will continue to receive honorary membership privilege. Honorary members enjoy the same privileges as affiliate members but are exempt paying membership dues. We will no longer select honorary members going forward.

Section 5. Community members includes all persons who do not meet the qualifications of an Alumni or an Affiliate membership. They are not allowed to vote or serve as officers of CSDBAA. They may attend and/or participate in CSDBAA meetings. Community members cannot make new business or bylaws proposals. We recognize their effort in supporting CSDBAA and welcome them to support, volunteer, or contribute at every event sponsored by CSDBAA.

Section 6. Any alumni, affiliate or community members are welcome to buy raffle tickets on a yearly basis, but the following tiers apply come limitations in CSDBAA membership status:

- a) Alumni member with red tier entitles to free admissions to CSDBAA-sponsored activities/fundraisers (CSDB Homecoming excluded) and 1-year free membership dues.
- b) Affiliate member with the white tier (not eligible for holding any officer position but still involved with meeting discussions/committee work) also

entitled to free admissions to CSDBAA-sponsored activities/fundraisers (CSDB Homecoming excluded) and 1-year free membership dues.

- c) Community member with the black tier (not eligible for holding any officer position or voting) entitles to free admissions to CSDBAA-sponsored activities/fundraisers (CSDB Homecoming excluded).
- d) Any Alumni, Affiliate, or Community members who don't opt to buy a raffle ticket will not be eligible for any raffle winnings held in the annual Holiday gathering. Their membership status will still be based on Article 3 Sections 2, 3, 4, and 5. These members will be expected to pay the admissions for any CSDBAA's activities/fundraisers.

Section 7. To be in good standing, a member must not be more than one (1) month behind in paying dues. CSDBAA's member dues are \$20 annually. Members who continue paying dues are responsible to notify the **Membership Coordinator** or **Secretary** of their contact information changes. Membership starts on the 1st of the year and expire on the last day of the year.

Section 8. Alumni, affiliate, and honorary members in good standing shall have the right to vote. New members must have paid dues in full before voting at any meeting.

Section 9. A member may be removed from CSDBAA for violation of these bylaws/policies, or for organization action deemed detrimental to CSDBAA by the board. Any issues concerning members shall be discussed at meetings. Members may decide to send a letter expressing their views on the issues by a 2/3 majority vote. The executive board will assume responsibility for writing a letter. If ousted member does not respond in two weeks, one of the Executive Board members will correspond with an ousted member in a professional manner. The ousted member will be given one week to respond. At the next meeting, results of correspondence will be discussed and if necessary, members may vote to dismiss the ousted member with a 2/3 majority vote.

Article IV **Officers**

Section 1. **The Executive Boards** shall consist of five (5) officers, a **President, Vice-President, Secretary, Treasurer**, and a **Membership Coordinator** all of whom are members of the alumni organization. The president will appoint three (3) **Trustees** from any of the alumni class. The officer's total is eight (8) in the Executive Board.

Section 2. No member may take more than one officiating position.

- Section 3. Any officers who may also be a family member(s) cannot make any executive decisions together when it comes to financial matters.
- Section 4. The officers shall be elected by a majority of the members present and voting at the reunion's general meeting in every five (5) years.
- Section 5. The president must be fluent in American Sign Language (ASL).
- Section 6. All officers must have been a member for at least 90 days before being elected.
- Section 7. If there is a vacancy for any office a new officer shall be elected at the next regular meeting, providing that the president has informed the members of the vacancy at least ten (**10**) days before the meeting. If ten (**10**) days' notice is not possible, the vacancy shall be announced at the meeting and the election of the new officer shall be at the following meeting.
- Section 8. The members in good standing with a majority vote may oust any unethical officer from the office.
- Section 9. If any officer misses three meetings in a row, that incompetent officer shall be removed from office and a new officer shall be elected to that office with approval of a majority vote.
- Section 10. If an officer wishes to resign from office, that officer shall inform the CSDBAA in writing at least one (**1**) month before the resignation.
- Section 11. If the executive board officially determines by a simple majority vote that any incompetent officer is reluctant or incapable to fulfill the responsibilities of office, it may declare the office vacant. (Under **ARTICLE VI**, Section 3 of the bylaws, it shall be necessary for at least three (**3**) members at the next executive board meeting to authorize this action.)

Article V *Duties of Officers*

- Section 1. **President.** The duties of the president are:
- A. To preside over all meetings of the CSDBAA.
 - B. To direct the affairs of the CSDBAA, subject to the approval of the members.
 - C. To perform other duties that may be required by the bylaws, by the members or by the executive officers.

