

Pittsburgh Association of the Deaf, Inc.



CONSTITUTION AND BYLAWS

Updated: March 1, 2024

PITTSBURGH ASSOCIATION OF THE DEAF, INC.

CONSTITUTION AND BYLAWS

TABLE OF CONTENTS

ARTICLE I	Name
ARTICLE II	Object
ARTICLE III	Location
ARTICLE IV	Officers
ARTICLE V	Elections
ARTICLE VI	Duties of Officers
ARTICLE VII	Meetings
ARTICLE VIII	Membership Classes and Qualifications
ARTICLE IX	Initiation Fees and Membership Dues
ARTICLE X	Duties and Conduct of Members
ARTICLE XI	Resignations
ARTICLE XII	Dropping, Suspension and Expulsion
ARTICLE XIII	Restriction of Membership
ARTICLE XIV	Appointment of Club Manager
ARTICLE XV	Club Rules and Regulations
ARTICLE XVI	Standing Committees
ARTICLE XVII	Amendments to the Bylaws
ARTICLE XVIII	Dissolution of Organization

Information Technology – Standard of Conduct

House Rules

PITTSBURGH ASSOCIATION OF THE DEAF, INC.

CONSTITUTION AND BYLAWS

Revised: March 1, 2024

ARTICLE I

NAME

The name of this organization shall be the Pittsburgh Association of the Deaf, Incorporated.

ARTICLE II

OBJECT

The object of this Association shall be: To maintain a club for the education and social enjoyment of its members.

ARTICLE III

LOCATION

The headquarters of this Association shall be in Allegheny County at 1854 Forbes Avenue, Pittsburgh, Pennsylvania.

ARTICLE IV

OFFICERS

Section 1. The officers of this Association shall consist of a President, a First Vice-President, a Second Vice-President, a Third Vice-President, a Secretary, a Treasurer, an Assistant Treasurer, a Membership Secretary, and three Trustees.

Section 2. The officers shall constitute the Board of Directors.

ARTICLE V

ELECTION

Section 1. The President, First Vice-President, Second Vice-President, Third Vice-President, Secretary, Treasurer, Assistant Treasurer, Membership Secretary, and three Trustees shall be elected by ballot at the regular business meeting held on the second Friday of December during an even-numbered year.

Section 2. The newly elected officers shall be sworn in immediately after their election and shall take office on January 1 of the following odd numbered year.

Section 3. No active member shall be eligible to hold office who has not been admitted to membership for one year before the election, who is not in good financial

standing, and who has not attended at least six (6) regular business meetings during the odd numbered year and at least six (6) regular business meetings during even numbered year before the election. Active members, with the attendance of less than four (4) regular business meetings during odd numbered year and less than four (4) regular business meeting before the election, shall not be eligible to vote for new officers.

Section 4. The officers shall hold office for two calendar years starting odd numbered year after the election and continue to serve until their successors are duly elected and qualified.

Section 5. If any vacancy occurs in any other office than President, the President shall have power to fill it by appointment of an Active member as an acting officer to serve until the next meeting, when the Association shall vote to fill the vacancy.

Section 6. A board member must attend nine active meetings per year or they will be immediately removed unless they have a valid excuse that is accepted by the board.

ARTICLE VI

DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the club and the Board of Directors. He/she shall enforce order and strict observance of Bylaws and Rules; he/she shall be a member ex-officio of all committees. The President shall appoint standing committees for the year at the first meeting in January.

Section 2. In the absence or disability of the President, the powers and duties shall devolve upon the First Vice-President and in the latter's absence or disability, upon the Second Vice-President and the Third Vice-President.

Section 3. The Secretary shall keep minutes of all meetings of the Association and the Board of Directors. He/she shall keep a register of members. He/she shall issue proper notice of all meetings. He/she shall conduct necessary correspondence with copies given to the President and Treasurer, and with the President, shall execute for the Association any legal papers required. He/she shall keep a copy of the Bylaws and such Rules as may promulgate from time to time, with a record of all amendments and changes. He/she shall have care and charge of all the books and records of the Association, except the books of the financial accounts. It will be the responsibility of the Secretary to inform the membership of a motion that has been carried but not acted upon within 60 days.

Section 4. The Treasurer shall receive and disburse all the monies of the Association. He/she shall keep an account of all receipts and expenditures, and each month, shall make a report of the club's financial affairs and conditions. He/she shall deposit all monies in a bank designated by the Board of Directors. Payments of bills against the Association shall be signed by both the President and the Treasurer. The treasurer shall assist the trustees with the development of our club budget process.

