



**BYLAWS
of
WASHINGTON SCHOOL FOR THE DEAF
ALUMNI ASSOCIATION**

ARTICLE I – NAME

Section 1.1 Name. This organization shall be known as the Washington School for the Deaf Alumni Association, hereinafter referred to as “The Association”, “WSD Alumni Association” or “WSDAA”.

Section 1.2 Incorporation. The Association shall be incorporated under the laws of the State of Washington as a tax-exempt, **will be** a non-profit organization under Section 501(c)(3) of the Internal Revenue Code for educational, charitable, and deaf culture purposes.

ARTICLE II – MISSION STATEMENT & PURPOSES

Section 2.1 Mission Statement. The Association strives to further the well-being of WSD and its alumni by increasing the interest of the Association in the School and each other.

Section 2.2 Purposes. The objectives of the Association are:

- A. to continue the friendships formed during school life and to promote relations among its Alma Mater through Association activities, business meetings, and Quinquennial Reunions;
- B. to promote and increase the influence of WSD as an ideal educational center for Deaf and hard-of-hearing students.
- C. to serve as a support base for WSD graduating students and prospective students;
- D. to maintain the WSD Museum;
- E. to present an annual WSD Student Achievement Award;
- F. to induct outstanding individuals into the WSDAA Hall of Fame;
- G. to promote and preserve school/alumni heritage;
- H. to develop positive self-identities/skills and to become lifelong leaders; and

- I. to support and advocate for Deaf rights, American Sign Language (ASL), and Deaf culture as a positive impact on both the Deaf and hearing communities.

ARTICLE III – MEMBERSHIP

Section 3.1 Membership Categories. Five membership categories in the Association shall be:

- A. Regular
- B. Supporting
- C. Affiliate (Group)
- D. Honorary
- E. Hall of Famer

Section 3.2 Qualifications. Qualifications for Association membership are as follows:

- A. Regular membership – individuals who have attended WSD or graduated from WSD.
- B. Supporting membership – individuals who are supporters/friends of WSD; parents and family members of former/current WSD students; and former/current employees/staffers of WSD.
- C. Affiliate (Group) membership – agencies, organizations, corporations, associations, clubs or businesses who support the mission of the Association.
- D. Honorary membership – individuals who have made significant contributions to the Association or Washington School for the Deaf as determined by a three-fourths (3/4) vote of the Board.
- E. Hall of Famer membership – individuals who are WSD Hall of Famers.

Section 3.3 Membership Benefits. Membership privileges in the Association are given to all members in good standing, upon payment of annual membership dues.

- A. Regular members shall have and enjoy all rights and privileges, including the right to vote, make motions, and hold office.
- B. Supporting members shall have and enjoy all rights and privileges, except the right to hold office. They also can make motions and vote on non-election related matters; and serve as either chairpersons or members of standing/Ad Hoc committees.
- C. Affiliate representatives – each affiliate limited to one (1) representative -- and Honorary members shall be entitled to all Association privileges as may be specified from time to time by the Board, except the right to hold office. They also can make motions and vote on non-election related matters. They can serve as members to be on any standing or Ad Hoc committee, but they cannot be the chairpersons.
- D. All members receive WSDAA Newsletter subscription.
- E. Hall of Famers shall get free lifetime membership.

Section 3.4 Membership Dues.

- A. Annual membership dues shall be determined by the Board.
- B. Membership dues in the amount designated for Regular/Supporting members and Affiliate representatives shall be paid to the Treasurer. The first time of any month in which membership dues are received shall become the member's annual renewal date. Annual dues paid will continue membership privileges.
- C. Waive annual membership dues for Hall of Famers and subscribe to WSDAA Newsletter free for life.

Section 3.5 Membership List.

- A. Association membership list shall be kept in strictest confidence.
- B. In no case shall an officer give out members' mailing addresses, VP/Text numbers, FB messengers, or e-mail addresses except in case where a member has submitted a written release on the WSDAA Annual Membership Form for inclusion in the Association Membership Directory.

