

AUSTIN ASSOCIATION OF THE DEAF, INCORPORATED **POLICY**

SECTION I – MEMBERSHIP DUES

1. All members shall pay annual membership dues upon joining the organization.
2. All members shall present their membership cards for entry to the clubhouse or any Association events.
 - a. Members without a card shall pay temporary dues.
3. Visitors entering the clubhouse shall pay temporary dues for a two-day pass.
4. Membership payments made at General Meetings will be processed the next business day.
5. Membership privileges and dues are as follows:
 - a. Regular Members: \$100**
 - i. Individuals aged 18 and older who are Deaf or Hard of Hearing.
 - ii. Includes voting privileges, free email newsletter, and unlimited WiFi access.
 - b. Associate Members: \$100**
 - i. Individuals aged 18 to 59 who are not Deaf.
 - ii. Includes voting privileges, free email newsletter, and unlimited WiFi access.
 - iii. Non-Deaf individuals must be referred or invited by a current Deaf member.
 - iv. Non-Deaf members cannot exceed 15% of the Deaf member base.
 - v. Approval by members at the General Meeting is required.
 - vi. Non-Deaf individuals are ineligible for office.
 - c. Temporary Members: \$10 (Cover charge)**
 - i. Individuals aged 18 and up, Deaf, Hard of Hearing, or non-Deaf.
 - ii. Two-day membership with no voice or voting privileges per TABC regulations.
 - iii. One-hour free WiFi access.
 - d. LIFETIME MEMBERSHIP (PAID):**
 - i. Includes voting privileges, free email newsletter, and unlimited WiFi access.
 - e. LIFETIME MEMBERSHIP (DUES EXEMPTION):**
 - i. Same benefits as a paid lifetime membership, except no voting privileges.
 - ii. Check Guidelines (Section XII) for “Lifetime Membership.”

SECTION II – DUTIES & POWERS OF EXECUTIVE BOARD OFFICERS

1. The Executive Board consists of the President, Vice-President, Secretary, Treasurer, Director of Public Relations, and five (5) Members-At-Large.
2. **PRESIDENT:**
 - a. Shall be the Association’s chief spokesperson.
 - b. Shall facilitate the General, Special, and Executive Board Meetings.
 - c. Shall appoint a parliamentarian prior to the General Meeting.
 - d. Shall cast the deciding vote in case of a tie for all matters except the election.

- e. Shall oversee the operation of the officers and committees.
- f. Shall prepare an agenda for the General Meeting.
- g. Shall be an Ex-Officio of the Standing and Ad-Hoc committees.
- h. Shall appoint chairperson(s) for any Association event.
- i. Shall have access to the Association's bank accounts.

3. VICE-PRESIDENT:

- a. Shall serve at any time the President is unable to serve, or when the office of the President becomes vacant.
- b. Shall be the chairperson of the By-Laws & Policy committee.
- c. Shall read the written motions for accuracy prior to New Business.
- d. Shall use current technology to photocopy motions.
- e. Shall keep the copies of By-Laws & Policy.
- f. Shall update By-Laws & Policy after each General Meeting.
- g. Shall give the updated By-Laws & Policy to the Secretary for record keeping.
- h. Shall assist to develop or update AAD's guidelines.

4. SECRETARY:

- a. Shall record the proceedings of all meetings with the current By-Laws, Policy, and Robert's Rules of Order on hand at all times.
- b. Shall keep the records of:
 - i. Executive Board Meeting Minutes
 - ii. General/Special Meeting Minutes
- c. Shall send out minutes and reminders one (1) week before the General Meeting.
- d. Shall post the Minutes of recent Executive Board and General/Special Meetings at every General Meeting.
- e. Shall keep the original minutes and corrected minutes together.
- f. Shall be responsible for all necessary correspondences.
- g. Shall be chairperson of the membership committee.
- h. Shall appoint and supervise the Membership Coordinator whose duties are:
 - i. Maintaining and updating the membership records monthly.
 - ii. Sending the new and renewed membership cards within 30 days after the dues are paid.
- i. Shall post the declarations for vacancies in Executive Board positions and qualifications for each position on the bulletin board and Association's website one month before the next General Meeting.

5. TREASURER:

- a. Shall be responsible for all financial transactions of the Association.
- b. Shall keep all financial records in the file.
- c. Shall submit audited monthly detailed reports of all financial transactions of the Association to the Executive Board meetings.
- d. Shall report monthly summary of expenses/income reports at the General Meetings.
- e. Shall work with the Assistant Treasurer.
 - i. The Assistant Treasurer shall have no access to AAD's bank accounts unless authorized in writing or by email by the President or Treasurer.

- ii. Assistant Treasurer shall succeed to the office of the treasurer if it becomes vacant on a temporary basis.
- f. Shall work with the event chairperson involving the event's record of spending/earnings.
- g. Shall have access to the Association's bank accounts.