Section 5. The Assistant Treasurer shall assist the Treasurer in the performance of the duties outlined in Article VI, Section 4, and shall perform such other duties such directed by the President and the Treasurer.

Section 6. The Membership Secretary shall collect the monthly dues of the members, keep a record of such payments and turn all monies collected over to the Treasurer before the date of the monthly audit by the Trustees. In the absence or disability of the Membership Secretary, the powers and duties of the Membership Secretary shall be handed over to the Third Vice-President.

Section 7. The Trustees shall make a monthly audit and examination of all the club's accounts and financial affairs. They shall check all receipts and scrutinize all the disbursements for whatsoever purpose and by whatsoever made and authorized. The trustees shall have responsibilities which include but not limited to developing and overseeing the budget process, providing for financial controls and analysis of financial reports, review and approval of annual operations, review of extraordinary expenditures exceeding \$200.00 and review of investment policies for liquid assets of the organization. They shall not serve on any committees.

Section 8. The Treasurer, Membership Secretary and Club Manager shall be bonded by a surety company for an amount to be fixed by the Board of Directors.

ARTICLE VII

MEETINGS

Section 1. The club's regular business meeting shall be held monthly on the second Saturday at 7:30 p.m. unless some other date has been specifically set.

Section 2. A special meeting may be called by order of the President, or at the request of five or more members in good standing.

Section 3. At any meeting of the Association, twenty (20) Active members shall constitute a quorum for the transaction of business.

Section 4. Members may be excused from the meeting at the President's discretion, but only when the necessary quorum in attendance is not thereby affected.

Section 5. The regular order of business shall be as follows:

1. Salutation to the United States Flag
2. Necrology
3. Roll Call
4. Reading of the Minutes of last meeting
5. Communications
6. Report of Officers
7. Report of Committees
8. Application for Membership
9. Admission of New Members
10. Election and Installation of New Officers
11. Unfinished Business

12. New Business
13. Adjournment

This order may be suspended by the Association for any extraordinary purpose at any meeting.

Section 6. Any motion passed in a general Active members' meeting requiring two hundred dollars (\$200) or more from the General Fund, is subject to review and approval by the Board of Directors. A majority of six (6) votes by the Board of Directors in favor of the motion is required to put the motion in effect. In the event where the Board of Directors does not approve the motion, the motion is sent back to the Active members. At their meeting, if the same motion is passed by the Active members a second time, it shall take effect immediately.

ARTICLE VIII

MEMBERSHIP CLASSES AND QUALIFICATIONS

Section 1. Any person of good character is eligible for membership in the Association. There shall be six (6) classes of membership: Active, Associate, Senior Citizen, College Student, Life and Social members.

Section 2. Active members shall have the right to vote and hold office, and are those who have been elected to such status, subject to the provisions of Article XIII.

Section 3. Social members shall have all privileges of the club with the exception they cannot vote or hold office. They cannot attend any regular meeting of the Association. They will have no voice or voting privileges on business motions or elections. They may not participate in any sports for any other organizations nor involve in any committee. If he/she desires to participate or involve, he/she is required to join Associate membership.

Section 4A. Associate members shall have all privileges of the club with the exception they cannot vote or hold office. They may attend any regular meeting of the Association, and they may offer suggestions on the floor with the President's permission. They will have no voice or voting privileges on business motions or elections.

Section 4B. "First-Year" Associate members shall have the same privileges of the club as Associate members at a reduced membership rate as specified on Article IX, Section 2B of the Bylaws.

Section 5. Senior Citizen membership is open to members 65 years of age or older and to widows 62 years of age or older. Before becoming Senior Citizen members, they must have been Associate member for at least one year. Senior Citizen members may have all the privileges of the club with the exception that they cannot hold office or vote, but can attend the regular or special meetings.

Section 6. Active members who reach the age of 65, or who becomes retired from employment, or who becomes disabled, may be elected Life members by a two-thirds (2/3) vote of the members present at any business meeting. They must have been an

Active member for twenty (20) consecutive years or more before they can be considered for Life membership. Life members shall retain their rights as Active members with the exception that they cannot hold office.

Section 7. Student membership is open to any persons who are still in college. They must provide identification that they are still in college and may not participate in any sports for any other organizations. If he/she desires to participate, he/she is required to join Associate membership.

Section 8. A member who is four (4) months in arrears with his/her dues shall stand suspended and cannot enjoy any of the club privileges until such time as he/she has paid up all obligations. If by the sixth month he/she is still in arrears, he/she shall be dropped from the roll. He/she shall then have to apply for membership as a new member and pay the regular initiation fee if he/she so desires to be reinstated. There shall be no exception to this rule. This rule governs all classes of members of the Association.

