



**Missouri School for the Deaf  
Alumni Association  
Bylaws**

## **ARTICLE I – NAME**

**Section 1.1 Name:** The name of the organization shall be the Missouri School for the Deaf Alumni Association, hereafter referred as MSDAA or the Association.

## **ARTICLE II – PURPOSE**

**Section 2.1 Purpose:** The purpose of the Association is to support MSD alumni by encouraging education and promoting charitable activities. To perpetuate the friendships formed during MSD life and promote social relations and events among alumni.

## **ARTICLE III – MEMBERSHIP**

**Section 3.1 Active:** An alumnus of MSD shall become an active member of the Association, upon payment of membership dues.

**Section 3.2 Associate:** A non-alumnus of MSD shall become an associate member of the Association, upon payment of membership dues and shall have all the privileges of membership except voting and serving on the Board.

**Section 3.3:** An alumnus of MSD, who is currently employed at MSD shall not concurrently serve on the MSDAA Board.

## **ARTICLE IV – MEMBERSHIP DUES**

### **Section 4.1:**

- a) The Association membership dues shall be ten (10) dollars for one (1) year or twenty-five (25) dollars for three (3) years.
- b) Starting at the age of 60, the Association membership dues shall be five (5) dollars for one (1) year or ten (10) dollars for three (3) years.

**Section 4.2:** The associate membership dues shall be seven (7) dollars for one (1) year.

**Section 4.3:** Current seniors of MSD shall receive a free one-year membership, upon graduation.

## **ARTICLE V – OFFICERS**

**Section 5.1 Officers:** The officers of the Association shall be a President, a Vice-President, a Secretary, and a Treasurer to be elected by a ballot at the triennial reunion. The election shall take place in conjunction with the triennial reunion every three years.

**Section 5.2:** The **President** shall be the chief spokesperson for the Association and shall preside at all board meetings and membership meetings. The President shall appoint chair

of each standing and other committees with the approval of the Board and shall be an ex-officio member of all committees except Audit and Nominating committees.

**Section 5.3:** The **Vice-President** shall serve at any time the President is unable to serve, or when the office of the President becomes vacant.

**Section 5.4:** The **Secretary** shall record the minutes of all meetings of the membership and the Board of Directors and shall maintain the official membership roster of the Association, the Board, and each committee. The Secretary shall handle all communications for the Association.

**Section 5.5:** The **Treasurer** shall be responsible for vested funds of MSDAA and shall be bonded. The Treasurer shall submit financial reports to the Board and have all records audited.

## **ARTICLE VI – BOARD OF DIRECTORS**

### **Section 6.1**

- (a) The Board of Directors shall consist of all elected officers, a Membership Secretary and two (2) board members to be elected by a ballot at the triennial reunion.
- (b) Membership Secretary shall maintain membership roster and shall remind members of their membership dues within sixty (60) days before the annual membership due date and shall inform the Treasurer of such action.
- (c) All Board of Directors shall have been members of MSDAA and be resided in Missouri for more than one year before the election.
- (d) All Board of Directors shall serve the three-year term beginning immediately after the election at the triennial reunion.

**Section 6.2 Board Meetings:** The Board of Directors shall meet at least 2 times annually, in person or virtual. Notice must be given to Board members at least ten (10) business days prior to any Regular Board meeting.

**Section 6.3 Quorum:** A majority of the MSDAA Board of Directors shall constitute a quorum.

**Section 6.4 Resignation:** Any Board member shall provide written notice of resignation to the President. The President shall appoint a new Board member to fill in the vacancy upon the Board's approval.

**Section 6.5 Liaison:** The President with the consent of the Board of Directors shall appoint an MSDAA Liaison to MSD, and he/she shall attend the MSD Board of Advisors meetings as well as other meetings when permitted. Such appointee shall be an active member and shall not be a part of the MSD faculty. A report to the Board shall be within thirty (30) days after any meetings.

**Section 6.6 Oath:** The newly elected Board of Directors shall be sworn in by the proceeding President after the election by taking the following oath:

*“I do solemnly pledge to faithfully perform the duties of the office to which I have been elected and follow the MSDAA Bylaws to the best of my ability and for the benefit and betterment of the MSDAA.”*

**Section 6.7 Electronic Meetings:** The Board of Directors may conduct meetings virtually through videoconferencing or the use of technology available. Any decisions made through telecommunications or any electronically mediated methods, shall be ratified by the Board of Directors at the next meeting.