6. DIRECTOR OF PUBLIC RELATIONS (DPR):

- a. Shall relay announcements pertaining to the programs/events of the Association.
- b. Shall post any advertisement or flier approved by the Executive Board before posting on AAD's social media accounts and website.
- c. Shall coordinate social media of all types.
- d. Shall participate in creating announcements (i.e. flyers) for any event hosted by the Association with the President's approval.
- e. Shall maintain the operation of the Association's website.
- f. Shall be responsible for the distribution of the monthly newsletter.
- g. May appoint a Social Media Coordinator as needed.

7. MEMBERS-AT-LARGE (MAL):

- a. Shall attend Executive Board meetings with voice and voting privileges.
- b. Shall handle all grievances made by members.
- c. Shall be responsible for the Association's inventory.
- d. If current Members do not show interest in taking one of the duties below, then any MAL may volunteer to be:
 - Head Bartender
 - Grievance Coordinator
 - Social Coordinator
 - Assistant to DPR
 - Assistant to Treasurer
 - Inventory Coordinator
 - Master Calendar Coordinator
 - Assistant to Secretary
 - Rental Coordinator (*with pay*)

SECTION III – ELECTED OFFICERS

- 1. All elected officers shall be known as the Executive Board (EB).
 - a. Reciprocal and entitlement nepotism shall not be allowed.
- 2. Shall abide by the Association's By-Laws, Policy, and Texas Alcoholic Beverages Commission's (TABC) regulations and rules.
- 3. Shall be allowed to vote through AAD's Gmail.
- 4. Shall come to the clubhouse by assigned duty per the EB's agreement.
- 5. Any board member shall submit a request for excusal from a meeting to the Secretary, President, or another board member. The defined reasons for an excused absence will be categorized into two (2) sections:
 - a. Excused absences **without penalty** will be decided upon by the majority of board members as they see fit.
 - b. Excused absences **with penalty will be limited to three (3) times per year.** Any additional excused absences within a year will be subject to the majority decision of the board members and will lead to immediate termination. If a reason other than those listed above is given, it will be documented as unexcused. The board may modify their attendance as it sees fit.
- 6. Shall not accept any personal monetary gifts from any event sponsored by the Association.

7. Shall cancel any meeting, event, or/and close the clubhouse as the majority of the EB sees the need to do so.
8. Shall be bonded.
9. When a vacancy occurs in any elected office of the Association for the remaining term except for the president, and if no replacement occurs more than 30 days, the EB shall appoint the replacement with approval from the members at the General Meeting.
10. The officers shall complete all duties and tasks at the end of their terms by December 31st.
11. Shall check their email account(s) at least once daily.
 - a. Exceptions may be made when the officer is out due to extenuating circumstances (illness, death, hospitalization, vacation, extreme weather, etc.) as long as this is communicated to the Secretary via email and/or approved by the Board.
12. The Executive Board shall approve any coupon, discount, or other modification to the pricing structure of membership dues.
 - a. For every big family event, the event chair may request a discount on one-year membership dues for anyone who has won a single prize.
 - b. Anyone is eligible to be considered for a 25% discount on their membership. To qualify for this discount, they must have volunteered in at least 10+ events throughout the last 12 months. Volunteering includes, but is not limited to:
 - Event Chair
 - Any Committee Member
 - Volunteer at Admission duty
 - Volunteer at Lucky 13
 - Volunteer at General Meeting
 - Another role that the board approves for qualification.

SECTION IV – STAFF

1. AAD CLUB MANAGER:

- a. Shall report to EB Meetings.
- b. Shall maintain the clubhouse premises.
- c. Shall appoint an assistant club manager.
- d. The salary is \$350 per month. Payment will be made at the end of the month.
- e. Shall supervise Rental Coordinator, Social Coordinator, Head Bartender, Custodian, and Groundskeeper.
- f. Shall be responsible for:
 - i. Safety
 - ii. Security
 - iii. Kitchen
 - iv. Ordering supplies for the Head Bartender, Custodian, and Groundskeeper.
- g. Shall collect all membership dues and cashier's monies after each scheduled night with a written report including two (2) signatures.
- h. Shall hold petty cash for the change.
- i. Shall supervise the clubhouse keys and distribute them to all EB officers and staff.
 - i. Lost key fee:
 1. Master - \$25.00 each
 2. Small ones including cabinets - \$10.00 each

j. Notify in writing any needs of repair to EB.