Section 9. All new candidates for Associate and College Student membership must be admitted by filling out membership application with the consent from two members except College Student and Social members. The initiation fee and appropriate dues according to Article IX, Section 2A, 2B and 5 of the Bylaws for Associate members shall be charged and collected with the application. They shall be investigated by a Membership Committee appointed by the President. Election to membership shall be a vote of the Active members present at any regular meeting.

Section 10. All new candidates for Social membership must be admitted by filling out membership application with the consent from two members except College Student and Social members. An appropriate due according to Article IX, Section 6 of the Bylaws for Social members shall be charged and collected immediately with the application.

ARTICLE IX

MEMBERSHIP DUES

Section 1. The annual dues for Active members shall be forty-five dollars (\$45.00) due and payable in advance on or before March 31 of each calendar year.

Section 2A. The annual dues for Associate members shall be thirty-five dollars (\$35.00) due and payable in advance on or before March 31 of each calendar year.

Section 2B. A one-time initial due for "First-Year" Associate members shall be twenty dollars (\$20.00) due payable immediately. This applies only for anyone who never being a member before or is not a member for five years or more after the last time he/she was a member.

Section 3. The annual dues for Senior Citizen members shall be twenty dollars (\$20.00) due and payable in advance on or before March 31 of each calendar year.

Section 4. The annual dues for Life members shall be fifteen dollars (\$15.00) due and payable in advance on or before March 31 of each calendar year.

Section 5. The annual dues for College Student members shall be fifteen dollars (\$15.00) due and payable in advance on or before March 31 of each calendar year.

Section 6. The dues for Social members upon entering the premises every time shall be five dollars (\$5.00) due and payable immediately. Social membership is valid only on the initial date when he/she enters the premises. Social members who paid dues several times cannot upgrade his/her Social membership to other membership class as mentioned on Article VIII, Section 3 of the Bylaws.

Section 7. A penalty fee of five dollars (\$5.00) shall be assessed for dues not paid in full by March 31 in all classes of membership of the Association.

ARTICLE X

DUTIES AND CONDUCT OF MEMBERS

Section 1. It shall be the duty of members to observe order during the meetings, to cooperate with the officers of the Association in enforcing Bylaws and rules, to inform a non-member that only members can be admitted to the premises, and to refrain from all manners of noise, disputes, personalities, and from any act or conduct injurious to the order, peace, interest and welfare of the Association.

Section 2. The Board of Directors shall have the full power to deal accordingly on the spot in any manner that they see fit with members guilty of conduct unbecoming a gentle person, or in violation of Section 1 of this Article on the Association's premises or at dances, picnics or other affairs held under the auspices of the Association.

Section 3. The Board of Directors shall have charge of the property and effects of the Association. They shall have charge of the rooms and see they are kept in good order. They shall receive and take charge of all gifts, of books, pictures, etc. They shall make, or direct to be made, all purchases ordered by the Association. They shall order the payment of all necessary expenses and transact all business duties not otherwise herein ordered.

Section 4. A member shall keep the Secretary duly informed of his/her change of address.

ARTICLE XI

RESIGNATIONS

Section 1. A member wishing to sever his/her connection with the Association shall tender his/her resignation in writing. If all his/her dues and other obligations are paid in full, acceptance of such resignation may be effected by a majority vote of the qualified members present at any business meeting without prejudice to his/her possible application for reinstatement at some future time.

Section 2. The resignation of an officer must be made in writing and shall not be accepted except for a good and satisfactory reason, approval of which must be signified

by a majority vote of the qualified voting members present at the meeting at which his/her resignation is considered.

ARTICLE XII

DROPPING, SUSPENSION AND EXPULSION

Section 1. Any member who is in arrears for six (6) months' dues shall be dropped from the roll unless satisfactory reasons are given within two (2) years.

Section 2. A dropped member, being readmitted to membership, must pay up his/her back dues and any other obligations. He/she must pay a new penalty fee.

Section 3. Any member who has been suspended from membership by action of the Board of Directors, or by vote of the Association as a whole, shall be barred from all affairs of the Association and shall not be allowed to enter the club's premises at any time during the period of his/her suspension.

Section 4. Any member who has been expelled shall not be readmitted to membership within a period of two (2) years from the date of his/her expulsion, or a longer period may be fixed.