- D. If the president is not present at a meeting, the vice-president shall assume the duties of the president.
- E. To oversee the CSDBAA bank account and review transactions made by CSDBAA through online means.

Section 2. **Vice-President.** The duties of the vice-president are:

- A. To take the place of the president and perform the president's duties if at any time the president shall be unable to act.
- B. To assist the president in the performance of the president's duties.
- C. To be the chairperson of the bylaws committee.
- D. To be responsible for the CSDBAA meeting locations.
- E. To be responsible for the CSDBAA event committees. (Article VII. Section 3)

Section 3. **Secretary.** The duties of the secretary are:

- A. To record the minutes of all meetings.
- B. To keep the dated records of the CSDBAA.
- C. To supervise the correspondence of the CSDBAA.
- D. To distribute the minutes of the meetings to the members within thirty **(30)** days after the meeting.
- E. According to Article 3, Section 7, the Secretary is responsible for tracking and updating members' information in coordination with the Membership Coordinator and will maintain ongoing communication with the Membership Coordinator to ensure that the information remains up to date.

Section 4. **Treasurer.** The duties of the treasurer are:

- A. To retain the CSDBAA's financial records and books.
- B. To receive all the funds and deposit in the CSDBAA's bank accounts.
- C. To disperse (pay out) funds of the CSDBAA with the permission of the executive board or the members, and when permitted by the bylaws.
- D. To pay the accurate expenses and bills of the CSDBAA must be approved by the Executive of Board or the members in good standing.
- E. To report all receipts and payments of the CSDBAA and the balance on hand at every regular meeting of the CSDBAA.
- F. To have the books and financial records of the CSDBAA checked and approved before every regular meeting by the trustees or persons designated as temporary trustees.
- G. To give bond in such form and manner as may be required by the members.

- H. No expenses shall be incurred by the executive officer until it has been approved by the members at large. However, the treasurer, with the approval of the president, may purchase necessary supplies for any organizations, events, or activities with stipends of \$1,000.00.
- I. No funds of the CSDBAA may be used as a loan to any officer or member or other person.
- J. Any person who collects or holds the funds of the CSDBAA shall be responsible for the money and must hand it to the treasurer regardless of if it is lost or used for other reasons.
- K. Any person who collects money for an event must give the money to the treasurer so it can be deposited as soon as the event has concluded.
- L. Any member who buys anything for the CSDBAA must give a receipt to the treasurer. If there is no receipt, the member will not be reimbursed.
- M. All checks and orders for the payments of monies shall have two (2) authorized signatures: Treasurer and President. All expenditures will be governed by the Board Trustees.
- N. Treasurer must be available for the Trustees Meetings.
- O. Work with the Trustees to schedule a meeting.
- P. To oversee the CSDBAA bank account and review transactions made by CSDBAA through online means.

Section 5. **Membership Coordinator**, The duties of the membership coordinator:

- A. The membership coordinator shall be responsible for membership affairs of this association. Membership Coordinator shall maintain with members' registration forms and membership dues.
- B. To keep a list of all current members of the CSDBAA and to remove from the list any members more than three (3) months behind in paying their annual dues.
- C. To keep confidential lists of every member name, e-mail addresses, and their home addresses.
- D. To submit all receipts of payments of this association to the treasurer immediately.
- E. Any person who collects or holds the funds of the CSDBAA shall be responsible for the money and must hand it to the treasurer regardless of if it is lost or used for other reasons. They shall report the financial matters to the Treasurer within thirty (30) days.

Section 6. **Trustees**. The duties of the trustees are:

- A. To examine the CSDBAA financial records and books before every regular meeting. They must be approved by the Board of Trustees. In the absence of

a trustee, the President may choose a member in good standing of this association to act as a temporary trustee(s) to examine the financial records and books.

- B. The three (3) trustee members shall be members in good standing. They shall collect alumni information in their area and to inform the deaf club of their area of this association's activities.

Article VI **Executive Board**

Section 1. The officers (President, Vice-President, Secretary, Treasurer, Membership Coordinator, and three (3) Trustees of the CSDBAA shall be the member of the Executive Board. There are 8 officers in the Executive Board.

Section 2. The Executive Board shall report to the members of its activities at each regular meeting. All actions of the executive board shall subject to the approval of the members at a regular or special meeting.

