

# **BYLAWS**

## **Deaf Celebration, Incorporated**

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## ARTICLE ONE: NAME AND OBJECTIVES

- 1.1 **Name:** The name of the organization shall be **Deaf Celebration, Incorporated (Inc.)**. This organization shall have similar titles such as: Deaf Celebration (given year); Deaf Celebration, Dallas; and Deaf Celebration, Texas.
- 1.2 **Definition:** The Deaf Community is defined to include: The Deaf, the hard of hearing, parents of the Deaf, children of Deaf parents, siblings of the Deaf, Sign Language Interpreters, Deaf teachers and professionals, and American Sign Language (ASL)/Interpreting students.
- 1.3 **Objectives:** The objectives are:
- a) Hold an annual event to promote and celebrate Deaf culture, Deaf heritage, Deaf history, and ASL;
  - b) Educate the community;
  - c) Broaden knowledge about Deaf culture, Deaf heritage, Deaf history, and ASL among the Deaf Community such as: interpreters, professionals, children, parents, and educators;
  - d) Create public awareness of organizations of, for, and by the Deaf;
  - e) Provide a forum for artists, performing artists, and craftspeople who are D/deaf and hard of hearing; and
  - f) Promote, coordinate and monitor a repository of archival and related materials; articles; artifacts; books; clothing; family histories; human interest stories; interpreter articles, records and stories; organizational records; rare historical artifacts; multimedia exhibits; facilities or the like for informing the public and telling the stories of the Deaf and the Deaf Community. The repository shall be located in the Dallas-Fort Worth metropolitan area.

## ARTICLE TWO: OFFICE

- 2.1 **Principal Office:** Until the time where Deaf Celebration, Inc. can afford such space, meetings are preferably held at the Dallas Association of the Deaf (DAD)/Dallas Community Center of the Deaf (DCCD) clubhouse. As of the time being, Deaf Celebration, Inc. does not have a principal office.

- 2.2 **Registered Agent:** Deaf Celebration, Inc. shall have and continuously maintain in the State of Texas a registered office. The registered agent is the Chairperson wherein the registered office is located at the Chairperson's residential address. The registered agent and the address of the registered office may be changed from time to time by the members of Deaf Celebration, Inc.. The P.O. Box access shall be restricted to the Chairperson and/or his/her authorized designee and shall be in the residential area of the Chairperson.

## ARTICLE THREE: OFFICERS AND RESPONSIBILITIES

- 3.1 **Officers of Deaf Celebration, Inc.:** The officers of Deaf Celebration, Inc. shall consist of a Chairperson, a Secretary and a Treasurer. Officers in those three positions shall be Deaf. There shall be no nepotism among the three officers. All officers shall have such authority and exercise such powers and perform such duties as shall be determined from time to time by the committee members in resolutions not inconsistent with the Deaf Celebration, Inc. ByLaws.
- 3.2 **Term of Office and Removal:** The term of office shall be for one (1) year, commencing with the date immediately following the annual committee election. In addition, the expiring officers shall have an expiration date immediately following the annual committee election. In the event of no incoming officers to elect for the new term, the expiring officers of Deaf Celebration, Inc. shall hold office until their successors are elected or appointed and qualify for his/her positions, or until their death/resignation. All of the officers may qualify for re-election at every election.
- 3.3 **Elections:** The annual election of the officers and committee members shall take place at a meeting during the last two months of current fiscal year and the first month of the new fiscal year (a three month allowance to set up an election date). The vote of a majority of all previous and current Deaf Celebration committee members, who are at least 18 years old, present and voting, at the annual election shall be required for the election of three officers. The current edition of Robert's Rules of Order shall be used as a basis on parliamentary voting.
- 3.4 **Vacancies:** The Chairperson shall fill any vacancy, occurring in the Treasurer and Secretary offices by resignation or death after the annual election. In the event the Chairperson resigns or dies after the annual election, the committee shall elect a new Chairperson for the remainder of the term.
- 3.5 **Chairperson:** The Chairperson shall be the Chief Executive Officer. S/he shall have general and active management of the business and shall see that all orders and resolutions of the Deaf Celebration, Inc. are carried into effect. The Chairperson shall authorize, oversee and sign all the contractual agreements. S/he shall preside at all the meetings. The Chairperson shall be an ex-officio member of all subcommittees. S/he shall make sure the Deaf Celebration, Inc. is in good standing, good order, proper function as a bona fide organization such as: filling out the Registered Agent

form with the Secretary of State of Texas, ensuring the Treasurer filling out the federal income and state sales tax forms, consulting with the Internal Revenue Services regarding the tax exemption, and consulting with the Attorney General of Texas on the corporate matters. The Auditing/Compliance Committee, which consists of at least two members appointed by the Chairperson, shall ensure on a regular basis that the Chairperson has Deaf Celebration, Inc. in compliance.