Section 5. The Board of Directors may also take such action as it sees fit on a complaint made by one members against another, if the ground of the complaint is properly an Association affair – that is to say, the Board of Directors shall have full power to act immediately and forthwith on such cases and settle them out and amends, may impose a reasonable fine to cover damage done or as a penalty, and may even suspend such a member for a fixed or indefinite period during which he/she should be barred from the premises of the Association and from attendance at its affairs. Or, the Board of Directors may take the case under advisement or investigation, consideration and later action. Or, it may refer the matter to a meeting of the Association as a whole. If the charges against said member merit expulsion, he/she may be expelled by a two-thirds (2/3) vote of the qualified members present at the meeting.

Section 6. A member disciplined by the Board of Directors may take appeal from their decision to the judgment of the Association as a whole, provided said appeal is taken within thirty (30) days from the date of the meeting at which the Board of Directors rendered its decision. If the hearing of the appeal is approved by a majority of the qualified voting members present at a business meeting, he/she shall be given due opportunity to state his/her side of the matter at issues.

Section 7. Any member in possession or found responsible for bringing illegal drugs and/or prohibited weapons into the club or surrounding area of the club shall be subject to suspension for a period of two years. The accused member may be suspended after due process hearing by a two-thirds (2/3) vote of the Board of Directors. Reinstatement to membership must be done in writing and voted upon by the Active members.

ARTICLE XIII

RESTRICTION OF MEMBERSHIP

Section 1. Active membership in the Association shall be restricted to nine (90) members.

Section 2. There shall be no limit placed on the number of Associate or Senior Citizen members.

Section 3. When the number of the Active members goes below the restricted number of ninety (90), the Association in regular session shall admit from the Association Roll enough members to keep it at the number by a two-thirds (2/3) vote of the qualified members present. Associate members with at least two (2) years membership who have requested transfer to the Active member roll by letter shall have first privileges.

Section 4. No hearing member can become an Active member unless he/she is the spouse of a deaf Active member, or the domestic (household) of a deaf Active member.

ARTICLE XIV

APPOINTMENT OF CLUB MANAGER

Section 1. The Club Manager shall be elected by ballot by the qualified members present at the regular meeting held on the second Friday of December during an odd-numbered year for a two-year term beginning with the following even-numbered year. The Club Manager shall be an Active member before he/she is appointed. He/she shall have the privileges of appointing his/her own assistants. His/her duties shall be to keep the club clean, to maintain order at all times, to see that only members are admitted to the clubrooms at all times. He/she shall account to the Treasurer for all monies taken at the bar and all other sources of income in the clubrooms.

Section 2. The Club Manager shall purchase all beer, wine and whiskeys and shall keep a record of same as required by the Pennsylvania Liquor Control Board.

Section 3. The Club Manager and his/her assistants shall be under the jurisdiction of the Board of Directors.

ARTICLE XV

RULES AND REGULATIONS

Section 1. The club shall be governed by the rules and regulations of the Pennsylvania Liquor Control Board.

Section 2. The rules in the most recent version of Robert's Rules of Order Newly Revised will be the ones we follow for our association. We will use these rules whenever they apply and don't conflict with our bylaws or any special rules we create.

ARTICLE XVI
STANDING COMMITTEES

Section 1. The standing committees of the Association shall be the Law, Membership, House and Bingo Night Committees. The President shall appoint the chair and members of each standing committee.

Section 2. The **Law Committee** shall consist of five (5) members to be appointed by the President. The committee shall receive the proposed amendments to the Bylaws that are referred from the regular meeting. They shall review and discuss the proposals, and make recommendations to the Association at the next regular meeting.

Section 3. The **Membership Committee** shall consist of several Active Members to be appointed by the President. The committee shall oversee all applications for membership in the Association. They shall investigate all applications for membership before being submitted to the Association at the regular meeting. Also, they shall be the Membership Monitors to check the member's status of membership when he/she enters the premises.

Section 4. The **House Committee** shall consist of three (3) members to be appointed by the President. The committee shall be responsible for the maintenance and repairs of the building (both interior and exterior) as needed or as ordered by the President or the Club Manager. The cost of repair or purchases must be approved by the President.

Section 5. The **Game Event Committees** shall consist of a certain number of members as appointed by the chairperson of each Game Event Committees as instructed by the policy and/or guideline. Game Event Committees shall be responsible for the donation at the door, games, and prizes during the game event. They shall account to the Treasurer for all monies taken from the donation and games, along with the list of distributed prizes.

ARTICLE XVII
AMENDMENTS TO THE BYLAWS

Section 1. All proposed amendments to the Bylaws made at a regular business meeting shall be in writing and shall be referred without debate to the Law Committee on the revision of the Bylaws.