Section 3.6 Complimentary Membership. The students of WSD seniors shall receive free one-year membership (at the Tea Party), only if they submit a completed WSDAA annual membership form before the graduation day.

ARTICLE IV – GOVERNANCE

Section 4.1 Executive Committee. The following officers shall constitute the Executive Committee:

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer
- E. 2 Board Members-at-Large
- F. Membership Coordinator

Section 4.2 Board of Directors. The Board of Directors (hereinafter known as the "Board") consists of:

- A. the Executive Committee
- B. standing committee chairpersons
- C. the WSD Superintendent (non-voting member)

Section 4.3 Authority. The Board shall be responsible for overseeing all activities and programs of the Association. The Board may delegate the management of any or all the activities of the Association to any person, committee or organization.

The Board shall also:

- A. conduct, manage and control the affairs and business of the Association, and to make rules and regulations;

- B. adopt such policies with respect to the Articles of Incorporation and the Bylaws, and the purposes of the Association as specified;
- C. conduct all Association funds;
- D. fill any or all vacancies on the Board for the unexpired term in consultation with the Nominating Committee;
- E. dismiss, by a two-thirds (2/3) vote, officers who are neglectful in their official duties – provided he/she is given reasonable notice and opportunity to be heard.

Section 4.4 Executive Committee Meetings. Executive Committee meetings (“executive sessions”) are closed to the Board and general membership.

Section 4.5 Notice of Executive Committee Meetings. Notice of the date and place of each Executive Committee meeting may be called at any time by the President or by two or more officers on written petition by a rapid and economical communication method (including but not limited to postal mail, e-mail, VP, text or website communications).

Section 4.6 Board Meetings. Board Meetings shall be held at least two (2) times a year and at such dates and places as may be determined by the President or by two or more Board members on written petition by a rapid and economical communication method (including but not limited to postal mail, e-mail, VP, text or website communications).

Section 4.7 Notice of Board Meetings. Notice of date and place of each Board meeting shall be given by the Secretary to each Board member at least thirty (30) days in advance of the date of such meeting, by a rapid and economical communication method (including but not limited to postal mail, e-mail, VP, text or website communications).

Section 4.8 Alternative Method of Executive & Board Meetings. In case the Board is unable to assemble a meeting, a vote may be conducted by a rapid and economical communication method (including but not limited to postal mail, e-mail, VP, text or website communications). A record shall be made of the communications and a record made of the voting upon questions presented shall be allowed in the following manner: The President shall submit the question to all Board members, and the question shall be seconded and each member shall notify the President whether he/she votes for or against such question. The Secretary shall immediately inform all board members the official results of the vote. A copy of all communications and voting records made shall be given to the Secretary and entered the Board minutes.

ARTICLE V – DUTIES OF OFFICERS

Section 5.1 President. The President shall:

- A. perform duties that are related to his/her office.
- B. be responsible for the comprehensive, integrated management of the Association, and for the work of the Association office.

- C. preside at all Executive, Board and Annual meetings, and as an ex-officio member of all standing committees except the Nominating and Hall of Fame Committees.
- D. prepare meeting agendas.
- E. submit a written report at each meeting and to the WSDAA Newsletter editor in a timely manner.
- F. appoint standing committee chairpersons, subject to Board approval.
- G. possess knowledge and understanding of parliamentary procedures and bylaws.
- H. represent the Association at school-related functions at WSD' request.
- I. function as the official spokesperson of the Association.

Section 5.2 Vice-President. The Vice-President shall:

- A. act as President pro-tem at meeting during the President's absence due to illness or scheduling conflicts.
- B. serve as the chairperson of the Law Committee and prepare written reports pertaining to committee activities as deemed necessary or upon request by the President or the WSDAA Newsletter editor.
- C. update the entire set of the Association Bylaws on the website on a regular basis.
- D. function as a liaison between the Reunion Committee and the Board.
- E. automatically become the President and serve out the remainder of the President's term in the event the President is unable to perform his/her duties due to resignation, incapacity, death, or by any other unforeseen circumstances.
- F. function as a liaison between WSD Alumni & Friends Day Committee and the Board.