- 3.6 **Secretary:** The Secretary shall attend all meetings, record all the proceedings of the meetings, and prepare the minutes. In the event that the Secretary is unable to attend the meeting, a backup Secretary shall record the meeting proceedings. The Secretary shall notify the members of all regular, special and emergency meetings through the website, electronic mail (e-mail) and other means of communication. The Secretary shall be the custodian of all official papers and records. The Secretary shall keep and update on a monthly basis a roster of committee members and their contact information. S/he shall perform other duties from time to time as may be assigned by the Chairperson or the committee.
- 3.7 **Treasurer:** The Treasurer shall have the custody of the funds and securities and shall keep full and accurate accounts and records of the receipts, disbursements and other transactions. S/he shall deposit all monies and other valuable effects in the name and to its credits. The Treasurer shall keep a financial statement up-to-date and submit a monthly report. S/he shall complete all the required governmental income and sales tax forms. The Treasurer shall turn over to the Auditing/Compliance Committee, which consists of at least 2 members appointed by the Chairperson, all such books, receipts and records following the end of each fiscal period before the annual election for auditing purposes. The Treasurer shall make no expenditures of over \$500.00 without the approval of the Chairperson or the committee. The Chairperson or the Treasurer shall sign checks after the Treasurer secures fidelity bond coverage for him/herself and the Chairperson. The Treasurer shall maintain two bank accounts: checking and savings. S/he shall ensure that the financial institution deliver two copies of monthly bank statements, one to the Treasurer and one to the Chairperson.

## ARTICLE FOUR: MEETINGS

- 4.1 **Date/Time of Regular/Special/Emergency Meetings:** The Chairperson shall call a committee meeting on a regular basis.
- 4.2 **Quorum/Voting:** The voting on any given subject or issue shall be approved or declined by the majority of those present and voting. The majority shall be defined as 51% of those present and voting. The current edition of Robert's Rules of Order shall be used as a basis on quorum and parliamentary voting. If there is no quorum at the called meeting, the meeting shall be cancelled but reports may be given.
- 4.3 **New Members:** The new members on the Committee shall voice but not vote at the first three meetings they attend. They may voice and vote afterwards.

- 4.4 **Dues and Fees:** There shall be no dues, nor fee assessments charged to the members of the committee.

## **ARTICLE FIVE: FISCAL YEAR**

- 5.1 **Fiscal Year:** The fiscal year of the Deaf Celebration, Inc. shall be the normal calendar year: January 1 to December 31 of any given year.

## **ARTICLE SIX: SUBCOMMITTEES**

- 6.1 **Subcommittees:** The Chairperson with the consent of the committee members shall appoint the Coordinators from the committee to monitor their subcommittees. The Coordinators shall report to the committee at the called meetings.
- 6.2 **Operating Manual:** There shall be an Operating Manual to guide the committee in their administrative efforts. The manual shall include policies, procedures, guidance and the like. The manual shall be updated yearly.

## **ARTICLE SEVEN: AMENDMENTS**

- 7.1 **Amendments to ByLaws:** The committee members may amend or repeal the Deaf Celebration, Inc.'s ByLaws or adopt new ByLaws for the Deaf Celebration, Inc. by a vote of two-thirds of the votes entitled to be cast by the members, present and voting, at a meeting at which a quorum is present; provided the amendment was presented in writing or by e-mail prior to the meeting.

## **ARTICLE EIGHT: DISSOLUTION**

- 8.1 **Dissolution:** In the event Deaf Celebration, Inc. has to dissolve all operations, all monies and assets shall be turned over to Dallas Association of the Deaf in Dallas, Texas for social and educational improvements.