Section 2. The Law Committee on revision of the Bylaws shall consider all proposed amendments or alterations in the Bylaws, when such amendments or alterations are submitted in writing, and shall recommend their adoption or rejection at a meeting of the Active members of the Association.

Section 3. A vote of two-thirds (2/3) of the members present shall be necessary in order to adopt any amendment to the Bylaws.

ARTICLE XVIII

DISSOLUTION OF ORGANIZATION

Section 1. In the event of dissolution of this organization, any and all club assets remaining after all legal obligations have been paid and the building has been sold, shall be placed in a fund in a local bank under the trusteeship of three (3) active members chosen by the membership; such funds to remain until the club reorganizes.

Section 2. However, at the expiration of the tenth (10th) year after the dissolution, the fund, at the discretion of the trustees, shall be given to other organizations of good standing which promotes the welfare of the Deaf.

Pittsburgh Association of the Deaf, Inc.



INFORMATION TECHNOLOGY – STANDARD OF CONDUCT

Information Technology – Standard of Conduct

Updated: August 12, 2017

The website, <http://www.pghdeafclub.org/>, contains information and pictures of events held by the Pittsburgh Association of the Deaf. The following contents are not to be in the site:

There shall be no posted inappropriate photographs of members or non-members; also photographs of anyone with any alcoholic or non-alcoholic beverages. There shall be not mention of monies, profit or winnings posted in the webpage.

Any member requesting information such as e-mailing the minutes is allowed excluding financial information, names of members who are suspended, or any information that could cause stress or harm to the members. The highlights of the minutes will be sent out only with special permission from the executive board members.

All board members shall not give or print their personal emails in the newsletter or websites. All board members are to be assigned an email address to ensure better quality communication with members and non-members. The emails assigned will be monitored if they feel they are being compromised.

This disclaimer or copyright is to be added at the end of each email:

Disclaimer © 2009 by **Pittsburgh Association of the Deaf**

CONFIDENTIALITY NOTICE. This e-mail contains proprietary information and may be confidential. You are hereby notified that any disclosure, copying, distribution or use of any of the information contained in or attached to this message is **STRICTLY PROHIBITED**. If you have received this transmission in error, please immediately notify me by reply e-mail (member to insert e-mail address here) and destroy the original transmission and its attachments without reading them or saving them to disk.

Pittsburgh Association of the Deaf, Inc.



HOUSE RULES

Updated: August 12, 2017

PITTSBURGH ASSOCIATION OF THE DEAF, INC.

HOUSE RULES

Revised: August 12, 2017

1. Members will be held responsible for the conduct of their guests.
2. Everyone must be a member to enter the premises. Everyone is required to bring his/her membership card with him/her.
3. No alcoholic beverages shall be sold to non-members.
4. Members are required to identify themselves as members when requested to do so by any member of the 2/3 of Directors, the Club Manager or any Active member.
5. All games in the clubroom shall be subject to such regulations as may be imposed by the Board of Directors.
6. Nobody shall remove any property belonging to the club. Anyone who removes the club's property, or who mutilates or destroys any club property may be cited before the Board of Directors in accordance with Article XII, Section 5 of the Bylaws.
7. Boisterous or unseemly conduct or language in or about the club premises is prohibited. An offending person may be liable for suspension or expulsion.
8. Special rules shall apply to the club barroom and social room as each occasion requires.
9. Pets shall not be allowed in the club. Guide Dog for the blind, Service Dog for the Deaf/Hard of Hearing or Therapy Dog for physically challenged person are permitted.
10. The club shall not be responsible for personal property of its members and guests.
11. Anyone under 21 years old shall not be permitted to sit at the bar.
12. Minors under age of 18 years old must evacuate the premises by midnight unless accompanied by an adult or legal guardian or under proper supervision of an adult, 25 years of age or older.
13. Children under 12 years old are not permitted in the club during the weekends at any time EXCEPT during special events only.

14. No tank tops or sleeveless T-shirts shall be worn by male persons during any events on Wednesdays, Fridays and Saturdays.
15. Notices may be placed on the bulletin board only by authority of a club officer or the Club Manager.
16. All suggestions, requests and complaints with respect to club matters and management shall be made in writing, signed by a member, and addressed to the Board of Directors. All complaints concerning service and the conduct of bartenders shall be made to the Club Manager or the Board of Directors.
17. **ILLEGAL DRUGS OR WEAPONS** are not permitted on the club's premises at any time. Those in possession or found responsible for bringing them into the club or surrounding area of the club shall be subject to suspension for a period of two years. An accused person may be suspended after a due process hearing by a 2/3 vote of the Board of Directors. Reinstatement to membership must be done in writing and voted upon by the Active members.