Section 3. Four (4) members of the executive board shall be the quorum required for the board at all meetings and an affirmative (yes) vote of at least three (3) members at a meeting shall be necessary to pass any resolution or authorization (permit) of any act by the Executive Board.

Section 4. Any three (3) members of the Executive Board may call a special Executive Board meeting in a timely manner.

Section 5. Any Executive of Board officers must give reasonable notice to other officers when they call a special meeting if the situation or causes arise that needs attention.

Article VII **Committees**

Section 1. **Standing Committee:**

The Standing Committee shall include the Membership Committee, Event Committee, Hall of Fame Committee, Reunion Committee, CSDBAA Museum Committee, the Bylaws Committee, CSDB Liaison, and the Game Manager.

Section 2. **Membership Committee:**

The Membership Committee, while working closely with the Membership Coordinator, shall develop membership incentives, projects, and programs to

promote fellowship and growth in members. They will set up policies regarding benefits of membership.

Section 3. **Events Committee**

The Events Committee shall consist of the Vice-President and members in good standing. They shall be responsible for planning and organizing all arrangements for the CSDBAA Events: location, menu, decorations, program, speakers, entertainment, and prizes. The Events Committee will coordinate with the CSDB Liaison: The Superintendent, Community Relations, Facilities Director, Athletic Director, and others, who are involved in the preparations, to provide a comprehensive schedule of events. They shall submit their report on progress of their planned event to the Executive Board. The annual CSDBAA Picnic will take place on a date during the summer months, with a preference of June, based on availability.

Section 4. **Hall of Fame Committee:**

The Hall of Fame Committee, while working closely with the President and Secretary, shall be responsible for the recognition of Hall of Fame Inductees and other appropriate awards to be presented at a time and place to be determined by the Executive of Board.

Section 5. **Reunion Committee:**

The Reunion Committee shall be responsible for planning and organizing the Reunion. The Reunion Committee shall be allowed to maintain its own account, and the remaining funds shall be turned over to the Board of Executives at the conclusion of the Reunion. The committee shall allocate the account statements and other reports to the Treasurer and Board of Trustees for auditing at the close of the fiscal year.

Section 6. **CSDBAA Museum Committee:**

The CSDBAA Museum Committee shall work closely with the CSDB to gather the facts, archives, and articles. They shall assure the preservation of the items stored in the Museum. The Director shall maintain the records of the items and funds. The Director shall submit the reports of the progress of the museum to the Executive of Board.

Section 7. **Bylaws Committee:**

The committee will oversee the bylaws. There shall be three (3) members of this committee. The vice-president will chair the committee and the members will nominate the other two (2) committee positions. The vice-president shall report any revised bylaws or amendments to the members for their approval.

Section 8. The president, with the approval of the members, may establish and choose the members of any committee to carry out the purposes of the CSDBAA. The president or the members may choose the chairperson who shall continue to exist until he or she has fulfilled the purpose and reported to the members, at that time it shall be dissolved.

Section 9. **CSDB Liaison:**

The duties of the CSDB liaison are:

- A. To work between the CSDBAA and CSDB.
- B. Putting deaf cultural values in the forefront, while maintaining smooth and open communication between the CSDBAA and the CSDB.

Section 10. **Game Manager**

An alumni or affiliate member from CSDBAA in good standing must maintain Game Manager License from the Colorado Secretary of State. The Game Manager will be the only member to officiate the raffle drawing programs/events. The Game Manager will work directly with the President, Treasurer, Membership Coordinator, and committees.

Section 11. **Webmaster**

11.1: The official CSDBAA website domain is www.csdbaa.org

11.2:

- Editor: The webmaster will be appointed by the CSDBAA President, with the CSDBAA Board overseeing the procedures.
- Contents: The contents of the website will be determined by the CSDBAA Webmaster, President, and the executive officers team.
- Frequency: The website will be updated as needed.

Article VIII Fundraisers

Section 1. The purpose to fundraise is to raise funds to support CSDB and its respective programs. The funds would be allocated according to the policies and guidelines established by the CSDBAA Executive Board through a vote.

- Section 2.** The fundraising events are, but not limited to:
- A. St. Patrick Dinner
 - B. Picnic/Reunion
 - C. Homecoming BBQ
 - D. Chili Cook-off
 - E. Holiday Dinner
 - F. Raffle Drawing Event
 - G. Any additional events that are sponsored by CSDBAA

Section 3. Annual Raffle

The annual raffle will comply with the guidelines established by Code of Colorado Regulations 8 CCR 1505-2. The Game Manager will lead the annual raffle and its operations. The raffle starts on the first day of the year and ends in December at the holiday dinner. Annual winners of the raffle will be determined at the holiday dinner through a drawing.