Section 5.3 Secretary. The Secretary shall:

- A. take and keep a record of the minutes of the Executive Committee, Board, and Annual meetings.
- B. inform the Executive Committee, Board officers and active members about each forthcoming meeting.
- C. keep on file an up-to-date membership roster jointly with Membership Coordinator.
- D. submit a written report at each meeting and to the WSDAA Newsletter editor in a timely manner.
- E. Handle all correspondence.
- F. maintain a WSDAA administrative binder containing the Articles of Incorporation, bylaws, administrative policies, rules of order, standing rules, and other official documents.
- G. bring the governing documents to each meeting (the minutes book, Bylaws, membership list, and list of standing committees and their membership).
- H. have control and custody of all records belonging to the Association, all books, newsletters, documents, correspondence, and papers pertaining to the Association – except those in the immediate charge of other officers' essential to their respective offices.

- I. coordinate with the Treasurer to maintain the Association incorporation status with the State of Washington in conjunction with the Corporation Registered Agent.

Section 5.4 Treasurer. The Treasurer shall:

- A. know bookkeeping and/or accounting practices.
- B. maintain the General Fund, which is to be the general activity fund of the Association, and the Special Fund for grants, bequests and donations made out to the Association.
- C. keep a true and careful account of all proceeds, revenues, and expenses of the Association funds.
- D. maintain a file of all receipts, cancelled checks, expenditures, and financial documents.
- E. receive all funds of the Association, and shall pay out such funds as directed by the Board.
- F. receive and deposit monies in the Association's bank account.
- G. submit the books to the Auditing Committee on a semi-annual basis, unless otherwise directed by the President.
- H. prepare a quarterly financial report (all income, expenses, transactions, balances, petty accounts and bank statements) and give a copy to the President.
- I. prepare an annual financial report and give a copy to the President and WSDAA Newsletter editor in a timely manner.
- J. notify Membership Coordinator by e-mail or mail to contact all active/former members when their annual dues become payable.
- K. issue receipts of paid annual dues to all Association members in person or by postal mail.
- L. file applicable local, state and federal taxes.
- M. coordinate with the Secretary to maintain the Association Incorporation status with the State of Washington in conjunction with the Corporation Registered Agent.

Section 5.5 2 Board Members-at-Large. The 2 Board Members-at-Large shall:

- A. work with the Board of Directors.
- B. serve as members of the Executive Board.
- C. Give assistance in any way possible.

Section 5.6 Membership Coordinator. The Membership Coordinator shall:

- A. serves as a chairperson of membership committee and as a liaison between the Association and members residing in their respective geographical area: in State of Washington and out of States.
- B. recruits former, current, and potential students of WSD as well as former, current and retired WSD staffers for Association membership; encourage former members to re-join the Association; and solicit organizations, agencies, corporations, clubs and businesses to become Affiliate (Group) members.

- C. improves communications among the Deaf/hard-of-hearing community, legislators, professionals, and the general public within the state of Washington.
- D. submit a written report at each meeting and to the WSDAA Newsletter editor in timely manner.
- E. carries out duties assigned by the Boards and Treasurer to assists on how to standardize the receipts and others after collecting the annual dues for new or renewal membership before issuing to the members. Mail or hand to the Treasurer the annual dues with the copies of receipts to be recorded and filed.
- F. submits a written report of necrology at each meeting and to the WSDAA Newsletter editor in a timely manner.

ARTICLE VI – NOMINATIONS & ELECTIONS

Section 6.1 Nominating Committee.

- A. The Nominating Committee shall comprise of three (3) Association members appointed by the Board.
- B. The chairperson of the Nominating Committee shall not be eligible to serve on the Board.
- C. Nominating Committee members shall not be eligible for any office.
- D. Any vacancy on the Nominating Committee shall be filled by appointment by the Executive Committee.

Section 6.2 Duties of the Nominating Committee. The Nominating Committee member shall:

- A. send a call for nominations to members primarily by e-mail.
- B. seek the best candidate for each office.
- C. contact each nominee to see if he/she would be willing to serve as an officer.
- D. prepare and submit a slate of qualified candidates for each office.
- E. conduct elections during Reunions or Annual Meetings, and announce the ballot results.