2. AAD RENTAL COORDINATOR:

- a. Shall report to the Club Manager.
- b. Shall be responsible for handling rental reservations and checklists for the use of clubhouse premises.
- c. Supervises and coordinates all rental events.
- d. Receives \$100 per rental event-based salary and payment will be made within 30 days after the event, subject to temporary suspension by the board in case of emergencies.
- e. Shall submit all rental schedules to the Master Calendar coordinator.
- f. Shall handle all rental contracts.
 - i. Requirements to book a date of event in advance (14 days+) for potential renters:
 1. Complete & sign the rental request form.
 - ii. The cost for rental space for:
 - **Member-** \$300.00 + \$10 fee = **\$310.00**
 - **Non-member-** \$400.00 + \$12 fee = **\$412.00**
 - **Non-profit organization-** \$500.00 + \$15 fee = **\$515.00**
 - **Business/Corporation-** \$700.00 + \$20 fee = **\$720.00**
 - iii. All-day events or wedding events shall be:
 - **Member-** \$400.00 + \$12 fee = **\$412.00**
 - **Non-Member-** \$500.00 + \$15 fee = **\$515.00**
 - iv. The refundable deposit of **\$50.00** for cleaning the rental space including restrooms.

3. AAD MASTER CALENDAR COORDINATOR:

- a. Shall report to EB Meetings and the Club Manager.
- b. Shall be responsible for maintaining and managing the AAD master calendar, which includes all the events, rentals, and any activities.
- c. Oversees the overall scheduling process, ensuring that all events are properly scheduled, avoiding conflicts and overlaps.
- d. Works closely with the Rental Coordinator, Social Coordinator, Club Manager, Director of Public Relations, and anyone who is in charge of the Newsletter.
- e. Shares 100% of the AAD calendar with all Board Officers and the Club Manager.

4. AAD SOCIAL COORDINATOR:

- a. Shall report to the Club Manager and President.
- b. Works with and supports all AAD's event chairpersons.
 - i. Searches for and recruits event chairpersons within the President's appointment.
 - ii. Seed money for AAD's activities/events is \$300, subject to board approval upon request.
- c. Organizes and coordinates all AAD's events, such as parties, gatherings, outings, etc.
- d. Ensures there is at least one family event each month.
- e. Shall submit all AAD's event schedules to the Master Calendar coordinator.

5. AAD HEAD BARTENDER:

- a. Shall report to the AAD Club Manager.
- b. Shall be responsible for bar inventory and bar operations.

- c. Shall supervise and schedule other bartenders.
- d. Shall be responsible for keeping the bar room neat and maintaining sanitation standards.
- e. Shall be responsible for the petty cash before and after the bar hours.
- f. Shall enforce TABC regulations.
- g. Shall report to AAD EB meetings upon request.

6. AAD CUSTODIAN:

- a. Shall be responsible to do the following:
 - i. Sweep and mop the floors.
 - ii. Clean and restock the restrooms.
 - iii. Empty all trash bins prior to the opening of public and private events.
 - iv. Keep the kitchen sinks empty and all dishes and silverware in proper places.
 - v. Clean A/C filter(s) every month.
 - vi. Spray insecticide and fumigate as directed by EB for pest control.
 - vii. Notify in writing to the AAD Club Manager of any need for repairs/supplies.

7. AAD GROUNDSKEEPER:

- a. Maintains the landscape by mowing the grass, trimming the trees and bushes, etc.
- b. Keeps the inventory of the gardening equipment.
- c. Notifies in writing to the AAD Club Manager of any need for repairs and supplies.

SECTION V – DISCIPLINARY PROCEDURES

- 1. Elected Officers:
 - a. Removal from office for neglect of duties and/or misconduct shall be determined by a two-thirds (2/3) vote of members present at a General Meeting by way of secret ballot.
- 2. Members:
 - a. The Executive Board shall suspend any member for any reason until the next General Meeting with evidence to explain the violations.
 - b. Shall be suspended for violation(s) of Association’s By-Laws & Policy by the determination of a two-thirds (2/3) vote of members present at a General Meeting by way of secret ballot.
 - c. Any member who creates a hostile environment through comments and/or actions towards an individual based on race, gender, sexual orientation, disability, and/or belief system shall be suspended from the club.
- 3. All elected officers and members shall have a right to due process.

SECTION VI – FINANCIAL ASSESSMENT AND EXPENSES

- 1. For any budget or request for money over Eight hundred dollars (\$800.00) for processes not classified as critical business, the request must be:
 - a. Formally written and submitted for approval through a vote at a General Meeting.
 - b. If the monetary request pertains to critical business and possesses or is less than \$800, it bypasses rule 1. In such instances, the approval of the board, confirmed through a majority vote, is deemed sufficient.
- 2. No officers, members, or chairpersons shall take any personal monetary and/or gifts from events and/or bar earnings.