Everyone may purchase one raffle ticket for each person. A person may buy multiple raffle tickets, but each ticket must be assigned to a person.

No individual may have two or more raffle tickets assigned to the same individual. This is to ensure that everyone has equal odds of winning a prize. One raffle ticket equals one entry into the year-end drawing at the holiday dinner.

The value of each raffle ticket being sold, and the number of tickets sold will be based on a vote determined by CSDBAA members at a general meeting. The raffle ticket price and number of tickets being sold will be announced after the vote.

The funds raised will be allocated based on the policies and guidelines established by the CSDBAA Executive Board. All proceeds from the raffle, excluding prizes, will benefit CSDBAA and CSDB. All other proceeds from the annual raffle must be dissolved through donations to CSDB by the end of the 4th calendar quarter report according to Colorado Revised Statutes of the Bingo Raffle Law Handbook, CRS 24-21-621(4). *(For further information on Bingo Raffle laws – https://www.sos.state.co.us/pubs/bingo_raffles/bingoHome.html)*

Section 4. Raffle Benefits & Perks

Any person who purchases the annual raffle ticket will have the privilege to attend all CSDBAA sponsored events free of charge only in the same year as the purchase of the raffle ticket. Raffle ticket purchasers will receive discounts on attending CSDB Athletic events, CSDBAA Homecoming BBQ, and other

events as determined by CSDBAA. People who participate in the annual raffle by purchasing a raffle ticket will receive a single entry into the end of the year raffle drawing to win prizes.

Section 5. Annual Raffle Prizes

Annually, at the CSDBAA Holiday Dinner, there will be a raffle drawing for prizes. There will be cash and gift prizes. The amount of cash and gift prizes varies according to the amount CSDBAA earns from the raffle. 25% of the proceeds of the raffle will be allocated to cash and gift prizes.

Section 6. Bingo-raffle License

CSDBAA must maintain an annual Bingo-raffle license to operate the raffle drawing.

Article IX Quorum

Section 1. It shall take a minimum of five (5) members in good standing to constitute a quorum for a meeting.

Section 2. It shall take a minimum of three (3) executive board officers present to constitute a quorum at any meeting.

Article X Meeting

Section 1. There shall be at least three (3) regular yearly meetings of CSDBAA. One (1) of the general meetings shall be held during the month of November.

Section 2. Such meetings may be suspended at any time for reasons of inability to meet or failure to have a quorum.

Section 3. At every regular meeting, the time, date, and place of the next meeting shall be announced. No other notice of a regular meeting must be given. If the time, date, and place of the meeting must be changed, the president must inform all the members in the same manner as required per Section 7.

Section 4. A special meeting of the CSDBAA may be called by the executive board officers. Members will be informed of the special meeting by phone, letter, or email at least seven (7) days prior to the meeting.

Section 5. Only members may speak during a meeting unless the members decide to open the meeting for nonmembers to speak. Guests are welcome to attend two

(2) meetings and after that they must join the CSDBAA to attend the future meetings.

Section 6. Voting for all members and executive members can be done in person or through electronic presence limited to live videoconferencing at CSDB General meetings. For executive board members, voting can be done through electronic communication for CSDBAA Executive Board meetings.

Section 7. It is the responsibility of the officers of the CSDBAA to make sure that the meetings start on time. It is the responsibility of all members to arrive on time for the meeting.

Section 8. The minutes shall be distributed to all members within **30** days.

Section 9. **Length of Meeting:**

Each meeting of any kind shall last no longer than two (**2**) hours unless extended by a one-fourth (**1/4**) of the members present.

Article XI Election of Officers

Section 1. Officers of the CSDBAA shall be elected for a term of five (**5**) years at the reunion's general meeting every five (5) years.

Section 2. Elections of officers shall be voted by secret ballot of the members.

Section 3. Nominations of officers shall be from the floor.

Section 4. The nominee for each office receiving a majority of the votes by the quorum present at the meeting shall be declared elected. If no nominee receives a majority vote, the nominees receiving the most votes shall have a runoff vote.

Section 5. Transition:

Officers will be elected during the reunion, which typically occurs in the summer. It is expected that all officers complete their business transactions, including handling monies, books, and items pertaining to the Association, and turn them over to their successors by December 31st of the election year.