Section 6.3 Nominating Process and Election Procedures.

- A. Elections shall be held biennially during years ending with an EVEN number.
- B. The Nominating Committee shall submit a list of candidates to be announced by the chairperson for the election.
- C. Candidates, who are Regular members in good standing, can be nominated in two ways:
 - a. by the Nominating Committee
 - b. from the floor
- D. Each candidate can be nominated for more than one office, but hold only one office.
- E. Each officer shall be elected by a majority vote.

Section 6.4 Terms of Office.

- A. To be elected for any office, only Regular members in good standing are eligible.

- B. All elected officers shall serve a term of two (2) years.
- C. Immediately following the election and after taking an oath, the new officers shall assume their respective office.

Section 6.5 Oath of Officers. The following oath shall be administered by the retiring President or other officer:

"I hereby solemnly promise to uphold the Bylaws of the WSDAA – and to maintain its good name in the WSD community. I further promise to perform the duties pertaining to my office to the best of my knowledge and ability."

Section 6.6 Vacancy. A vacancy in any office of the Association, other than the President, shall be appointed by the President for the remainder of the unexpired term, subject to Board approval.

Section. 6.7 Transition. The retiring officers shall, within thirty (30) days, complete all their business transactions, monies, books, and items pertaining to the Association and turn them over to their successors.

ARTICLE VII – ANNUAL MEETINGS

Section 7.1 Annual Meetings.

- A. Annual Meetings shall be held annually during WSD Homecoming weekends or the WSD Alumni & Friends Day as determined by the Board.
- B. Annual meetings may also be held during Reunions in years ending with one (1) and six (6).

Section 7.2 Notice of Annual Meetings. Notice of Annual Meetings shall set forth date, time, place, and general nature of the business proposed to be discussed, as fixed by the President or the Board. Notice shall be sent to all Association members at least sixty (60) days prior to the designated meeting date via a rapid and economical communication method (including but not limited to postal mail, e-mail, VP, text or website communications).

Section 7.3 Sergeant-at-Arms. The President shall, when necessary, appoint a sergeant-at-arms to help preserve order.

Section 7.4 Language. All meetings shall be conducted in American Sign Language (ASL).

ARTICLE VIII – REUNIONS

Section 8.1 Reunions. Reunions shall be held every five (5) years, ending with the last number in a given year: one (1) and six (6).

Section 8.2 Date and Place. Date and place of each Reunion shall be determined by the Board upon the recommendation of the Reunion Committee, at least twenty-four (24) months prior to the designated event date. Under

exceptional circumstances, the Board shall have power to recommend another date and place.

Section 8.3 Notice. Reunion flyers shall be mailed to all Association members at least eighteen (18) months prior to the date of the upcoming Reunion; and notice shall be published in the WSDAA Newsletter and on the WSDAA website.

Section 8.4 Committee Work. The Reunion Committee shall be responsible for event planning such as registration, program agenda, flyer distribution, decorations, social activities, entertainment, catering, workshops, award ceremonies, games, tours, and publicity.

ARTICLE IX – QUORUMS

Section 9.1 Executive Committee Quorum. Five (5) or more officers shall constitute a quorum for the transaction of business.

Section 9.2 Board Meeting Quorum. A majority of the Board shall constitute a quorum provided there are at least four (4) officers present.

Section 9.3 Annual Meeting and Reunion Quorums.

- A. A quorum shall be necessary for electing officers, amending the Bylaws, an authorizing the expenditure of money. Officers' and committee reports do not require a quorum.
- B. A member, who has paid his/her dues to the Association in a current calendar year, shall be counted in determining the basis for a quorum.
- C. Fifteen (15) of all members in good standing, including the officers, at any non-Reunion Annual Meeting shall constitute a quorum for the transaction of business.
- D. Thirty (30) of all members in good standing, including the officers, at any Reunion Business meeting shall constitute a quorum for the transaction of business.