**Section 6.8 Compensation:** Members of the Board of Directors shall serve without receiving compensation except for standard expense reimbursements for costs incurred in discharge of duties.

**Section 6.9 Removal from Office:** Board members may be removed after due process hearing for failure to carry out their duties or for other good and sufficient reason by a two thirds (2/3) vote of the Board of Directors present and voting.

## **ARTICLE VII – MEMBERSHIP MEETINGS**

### **Section 7.1**

- a) The Association shall meet once a year with a quorum of the active members present at the membership meeting at such time and place be determined by the Board.
- b) Twenty (20) active members present at the alumni meeting shall constitute a quorum.
- c) The place of meeting shall be in Callaway County, Missouri, during a fall or winter homecoming weekend.

**Section 7.2 Special Meetings:** Special Meetings may be called by the President, or by a majority of the Board or shall be called upon the written request of at least 20 active members. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least one week’s notice shall be given.

**Section 7.3:** The order of business meeting of all membership meetings shall be as follows:

- a. Meeting called to order
- b. Silent Prayer
- c. Pledge of Allegiance to US Flag
- d. Reading of the necrology report
- e. Reading of previous membership meeting
- f. Reading of correspondences if any

- g. Officers' Reports
- h. Committees' Reports
- i. Unfinished Business
- j. New Business
- k. Election of officers (every three years)
- l. Announcements
- m. Adjournment

**Section 7.4 Virtual Meeting/Election During Declared Emergency:**

- a) If there is a declaration of national, state, or local emergency, the membership meetings, using technology available, may be held virtually.
- b) If the use of technology becomes unavailable and holding the virtual membership meeting with election cannot be held during triennial reunion, the full board of directors shall continue to service an additional 3 years.

**ARTICLE VIII – STANDING COMMITTEES**

**Section 8.1:** The Standing Committees shall consist of AUDIT, BYLAWS, NOMINATION, and MEDIA. Each Committee Chair shall be appointed by President with an approval of the Board of Directors.

- a) The Audit committee is to support the board in fulfilling its oversight responsibilities for the monitoring of MSDAA's accounting financial reporting; internal control process and related policies and procedures; the process for identifying and managing risks; and audits of its financial statements.

The Audit Committee shall consist of three (3) active members appointed by the President with the approval of the Board. One of three members shall be the chair of the committee. The Treasurer shall not serve on the Audit Committee.

- b) The Bylaws Committee shall be responsible for amending, drafting, editing, and revising the bylaws. At least sixty (60) days prior to the business meeting, the committee shall gather input for bylaws amendments, edits, and revisions. The committee shall send out proposed amendments, edits and revisions at least thirty (30) days prior to the start of the business meeting.

- c) The chair of Nomination Committee shall be appointed by the President with approval of the board at least 2 months in advance of the Membership Meeting/Elections. The nomination committee shall post a proposed slate of candidates at least 30 days prior to the elections through communication media (email, website & Facebook). On floor nominations shall be accepted.

- d) The Media Committee shall be responsible for all social media accounts that the Association has. The Media Committee will post announcements/statements or

relevant issues on the social media accounts (website & Facebook). The Media Committee shall update and maintain the Association's website. The Media Committee can do other duties at the request of the Board that is related to Media or communication.

## **ARTICLE IX – ALUMNI REUNION**

**Section 9.1:** The triennial MSDAA reunion shall be held concurrently with the MSD's Fall Homecoming. The location of the reunion shall be decided by the Board.

**Section 9.2:** Any graduating class may plan its own class reunion at their discretion.

## **ARTICLE X – PARLIAMENTARY AUTHORITY**

**Section 10.1:** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern MSDAA in all cases to which they are applicable and any special rules of order MSDAA may adopt.

## **ARTICLE XI – AMENDMENTS**

**Section 11.1:** The Bylaws may be amended by a two-thirds (2/3) vote of active members attending annual membership meeting. Proposed amendments to the bylaws shall be submitted in writing to the law committee chair at least sixty (60) days before the membership meeting. Proposed change notices shall be mailed or emailed to all members in good standing at least 30 days prior to the annual meeting.

## **ARTICLE XII– DISSOLUTION**

**Section 12.1:** In the event that the Association is dissolved by a proper motion and vote by the membership and after payment of all debts and liabilities, remaining assets shall be distributed to Missouri 501(c)(3) organizations dedicated to the advancement and preservation of sign languages and cultural collectivism of the Deaf, Hard of Hearing and DeafBlind Community.