Exceptions:

The retiring Treasurer shall ensure that all financial transactions are accounted for the that a report to the prior tax year is completed in accordance with IRS tax reporting policies. The report must be submitted before the IRS tax filing deadline, regardless of the transition of office.

Article XII *Amendment of Bylaws*

- Section 1. The new proposal of amendment(s) to the bylaws shall be presented prior to the next CSDBAA general meeting within thirty (30) days.
- Section 2. Amendment(s) to the bylaws must be approved by a two-third (**2/3**) vote of the quorum present at the meeting.
- Section 3. The bylaws may not be suspended or unattended for any reason.
- Section 4. Any member may propose a change in the bylaws. Such proposed change or amendment must be presented at a meeting of the CSDBAA and must be referred to the bylaws committee. The Bylaws Committee must report on the proposed change or amendment at the next meeting of the CSDBAA for a vote of the members.

Article XIII *Order of Business*

- Section 1. The order of business at meetings is as follows:
- A. Call to order
 - B. Roll Call / Quorum Check
 - C. Approval of Meeting Minutes
 - D. Membership Coordinator's Report
 - E. Secretary's Report and Minutes
 - F. Treasurer's Report and Trustees' Report if any
 - G. Board of Trustees (BOT)'s Report if any
 - H. Vice President's Report if any
 - I. President's Report and Executive Board Report if any
 - J. Committee Reports
 - a. Events Committee Report
 - b. Hall of Fame Committee Report
 - c. Reunion Committee Report
 - d. Museum Committee Report
 - e. Bylaws Committee Report
 - f. Webpage Committee Report

- g. CSDB Liaison Report
- K. Unfinished Business
- L. Election of Officers (as needed)
- M. New Business
- N. Announcement of the Next Meeting
- O. General Announcements
- P. Adjournment

Section 2. **ROBERT'S RULES OF ORDER (NEWLY REVISED)** shall be the authority for all matters of procedure not specifically covered by these bylaws.

Article XIV Conflict of Interest:

All persons either elected or appointed to an office (including but not limited to any Board or Committee members), prior to the acceptance and during the tenure of the position, shall consider each item of business, where they have a vote or decision authority, to determine if a real or perceived conflict exists with the interests of the Association. A conflict of interest is defined as any situation in which a member's decisions or votes could substantially and directly affect the member's professional, personal, financial, or business interests. In the event that a person nominated for or holding an office finds himself or herself in such a position, he or she shall promptly disclose the conflict of interest to the Board of Directors and rescues himself or herself at any Board or committee meeting from any Deliberations or vote on the matter giving rise to the conflict of interest. A copy of the disclosure statement shall be reviewed by the CSDBAA Executive board.

Article XV Nondiscrimination

No person, agency, or organization otherwise eligible shall be denied membership in the CSDBAA nor shall CSDBAA discriminate in any manner on the basis of age, sex, race, religion, citizenship, creed, marital status, physical status, parental status, sexual orientation, gender identity and expression, national origin, disability, or any other legal protected basis. The CSDBAA shall comply with all nondiscrimination requirements, either federal, state, or local, where applicable.

Article XVI Dissolution

If the CSDBAA is dissolved, all the funds of the CSDBAA shall be given to CSDB and/or to tax exemptions or charitable organizations of the deaf decided by a majority of CSDBAA members present at the dissolution meeting.

Article XVII Indemnification

The CSDBAA shall indemnify each officer, appointee, or employee (each known as “indemnitee”) to the full extent permitted by Colorado law, including but not limited to the Colorado Revised Nonprofit Corporations Act. In connection with indemnification, CSDBAA shall advance expenses to an indemnitee to the fullest extent permitted under the Nonprofit Act.

The CSDBAA shall follow the processes for indemnification prescribed by the Nonprofit Act. The personal liability of each indemnitee for breach of fiduciary duty is eliminated to the fullest extent permitted under the Act, including, without limitation, pursuant to Colorado Revised Statute, #7-128-402.

Any amendment, modification, or repeal of this Section shall not adversely affect any right or protection of an indemnitee in relation to an action or omission occurring prior to the time of such amendment, modification, or repeal.

Notwithstanding any other provision of these bylaws, the CSDBAA shall neither compensate any person, nor reimburse expenses, nor indemnify losses, nor purchase any insurance in any matter or to any extent that would jeopardize or be inconsistent with qualification of the CSDBAA as an organization described in section 501(c)(3) of the Internal Revenue Code, or that would result in the imposition of any liability under the Code.