A chairperson in charge of more than one standing committee can only cast one (1) Board vote on any motion.

ARTICLE X – ORDER OF BUSINESS

Section 10.1 Order of Business. The order of business of the Association shall be as follows:

- A. Roll Call
- B. Call to Order
- C. Allegiance to the Flag & Necrology
- D. Reading and Approval of Minutes
- E. Reports of Officers
- F. Reports of Standing and Ad Hoc Committees
- G. Unfinished Business
- H. New Business

- I. Nominations & Elections of Officers
- J. Announcements
- K. Adjournment

ARTICLE XI – STANDING & AD HOC COMMITTEES

Section 11.1 Standing Committees.

- A. Standing committees are considered a permanent segment of the Association, and have certain functions that are essential to the harmonious operation of the Association.
- B. A standing committee chairperson appointed by the Executive Committee may be either a Regular or Supporting Member.
- C. Chairpersons of the standing committees, except the Nominating Committee, shall serve on the Board
- D. A chairperson who oversees more than one standing committee, can only cast one (1) Board vote on any motion.
- E. Standing committees keep a record of its activities and place them in a file, which becomes a continuous record of committee activities and is given to new chairpersons.
- F. Each standing committee chairperson shall submit a written report at each meeting and to the WSDAA Newsletter editor.
- G. The Standing committees of the Association are as follows:
 - 1. Law Committee (See Article XIV)
Purpose: to draft and submit amendments for adoption in the Bylaws; and to review proposed amendments from the general membership and make recommendations for adoption.
 - 2. Membership Committee (See Membership Coordinator: Section 5.6 - B)
Purpose: to pursue efforts to increase membership in the Association; to collect membership dues; to submit any monies to the Treasurer; to keep track of old and new members; and to submit a necrology report at each meeting to the WSDAA Newsletter editor.
 - 3. WSDAAA Newsletter Committee (see Article XII)
Purpose: to publish and distribute the newsletters at least three (3) times a year to keep members informed of all Association activities, meetings, Reunions, approved Bylaws amendments, and other news.
 - 4. Auditing Committee
Purpose: appointed three (3) members from local area by Treasurer to provide a review process of the Treasurer's books, bookkeeping records, and financial reports on a quarterly basis for verification and correctness.
 - 5. Reunion Committee (see Article VIII)
Purpose: to plan reunions every five (5) years as a way to renew the strong bonds that keep them connected to each other and to WSD.
 - 6. WSD Alumni & Friends Day Committee
Purpose: to plan WSD Alumni & Friends Day activities in conjunction with Annual Meetings and homecoming activities.

7. WSD Student Achievement Award Committee
Purpose: to award each year a graduating WSD student on the basis of leadership qualities, academic excellence, great rapport with students and staff and intent to enter college in the coming fall.
8. WSDAA Hall of Fame Committee
Purpose: to nominate and induct WSD individuals for outstanding accomplishments during their high school or college years or in adult life – in “ACCESS” categories: Arts, Community Service, Education, and Sports; and, to award a non-matriculating WSD staffer for Special Recognition.
9. Museum Committee
Purpose: to collect, display and preserve school artifacts, books, clothes, photographs, artwork, and memorabilia for the WSD Museum.
10. Nominating Committee (see Article VI)
Purpose: to conduct nominations and elections of officers to the Association.
11. Mural Preservation Committee
Purpose: to restore, protect, preserve, and care for the WSD/Clarke Hall murals in the long term.

Section 11.2 Ad Hoc Committees.

- A. Ad hoc committees are temporary and are either appointed or elected to do a definite task, usually for a brief time.
- B. Ad hoc committee members and chairpersons shall be appointed by either the President with Board approval or selected by general membership.
- C. Each ad hoc committee shall work on a specific task as requested by either the Board or general membership.
- D. Committee chairpersons shall report on the nature and progress of their assignment to either the Board or general membership.
- E. A final report is submitted for approval by a majority vote of the Board or general membership.

ARTICLE XII– OFFICIAL PUBLICATION OF THE ASSOCIATION

Section 12.1 Official Publication of the Association. Official publication shall be the WSDAA Newsletter.