3. The Treasurer shall be the Association's authorized signer for the checking account.
 - a. The President shall be the authorized signer for checking accounts in the absence of the Treasurer.
 - b. Any amount over six thousand dollars (\$6,000.00) in the checking account shall be transferred to the savings account.
4. The President and the Treasurer shall be the authorized signers of our savings account and any other similar accounts.
5. If any person writes an insufficient fund check, the Treasurer and/or Membership Coordinator shall collect the amount of the check plus a bank-charged fee.
 - a. Any person not paying the Non-Sufficient Fund (NSF) amount and bank-charged fee shall be suspended from the Association until it is paid.
6. No one shall sell tickets, boosters, or raffles using the Association's name without the EB's approval.
7. Individuals who identify as Black, Indigenous, and People of Color and lead the Racial Equity Training (RET) sessions will be compensated with \$100 once a month.
8. Every month, \$248 from our account is allocated as follows:
 - a. \$62 will be allocated to the Backyard.
 - b. \$62 will be allocated to the Clubhouse Roof.
 - c. \$62 will be allocated to the Parking Lot.
 - d. \$62 will be allocated to the Emergency Fund.
9. Hire a bookkeeper for the purpose of maintaining and organizing the organization's financial records and working closely with the Treasurer, in accordance with the bookkeeper's compensation rates authorized by the executive board.

SECTION VII – GENERAL MEETING

1. General Meeting shall start at 2:00 P.M monthly.
 - a. In-person meetings will be conducted using a hybrid approach, incorporating Zoom. Members participating on Zoom will have voice and voting rights.
2. Robert's Rules of Order shall be used at every General Meeting.
3. Parliamentarian:
 - a. Shall be appointed by the president with the majority of members' approval.
 - b. The term of the parliamentarian may be monthly or yearly.
 - c. Shall advise the presiding officer conducting the General Meeting in a legally efficient and impartial manner when asked by the presiding officer or voting member by way of the presiding officer.
 - d. Shall follow the Association's By-Laws, Policy, and Robert's Rules of Order.
4. Special Meetings may be called for any reason at the President's discretion.
5. The business of the Executive Board and the Committees shall be conducted monthly prior to the next General Meeting.
6. General Meetings shall be held on the Second (2nd) Saturday of each month.
7. The General Meeting may be moved to the next available Saturday as necessary.
8. Oath for new officers:
 - a. "I, (name), do hereby pledge myself to abide by the By-Laws and Policy of the Austin Association of the Deaf, Inc., and to faithfully perform the duties of my office as (position) to the best of my knowledge and ability."

9. The General Meeting shall proceed in the following order:
 - a. Call to Order
 - b. Moment of Silence
 - c. Read the Minutes of the previous General, Special, and Executive Board Meetings.
 - d. Officers' Reports
 - e. Standing Committees' Reports
 - f. Ad-Hoc Committees' Reports
 - g. Unfinished (old) Business
 - h. New Business
 - i. Election
 - j. Oath for New Officers
 - k. Announcements
 - l. Adjournment

SECTION VIII – QUORUM

1. The presence of 10% of the membership base or twenty-four (24) members, whichever is lower, but no less than twelve (12) members, and four (4) officers of the total membership shall constitute a quorum for the General Meeting.
2. If the quorum is not met within thirty (30) minutes, then the general meeting is canceled until next month. The agendas can be forwarded to the EB meeting to maintain the management of the Association.

SECTION IX – NON-DISCRIMINATION POLICY

1. Members, Guests, and Non-members may not be excluded from participating in, denied the benefits of, or be discriminated against.
 - a. Austin Deaf Club/ADC is committed to providing an inclusive and welcoming environment for all members. Members, Non-members, guests, and/or staff will not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age (for age-appropriate settings), national origin (ancestry), disability, marital status, sexual orientation, military status, familial status, political beliefs, disability, limited English proficiency, limited ASL proficiency, nor auditory status in any of its activities or operations.

SECTION X – COMMITTEES

1. The Association shall have Standing Committees.
2. The Standing Committees shall be as follows:
 - a. By-Laws and Policy
 - b. Nomination/Election
 - c. Membership
 - d. Archives
 - e. Social Games
3. The Association may have Ad-Hoc committees.

SECTION XI – BUSINESS PLAN

1. All proposed projects and initiatives must include an inclusive business plan.

2. These plans should cover market analysis, financial projections, operational details, and risk assessment.
3. Plans must demonstrate alignment with our organization's goals and vision.
4. Any change in the business plans will be reviewed and approved by the Executive Board.
5. The objectives of the Business Plan shall be completed every 5 years.
6. Every six months, the Executive Board must review, assess, and share a report on their ongoing performance with the members.

SECTION XII – GUIDELINES REFERRAL

Go to www.austindeafclub.org/guidelines

General Meeting	Clubhouse Rules	Banknight	2021-2026 Business Plan
Morris Porter's Texas Hold'em Poker	Facebook (Page/Group)	Board Meeting	Lifetime Members
Associate's Roles	Lucky 13/Totto/Poker	Volunteer Tracking	Associate's Certifications
Organizational Chart			