



**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 Active membership dues shall be forty (40) dollars for three (3) years.
- b) The Associate membership dues shall be forty (40) dollars for three (3) years.

Section 4.2: Membership dues for Active and Associate members, age 60 and over, shall be twenty-five (25) dollars for three (3) years.

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

ARTICLE V – OFFICERS

Section 5.1: The **officers** of the Association shall be a President, a Vice-President, a Secretary, and a Treasurer to be elected by 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 Committee.

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 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 Board of Directors:

- (a) The Board of Directors shall consist of all elected officers, a Membership Secretary and one (1) board member to be elected by 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 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 video-conferencing 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: Elected Board members may be removed due to 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) voting 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 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, HALL OF FAME, MEDIA, and REUNION. 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 Hall of Fame Committee shall consist of at least five members in good standing and is responsible for screening and nominating candidates for induction based on their qualifications. Award induction honors are presented annually, and all functions and procedures of the Committee are governed by its official guidelines.
- d) The Media Committee shall be responsible for handling public relations and managing all social media platforms associated with the Association, including posting electronic announcements, statements, and relevant issues such as necrology of alumni on the MSDAA website and MSDA Facebook. The Webmaster shall update and maintain a registry of Alumni graduates and non-graduates on the Association’s website. The Media Committee may also perform additional duties related to media or communication as requested by the Board, especially those pertaining to Association members.

- e) The Reunion Committee shall consist of at least five MSDAA members in good standing and may include, but is not limited, the following roles: Reunion Chair, Secretary, Treasurer, Registration Coordinator, and Banquet Coordinator. Additional positions may be established at the discretion of the Chair as needed.

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 Bylaws 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.

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