Section 12.2 Editor. The President, subject to the approval of the Executive Committee, shall appoint an editor to take charge of the newsletter. The editor shall publish in the newsletter all approved officers’ reports, committee reports, approved Bylaws amendments, alumni/school news and related information.

Section 12.3 Subscription. As included in dues-paid membership benefits, the WSAD Newsletter subscription shall be distributed at least three (3) times a

year. In addition to regular subscription, special editions may be issued as deemed necessary.

ARTICLE XIII– FUNDS

Section 13.1 Funds. (The Association shall have two separate funds) The General Fund and the Special Fund:

- A. The General Fund shall be used for general expenditures within the Association and shall be managed by the Treasurer, and may be drawn upon and expended only as limited to two hundred fifty dollars (\$250) for any sole purpose not in the budget authorized by members at the Annual Meetings.
- B. All annual membership dues, fees, and net proceeds from any Association event and other activities shall be deposited in the General Fund.
- C. The Special Fund shall be used as an account for donations, grants, and bequests for specific purposes.
- D. June 1 to May 31 shall be the fiscal year for the General Fund and the Special Fund.

Section 13.2 Reimbursement.

- A. Board members and standing committee chairpersons shall be reimbursed for any necessary expenses as part of their duties. They shall submit written reports and receipts of their expenses to the Executive Committee within 30 days for approval.
- B. Board officers who travel to and from the meetings outside of the 40-mile radius shall be reimbursed for vehicular fuel consumption at one-thirds (1/3) of Washington State mileage rate, not exceeding the maximum of \$40.00 as determined by the Association Board.
- C. There shall be no transportation reimbursements for traveling to and from Reunions, Alumni Homecomings and Alumni/Friends Day Events.

Section 13.3 Restriction. Board members shall receive no monetary compensation or salary for their services to the Association.

ARTICLE XIV – AMENDMENTS

Section 14.1 Proposals and Adoptions.

- A. Amendments to the Bylaws may be proposed by the general membership or the Board, provided that such amendment be submitted in writing to the Law Committee chairperson at least sixty (60) days before the Annual Meeting.
- B. Copies of proposed amendments, along with committee recommendations, shall be sent to all members at least thirty (30) days prior to the Annual Meeting.

- C. Such amendments shall be adopted by a two-thirds (2/3) vote of the members present.
- D. Amendments may be proposed at the Annual Meeting without previous notices, subject to immediate review by the Law Committee. Following committee recommendations, a four-fifths (4/5) vote is required for adoption.
- E. Unless otherwise specified, the Bylaws as a whole, including the amendments adopted at each Annual Meeting, shall go into effect immediately.

Section 14.2 Communications.

- A. The Law Committee chairperson shall be responsible for distributing to all members a copy of the proposed amendments by utilizing the fastest and economical method of communication, including but not limited to postal mail, e-mail, text, VP, or website communication.
- B. Amendments that have been approved shall be published in the WSDAA Newsletter following the adjournment of each Annual Meeting and Reunion.
- C. The Bylaws can be viewed in its entirety on the WSDAA website only.

ARTICLE XV – PARLIAMENTARY AUTHORITY

The proceedings of all meetings of the Board and the Association and all other matters not covered in these Bylaws shall be governed according to the parliamentary laws as set forth in Robert’s Rules of Order, revised edition.

ARTICLE XVI – DISSOLUTION

Section 16.1 Approval of Dissolution. Upon an affirmative two-thirds (2/3) vote of both the Board and general membership of the Association, the Treasurer shall pay all outstanding debts and make transfers of all funds, including deposits and investments, and all other assets and property of the Association.

Section 16.2 Transfer of Funds. Upon the dissolution of the Association, all funds, assets and property shall be transferred to the Deaf Education Advocacy Foundation (D.E.A.F.), a non-profit organization affiliating of Washington School for the Deaf (WSD).

Section 16.3 Assets. No Board or Association members shall be entitled to share in the distribution of any of the Association’s assets upon the dissolution of the Association.

